**CONTINUING EDUCATION** 

# **Harper College** JINAZZ STAND STAND

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# **SPRING 2001**

SCHEDULE OF NON-CREDIT COURSES January 3-May 31 847.925.6300 www.harpercollege.com

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# Welcome to Harper College Contents

# **Spring 2001 Continuing Education Course Schedule**

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:

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Registration

# **Mission Statement**

· 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 equire 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

# General Information

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

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

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Maps

# **Computer Training**

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Interr	net Training	
Busin	ness Professional Software	
Deskt	top Publishing Technology	
	ertified IT Training	
	desk Premier Training Center	
Certif	fied CompTIA Training	
	fied Internet Webmaster	
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# Personal Enrichment

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# PC Software Training

**Fundamental Computer Skills** 

# UPGRADING AND REPAIRING YOUR COMPUTER

This hands-on course will include an overview of many of the components of a computer including the motherboard, microprocessor, disk drives, memory, ports and more. The instructor will demonstrate how to make basic hard-ware and software upgrades and how to troubleshoot common computer problems using an in-class personal computer demo. Instructional 0.3 CEU will be provided in class.

TUITION: \$59.00 FEES: \$8.00 TOUCHTONE NUMBER TT #7238 LCT0279-001, NEC 127, WED., 1/24-1/24, 6:00 pm-9:15 pm LCT0279-002, NEC 127, TUES., 3/13-3/13, 6:00 pm-9:15 pm LCT0279-003, TBA TBA, MON., 4/23-4/23, 6:00 pm-9:15 pm

#### **BEGINNING COMPUTER KEYBOARDING**

Get a good start towards learning today's software applications and working efficiently on a computer by learning the basics in keyboarding skills in 12 hours of instructor-led training in a hands-on learning environment. Supplementary practice activities will promote skill and competency development post-course. Instructional materials will be provided for classroom use only. Students can purchase a personal copy of the course textbook through the main campus bookstore. This course does not include instruc-1.2 CEU tion in any word processing software application.

TUITION: \$69.00 FEES: \$10.00 TOUCHTONE NUMBER TT #5999 LCT0116-001, IETC 106, WED., 1/24-2/14, 8:30 am-11:45 am LCT0116-002, NEC 101, SAT., 2/3-2/24, 8:30 am-11:45 am LCT0116-003, NEC 101, TUES., 2/13-3/6, 6:00 pm-9:15 pm LCT0116-004, IETC 106, WED., 3/14-4/4, 8:30 am-11:45 am LCT0116-005, NEC 101, THUR., 3/15-4/5, 6:00 pm-9:15 pm LCT0116-006, IETC 106, WED., 4/18-5/9, 8:30 am-11:45 am LCT0116-007, TBA TBA, TUES., 4/24-5/15, 6:00 pm-9:15 pm

#### **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 environdoes not provide keyboard skill training not does it that are provided. ment skills or any software applications. Class materials are provided.

TUITION: \$59.00 FEES: \$8.00 TOUCHTONE NUMBER TT #5107 LCT0078-001, NEC 118, MON., 1/22-1/22, 6:00 pm-9:15 pm LCT0078-002, NEC 118, FRI., 2/23-2/23, 8:30 am-11:45 am LCT0078-003, NEC 118, WED., 4/4-4/4, 6:00 pm-9:15 pm

LCT0078-004, IETC 106, FRI., 4/20-4/20, 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 fur-ther training in Windows applications. Nine hours of instruction in three halfday sessions. NOTE: This course does introduce Windows concepts but does not provide keyboard skill training or teach any software an 0.9 CEU Instructional materials are provided in class.

TUITION: \$178.00 FEES: \$19.00

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TOUCHTONE NUMBER TT #5110 LCT0200-001, IETC 106, MON., TUES., THUR., 1/29-2/1, 1:00 pm-4:15 pm LCT0200-002, IETC 106, MON., TUES., THUR., 2/19-2/22, 8:30 am-11:45 am LCT0200-003, NEC 101, MON., TUES., THUR., 3/5-3/8, 8:30 am-11:45 am LCT0200-004, NEC 127, MON., TUES., THUR., 3/26-3/29, 6:00 pm-9:15 pm

LCT0200-005, IETC 106, MON., TUES., THUR., 4/16-4/19, 1:00 pm-4:15 pm LCT0200-006, IETC 106, MON., TUES., THUR., 4/30-5/3, 8:30 am-11:45 am

# INTRODUCTION TO WINDOWS ENVIRONMENT

Run multiple programs and use shortcuts. Learn the basics of managing files and folders using the features of My Computer and Windows Explorer Create and save a basic document and customize your desktop. Course designed for those who already have some PC and mouse skills. TOUCHTONE NUMBER TT #6077

FEES: \$19.00 TUITION: \$162.00 LCT0310-001, NEC 101, TUES., 1/23-1/23, 8:30 am-4:00 pm LCT0310-002, NEC 101, FRI., 2/16-2/16, 8:30 am-4:00 pm LCT0310-003, NEC 101, THUR., 3/1-3/1, 8:30 am-4:00 pm LCT0310-004, NEC 101, MON., 3/26-3/26, 8:30 am-4:00 pm LCT0310-005, IETC 106, WED., 4/11-4/11, 8:30 am-4:00 pm LCT0310-006, IETC 106, FRI., 5/4-5/4, 8:30 am-4:00 pm

FEES: \$19.00 **TUITION: \$184.00** LCT0310-021, NEC 101, WED., 1/24-2/14, 6:00 pm-9:15 pm LCT0310-022, NEC 127, TUES., 2/6-2/27, 6:00 pm-9:15 pm LCT0310-023, NEC 101, TUES., 3/13-4/3, 6:00 pm-9:15 pm LCT0310-024, TBA TBA, MON., 4/23-5/14, 6:00 pm-9:15 pm

# **Fundamental Computer Skills, cont.**

# INTRODUCTION TO MICROSOFT WINDOWS FOR SENIORS

Senior friendly class will help you use the mouse, work with windows, get on-line help, work with programs and documents, copy and move files, use the recycle bin and customize your desktop. Instructional materials are 0.9 CEU vided in class.

TUITION: \$80.00 FEES: \$19.00 TOUCHTONE NUMBER TT #6079 LCT0320-001, NEC 101, WED., 2/14-2/28, 1:00 pm-4:15 pm

#### FILE MANAGEMENT

Learn 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 spe-cific 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 127, TUES., 1/23-1/30, 6:00 pm-9:15 pm LCT0038-002, NEC 101, MON., 2/26-2/26, 8:30 am-4:00 pm LCT0038-003, NEC 101, WED., 3/28-3/28, 8:30 am-4:00 pm LCT0038-004, TBA TBA, FRI., 4/27-4/27, 8:30 am-4:00 pm

# Word Processing

#### **INTRODUCTION TO WORD 2000**

Understand the key concepts in document creation and editing. Learn how to cut, copy, and paste, find and replace, and basic formatting skills. Students need strong PC and mouse skills for this course. PREREQUISITE: Introduction to Windows or equivalent experience. TOUCHTONE NUMBER TT #6350

	0.6 CEU
TUITION: \$162.00 FEES: \$19.00	
LCT0132-001, NEC 127, MON., 1/22-1/22, 8:30 am-4:00 pm	2 21
LCT0132-002, NEC 127, SAT., 2/24-2/24, 8:30 am-4:00 pm	
LCT0132-003, NEC 127, THUR., 3/15-3/15, 8:30 am-4:00 pm	
COLORADO DE LA COLORA	0.9 CEU
TUITION: \$178.00 FEES: \$19.00	A United of
LCT0132-011, NEC 101, MON., TUES., THUR., 2/5-2/8, 8:30 an	n-11:45 am
LCT0132-012, NEC 101, MON., TUES., THUR., 3/19-3/22, 8:30 a	am-11:45 am
	1.2 CEU
TUITION: \$184.00 FEES: \$19.00	
LCT0132-021, NEC 101, MON., 1/29-2/26, 6:00 pm-9:15 pm	
LCT0132-022, NEC 101, SAT., 3/3-3/24, 8:30 am-11:45 am	
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### **INTRODUCTION TO MICROSOFT WORD 2000 FOR** SENIORS

This class is geared toward seniors and their learning style. Subjects include: creating, saving, editing, and printing documents, selecting text, cut, copy and paste, character, paragraph and document formatting, tabs and and paste, character, paragraph and documentation and error-checking tools. Instructional materials are provided in 0.9 CEU tab class. PREREQUISITE: Introduction to Windows.

TUITION: \$80.00 FEES: \$19.00 TOUCHTONE NUMBER TT #6357 LCT0170-001, NEC 101, FRI., 3/2-3/16, 9:00 am-12:15 pm

# **INTERMEDIATE WORD 2000**

Explore the advanced features in Word 2000 including tabs, headers, foot-ers, styles, advanced formatting, templates, mail merges, shortcuts and working with OLE. PREREQUISITE: Intro to Word. NOTE: The textbook that is used in the 12-hour class is a continuation of the 12-hour Introduction to Word 2000 class. If you did not attend the Introduction class, you must purchase the textbook at the campus bookstore prior to the first class ses TOUCHTONE NUMBER TT #6382

TO CONTINUE NO MOLETE TE MOLE	0.6 CEU
TUITION: \$162.00 FEES: \$19.00	
LCT0232-001, NEC 127, WED., 2/28-2/28, 8:30 am-4:00 pm	
LCT0232-002, NEC 127, SAT., 3/31-3/31, 8:30 am-4:00 pm	0.9 CEU

TUITION: \$178.00 FEES: \$19.00 LCT0232-011, NEC 101, MON., TUES., THUR., 4/2-4/5, 8:30 am-11:45 an 1.2 CEU

TUITION: \$184.00 LCT0232-021, NEC 101, MON., 3/5-3/26, 6:00 pm-9:15 pm LCT0232-022, TBA TBA, THUR., 4/26-5/17, 6:00 pm-9:15 pm

# **Computer** Training

# Word Processing, cont.

#### **ADVANCED WORD 2000**

Learn advanced features in Microsoft Word 2000, including enhancing publications with graphics, managing text in column formats, working with worksheets and charts, and automating work with macros. Instructional materials are provided in class. PREREQUISITE: Introduction and Intermediate Word. 0.6 CEU

TUITION: \$162.00 FEES: \$19.00 TOUCHTONE NUMBER TT #7201 LCT0332-001, NEC 127, THUR., 4/5-4/5, 8:30 am-4:00 pm

# **TIPS, TRICKS AND SHORTCUTS IN WORD 2000**

Improve your efficiency and productivity using macros, templates, merges, and other shortcuts available in Word 2000. Students need strong basic skills to be successful in this class. Instructional materials provided in class. PREREQUISITE: Intro to Word 2000 or equivalent experience. 0.6 CEU

TUITION: \$154.00 FEES: \$10.00 TOUCHTONE NUMBER TT #6569 LCT0174-001, NEC 127, SAT., 3/3-3/3, 8:30 am-4:00 pm

#### **DESIGNING NEWSLETTERS AND BROCHURES IN** WORD 2000

Design flyers, newsletters and brochures for your office or organization using Word's desktop publishing feature. Instructional materials are provided in class. PREREQUISITE: Introduction to Word 2000 or equivale 0.6 CEU rience.

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TUITION: \$154.00 FEES: \$10.00 TOUCHTONE NUMBER TT #7204

LCT0282-001, NEC 101, WED., 3/7-3/7, 8:30 am-4:00 pm LCT0282-002, NEC 101, FRI., 4/6-4/6, 8:30 am-4:00 pm

# **INTRODUCTION TO WORD 97**

Create, edit, format, save and print documents. Work with margins and page layouts and copy and paste. Students need strong Windows and mouse skills to keep pace with this course. Keyboarding skills are n PREREQUISITE: Intro to Windows or equivalent experience. ce with this course. Keyboarding skills are recommended. TOUCHTONE NUMBER TT #5780

	0.6 CEU
TUITION: \$162.00 FEES: \$19.00	A COLORADO
LCT0126-001, NEC 118, WED., 1/31-1/31, 8:30 am-4:00 pm	
LCT0126-002, NEC 118, MON., 2/26-2/26, 8:30 am-4:00 pm	The Little
LCT0126-003, NEC 118, TUES., 3/27-3/27, 8:30 am-4:00 pm	

0.9 CEU TUITION: \$178.00 FEES: \$19.00 LCT0126-011, IETC 106, MON., TUES., THUR., 2/19-2/22, 1:00 pm-4:15 pm LCT0126-012, IETC 106, MON., TUES., THUR., 4/9-4/12, 8:30 am-11:45 am 1.2 CEU

TUITION: \$184.00 FEES: \$19.00 LCT0126-021, NEC 118, THUR., 2/1-2/22, 6:00 pm-9:15 pm LCT0126-022, NEC 118, TUES., 3/13-4/3, 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. PREREQUISITE: Intro to Windows/Intro to Word 97 NOTE: The textbook that is used in the 12-hour class is a continuation of the 12-hour Introduction to Word 97 class. If you did not attend the Introduction class, you must purchase the textbook at the campus bookstore prior to the first class see

TOUCHTONE NUMBER TT #5377 0.6 CEU TUITION: \$162.00 FEES: \$19.00 LCT0226-001, NEC 118, MON., 3/5-3/5, 8:30 am-4:00 pm LCT0226-002, NEC 118, TUES., 4/3-4/3, 8:30 am-4:00 pm 0.9 CEU TUITION: \$178.00 FEES: \$19.00

LCT0226-011, IETC 106, MON., TUES., THUR., 4/23-4/26, 8:30 am-11:45 am 1.2 CEU

TUITION: \$184.00 LCT0226-021, NEC 118, THUR., 3/1-3/22, 6:00 pm-9:15 pm

0.6 CEU Important Phone Numbers Instructions for Reading **Continuing Education Schedule** Register with personal assistance 847.925.6300 Course Name **BASIC PC SKILLS** 0.3 CEU Register or pay by Touchtone 847.925.1010 1.2 CEU Continuing Education Units TOUCHTONE NUMBER TT #5792 -Information Desk LCT0300-001, NEC 110, MON., 1/25-1/25, 6:00-9:15 pm ne Nu 847.925.6292 Course Number, Location and Room Number, Day, Dates, and Time **Extension Information Center** 847.925.6001

# Computer Training

# **Spreadsheets**

# **ADVANCED WORD 97**

This course covers advanced features in Word 97, including customizing the work environment with menus and toolbars. Work with templates and macros and manage multiple documents. Build long documents with master documents and subdocuments. Learn to save files in an HTML format for Internet publication. Instructional materials are provided in class. PREFECUISITE: Introduction and Intermediate Word.

TOUCHTONE NUMBER TT #7203

LCT0326-001, NEC 118, MON., 3/19-3/19, 8:30 am-4:00 pm

### **TIPS, TRICKS, SHORTCUTS IN WORD 97**

Improve your efficiency and productivity using macros, templates, merges, and other shortcuts available in Word 97. Students need strong basic skills to be successful in this class. Instructional materials provided in class. PRE-REQUISITE: Intro to Word 97 or equivalent experience. **0.6 CEU** TUITION: \$154.00 FEES: \$10.00 TOUCHTONE NUMBER TT #5393

LCT0074-001, NEC 118, SAT., 3/17-3/17, 8:30 am-4:00 pm

#### **INTRODUCTION TO EXCEL 2000**

Learn the fundamentals of spreadsheeting in this six-hour course. Formatting cells and ranges, creating formulas, using functions to create and print worksheets, and enhancing charts will be covered. Keyboarding and mouse skills are helpful to keep pace with any software course. PRE-REQUISITE: Introduction to Windows or equivalent experience. 0.6 CEU

TUITION: \$162.00 FEES: \$19.00 TOUCHTONE NUMBER TT #6353 LCT0133-001, NEC 127, WED., 1/24-1/24, 8:30 am-4:00 pm LCT0133-002, NEC 127, MON., 2/26-2/26, 8:30 am-4:00 pm LCT0133-003, NEC 127, TUES., 3/20-3/20, 8:30 am-4:00 pm 0.9 CEU

TUITION: \$178.00 FEES: \$19.00 LCT0133-011, NEC 101, MON., TUES., THUR., 2/19-2/22, 8:30 am-11:45 am LCT0133-012, NEC 101, MON., TUES., THUR., 3/19-3/22, 1:00 pm-4:15 pm 1.2 CEU

TUITION: \$184.00 FEES: \$19.00 TOUCHTONE NUMBER TT #6353 LCT0133-021, NEC 101, THUR., 2/1-2/22, 6:00 pm-9:15 pm LCT0133-022, NEC 127, SAT., 3/17-3/24, 8:30 am-4:00 pm

### **INTERMEDIATE EXCEL 2000**

Learn more about some of the advanced features of Excel 2000. Use multiple worksheets, work in-depth with charts, create and work with PivotTables and apply formatting to spreadsheets. PREREQUISITE: Intro to Excel. NOTE: The textbook that is used in the 12-hour class is a continuation of the 12-hour Introduction to Excel 2000 class. If you did not attend the Introduction class, you must purchase the textbook at the campus bookstore, prior to the first class session. **0.6 CEU TOUCHTONE NUMBER TT #6383** 

TUITION: \$162.00 FEES: \$19.00 LCT0233-001, NEC 127, MON., 3/5-3/5, 8:30 am-4:00 pm LCT0233-002, NEC 127, TUES., 4/3-4/3, 8:30 am-4:00 pm

TUITION: \$178.00 - FEES: \$19.00 \* LCT0233-011, NEC 101, MON., TUES., THUR., 4/2-4/5, 1:00 pm-4:15 pm 1.2 CEU

0.9 CEU

TUITION: \$184.00 LCT0233-021, NEC 127, THUB, 3/1-3/22, 6:00 pm-9:15 pm

# **ADVANCED EXCEL 2000**

Learn advanced features in Excel 2000, including how to use range names to easily identify a group of cells. Use functions and array formulas and create AutoFilters and macros to automate filtering of data. Perform what-if analyses to evaluate and forecast changes in data, and protect a form to prevent unwanted changes. Instructional materials are provided in class. PREREQUISITES: Introduction and Intermediate Excel. **0.6 CEU** TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7200 LCT0333-001, NEC 127, FRI., 4/6-4/6, 8:30 am-4:00 pm

### **INTRODUCTION TO EXCEL 97**

Learn the fundamentals of spreadsheeting, including formatting cells and ranges, creating formulas and using functions to create and print work-sheets and charts. PREREQUISITE: Intro to Windows or equivalent experience. 0.6 CEU

 TOUCHTONE NUMBER
 TT #5782

 TUITION: \$162.00
 FEES: \$19.00

 LCT0127-001, NEC 118, TUES., 1/30-1/30, 8:30 am-4:00 pm

 LCT0127-002, NEC 118, SAT., 2/24-2/24, 8:30 am-4:00 pm

 LCT0127-003, NEC 118, THUR., 3/29-3/29, 8:30 am-4:00 pm

TUITION: \$178.00 FEES: \$19.00

LCT0127-011, IETC 106, MON., TUES., THUR., 2/5-2/8, 1:00 pm-4:15 pm LCT0127-012, IETC 106, MON., TUES., THUR., 3/26-3/29, 8:30 am-11:45 am 1.2 CEU

TUITION: \$184.00 FEES: \$19.00 LCT0127-021, NEC 118, WED., 2/7-2/28, 6:00 pm-9:15 pm LCT0127-022, TBA TBA, MON., 4/23-5/14, 6:00 pm-9:15 pm

# Spreadsheets, cont.

# **INTERMEDIATE EXCEL 97**

Learn more about some of the advanced features of Excel 97. Use, worksheets, work in-depth with charts, create and work with Pivol and apply formatting to spreadsheets. PREREQUISITE: Intro to E	Tables,
NOTE: The textbook that is used in the 12-hour class is a continuatio	
2-hour Introduction to Excel 97 class. If you did not attend the Intro	duction
class, you must purchase the textbook at the campus bookstore price	r to the
	CEU
FOUCHTONE NUMBER TT #5378	
FUITION: \$162.00 FEES: \$19.00	
CT0227-001, NEC 118, SAT., 3/10-3/10, 8:30 am-4:00 pm	
CT0227-002, NEC 118, THUR., 4/5-4/5, 8:30 am-4:00 pm	
	CEU
UITION: \$178.00 FEES: \$19.00	
.CT0227-011, IETC 106, MON., TUES., THUR., 4/9-4/12, 1:00 pm-4:15	
1.2	CEU

TUITION: \$184.00

LCT0227-021, NEC 118, WED., 3/7-3/28, 6:00 pm-9:15 pm

# **ADVANCED EXCEL 97**

Learn the advanced features of Excel 97, including how to use range names to easily identify a group of cells. Use functions and array formulas, create AutoFilters and macros to automate filtering of data, perform what-if analyses to evaluate and forecast changes in data, and protect a form to prevent unwanted changes. Instructional materials are provided in class. PREREQ-UISITE: Introduction and Intermediate Excel. **0.6 CEU** TUITION: \$162.00 FEES: \$19.00

LCT0327-001, NEC 118, THUR., 3/22-3/22, 8:30 am-4:00 pm

# **Databases**

# **INTRODUCTION TO ACCESS 2000**

Learn how to create customized tables, forms and queries from client and sales data. Generate reports, schedule and maintain client activities and inquiries. Track sales and other data through customized queries. Keyboarding and mouse skills are helpful to keep pace with any software course. PREREQUISITE: Introduction to Windows or equivalent experience. **O.6 CEU TOUCHTONE NUMBER TT #6356**TUITION: \$162.00 FEES: \$19.00
LCT0135-001, NEC 127, THUR., 2/1-2/1, 8:30 am-4:00 pm

LCT0135-002, NEC 127, TUES., 3/6-3/6, 8:30 am-4:00 pm LCT0135-003, NEC 127, MON., 4/2-4/2, 8:30 am-4:00 pm TUITION: \$178.00 FEES: \$19.00 LCT0135-011, NEC 101, MON., TUES., THUR., 2/5-2/8, 1:00 pm-4:15 pm **1.2 CEU** TUITION: \$184.00 FEES: \$19.00 LCT0135-021, NEC 127, WED., 2/7-2/28, 6:00 pm-9:15 pm LCT0135-022, TBA TBA, WED., 4/25-5/16, 6:00 pm-9:15 pm

# **INTERMEDIATE ACCESS 2000**

Discover 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. PREREQUISITE: Intro to Access. NOTE The textbook that is used in the 12-hour class is a continuation of the 12hour Introduction to Access 2000 class. If you did not attend the introduction class, you must purchase the textbook at the campus bookston 0.6 CEU first class session. TOUCHTONE NUMBER TT #6385 TUITION: \$162.00 FEES: \$19.00 LCT0235-001, NEC 127, TUES., 3/13-3/13, 8:30 am-4:00 pm LCT0235-002, TBA TBA, MON., 4/23-4/23, 8:30 am-4:00 pm 0.9 CEU TUITION: \$178.00 FEES: \$19.00 LCT0235-011, NEC 101, MON., TUES., THUR., 3/12-3/15, 8:30 am-11:45 am 1.2 CEU TUITION: \$178.00 FEES: \$19.00 TUITION: \$184.00

LCT0235-021, NEC 101, WED., 3/7-3/28, 6:00 pm-9:15 pm

# ADVANCED ACCESS 2000

Learn 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 and 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 and create a macro group and an AutoExec macro. PREREQUISITE: Introduction and Intermediate Access. **0.6 CEU** TUITION: \$162.00 FEES: \$19.00 TOUCHTONE NUMBER TT #7126 LCT0335-001, TBA TBA, MON., 4/30-4/30, 8:30 am-4:00 pm

# Databases, cont.

# **INTRODUCTION TO ACCESS 97**

Learn how to create customized tables, forms, mailing labels from client and
sales data. Generate reports and schedule and maintain client activities and
inquiries. Track sales and other data through customized gueries. PRE-
REQUISITE: Intro to Windows or equivalent experience. 0.6 CEU
A CONTRACT OF A
TOUCHTONE NUMBER TT #5784
TUITION: \$162.00 FEES: \$19.00
LCT0129-001, NEC 118, WED., 2/7-2/7, 8:30 am-4:00 pm
LCT0129-002, NEC 118, TUES., 3/13-3/13, 8:30 am-4:00 pm
LCT0129-003, NEC 118, WED., 4/4-4/4, 8:30 am-4:00 pm
0.9 CEU
TUITION: \$178.00 FEES: \$19.00
LCT0129-011, IETC 106, MON., TUES., THUR., 2/26-3/1, 8:30 am-11:45 am
1.2 CEU
TUITION: \$184.00 FEES: \$19.00

LCT0129-021, NEC 118, MON., 2/5-3/5, 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. PREREQUISITE: Intro to Access 97 NOTE: The textbook that is used in the 12-hour class is a continuation of the 12-hour Introduction to Access 97 class. If you did not attend the Introduction class, you must purchase the textbook at the campus bookstore prior to the first class session. **0.6 CEU** 

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #5381 LCT0229-001, NEC 118, TUES., 3/20-3/20, 8:30 am-4:00 pm

LCT0229-002, TBA TBA, WED., 4/25-4/25, 8:30 am-4:00 pm

0.9 CEU

TUITION: \$178.00 FEES: \$19.00
TOUCHTONE NUMBER TT #5381

LCT0229-011, IETC 106, MON., TUES., THUR., 4/16-4/19, 8:30 am-11:45 am

TUITION: \$184.00

TOUCHTONE NUMBER TT #5381 LCT0229-021, NEC 118, MON., 3/12-4/2, 6:00 pm-9:15 pm

# **ADVANCED ACCESS 97**

Learn Cascade Update and Cascade Delete properties, modify the join property to use inner, self, and outer joins, apply select criteria and parameters in queries and 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 and create a macro group and an AutoExec macro. PREREQUISITE: Intro and Intermediate Access 97.

TUITION: \$162.00 FEES: \$19.00 TOUCHTONE NUMBER TT #6250

LCT0329-001, NEC 118, MON., 3/26-3/26, 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 customize templates. Create a personal slideshow for effective presentations using play lists, hidden slides, note pages, handouts and setting timings. See how animation can hold your audience captive. Instructional material will be provided in class. One-day seminar. PREREQUISITE: Strong Windows skills and knowledge of MS Word helpful.

TOODITIONE NOMEEN TI WOODA	
TUITION: \$162.00 FEES: \$19.00	0.6 CEU
LCT0134-001, NEC 127, SAT., 2/3-2/3, 8:30 am-4:00 pm	
LCT0134-002, NEC 127, FRI., 3/9-3/9, 8:30 am-4:00 pm	The man is
LCT0134-003, TBA TBA, TUES., 4/24-4/24, 8:30 am-4:00 pm	all description

0.9 CEU

TUITION: \$178.00 FEES: \$19.00 LCT0134-011, NEC 101, MON., TUES., THUR., 2/19-2/22, 1:00 pm-4:15 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 is helpful.

TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6384

LCT0234-001, NEC 127, FRI., 3/16-3/16, 8:30 am-4:00 pm <sup>1</sup> LCT0234-002, TBA TBA, WED., 4/25-4/25, 8:30 am-4:00 pm

# **Presentation Software, cont.**

# **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. PREREQUISITE: Strong Windows skills and knowledge of MS Word helpful.

TOUCHTONE NUMBER TT #5783	0.6 CEU
TUITION: \$162.00 FEES: \$19.00	010 010
LCT0128-001, NEC 118, FRI., 2/9-2/9, 8:30 am-4:00 pm	
LCT0128-002, NEC 118, SAT., 3/24-3/24, 8:30 am-4:00 pm	
	0.9 CEU

TUITION: \$178.00 FEES: \$19.00 LCT0128-011, IETC 106, MON., TUES., THUR., 3/12-3/15, 8:30 am-11:45 am

#### **INTERMEDIATE POWERPOINT 97**

Learn to use the enhancements of color, font, sizing, animation, charts and graphs to produce award-winning presentations. Emphasis is on visual enhancements for audience appeal. Instructional materials provided in class. PREREQUISITE: Intro to Powerpoint 97 and knowledge of MS Word helpful. 0.6 CEU

TUITION: \$162.00 FEES: \$19.00 TOUCHTONE NUMBER TT #5379 LCT0228-001, NEC 118, SAT., 3/31-3/31, 8:30 am-4:00 pm

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# B.O.S.S. Certification

# WORKSHOP IN MS OFFICE 97/2000 SKILLS

A self-paced performance workshop that allows students to demonstrate their knowledge of MS Office software applications. All projects are completed in the lab environment and evaluated by the BOSS assessment team. All BOSS program requirements including the required classes, assessments for the required classes and the elective classes must be completed before registration for this course. Call 847.925.6000 ext. 7405 for additional information. **1.2 CEU** TUITION: \$155.00 FEES: \$20.00

LCT0240-001, NEC, 1/16-5/19

# **Internet Training**

# **GETTING STARTED ON THE WEB**

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

TUITION: \$63.00 FEES: \$12.00 TOUCHTONE NUMBER TT #5122 LSB0013-001, NEC 101, TUES., 1/30-1/30, 6:30 pm-9:30 pm LSB0013-002, NEC 127, FRI., 2/23-2/23, 8:30 am-11:45 am LSB0013-003, NEC 127, TUES., 3/20-3/20, 6:30 pm-9:30 pm LSB0013-004, TBA TBA, MON., 4/30-4/30, 6:30 pm-9:30 pm

# **INTRODUCTION TO THE INTERNET FOR SENIORS**

Get in on the excitement of the Internet! Learn basic navigational skills and Internet vocabulary. Then spend hands-on computer time searching the Internet, with emphasis on evaluating the usefulness and credibility of Internet sites. Look at Web sites that are of interest and value to Seniors travel and shopping, safety on the Internet, health and fitness information and much more. Beginners welcome! **0.4 CEU** TUITION: \$30.00

TOUCHTONE NUMBER TT #7081 LAC0021-001, F 231, MON., 3/5-3/12, 5:00 pm-7:00 pm LAC0021-002, F 231, WED., 4/4-4/11, 5:00 pm-7:00 pm

#### **E-MAIL BASICS**

After attending this seminar using the Harper E-mail system, students will be able to create and send e-mail, use spell check, attach files, read e-mail sent to them, reply and forward messages, delete and save messages sent to them, create folders for saved messages and create a personal address book. Instructional materials will be provided in class. PREPEQUISITE: Introduction to Windows. TUITION: \$59.00 FEES: \$8.00

TOUCHTONE NUMBER TT #7236 LCT0276-001, NEC 127, THUR., 1/25-1/25, 6:00 pm-9:15 pm LCT0276-002, NEC 101, WED., 2/21-2/21, 6:00 pm-9:15 pm LCT0276-003, NEC 127, THUR., 3/22-3/22, 8:30 am-11:45 am

# **INTRODUCTION TO OUTLOOK 2000**

Learn to use the Outlook bar to view Outlook folders, create e-mail messages, organize the personal address book and manage contact information. Instructional materials are provided in class. PREREQUISITE: Introduction to Windows or equivalent experience. **0.6 CEU** TUITION: \$162.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7205 LCT0281-001, NEC 101, WED., 1/31-1/31, 8:30 am-4:00 pm LCT0281-002, NEC 101, THUR., 3/1-3/8, 6:00 pm-9:15 pm

# Internet Training, cont.

# **USING THE INTERNET AS A BUSINESS TOOL**

Get the basics of Netscape Navigator in six hours of applied instruction. Learn to use search tools for effectively retrieving specific information from the World Wide Web and steps in downloading and using web tools for time efficiency. Instructional materials will be provided in class. Web site development will not be covered in this course. PREREQUISITE: Computer/mouse experience. **0.6 CEU** 

TUITION: \$147.00 FEES: \$24.00 TOUCHTONE NUMBER TT #6076 LCT0141-001, NEC 127, THUR., 2/8-2/8, 8:30 am-4:00 pm LCT0141-002, NEC 127, SAT., 3/10-3/10, 8:30 am-4:00 pm

LCT0141-003, TBA TBA, THUR., 4/26-5/3, 6:00 pm-9:15 pm ELECTRONIC LIBRARY: WEB RESOURCES AND

# EXPLORATION

Make the most of search engines, Web directories, online databases and browsers. Learn Internet vocabulary and search tips to find better results faster. Learn how to evaluate Web sites for credibility, timeliness and relevance. See examples of useful, fun and trend-setting Web sites that will change the way you look for and retrieve information. **0.3 CEU** TUITION: \$45.00 FEES: \$4.00

TOUCHTONE NUMBER TT #7082 LAC0022-001, F 231, WED., 2/21-2/21, 6:00 pm-9:00 pm LAC0022-002, F 231, WED., 3/21-3/21, 6:00 pm-9:00 pm

# **RESEARCH ON THE WORLD WIDE WEB**

Learn the basics of using a Web browser, menu, navigating commands, printing information, saving information, copyright issues and using bookmarks. Instructional materials provided in class. **0.3 CEU** TUITION: \$63.00 FEES: \$10.00

TOUCHTONE NUMBER TT #5125 LSB0014-001, NEC 127, WED., 1/31-1/31, 6:30 pm-9:30 pm LSB0014-002, NEC 127, TUES., 3/6-3/6, 6:30 pm-9:30 pm LSB0014-003, TBA TBA, MON., 5/7-5/7, 6:30 pm-9:30 pm

#### **MARKETING ON THE WEB**

Learn the basic components of an effective web site and how the site integrates an overall marketing strategy. Basic marketing concepts as they relate to the Internet are discussed. Website development will not be covered in this course. **0.3 CEU** TUITION: \$63.00 FEES: \$10.00 TOUCHTONE NUMBER TT #5030 LSB0033-001, NEC 127, MON., 2/19-2/19, 6:30 pm-9:30 pm LSB0033-002, NEC 101, MON., 4/2-4/2, 6:30 pm-9:30 pm

#### **WEB DESIGN USING OFFICE 2000**

Learn 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. PRE-REQUISITE: Strong user skills in Word, Excel, and Powerpoint. **1.2 CEU** 

TUITION: \$245.00 FEES: \$24.00 TOUCHTONE NUMBER TT #6634 LCT0340-001, NEC 127, THUR., 2/1-2/22, 6:00 pm-9:15 pm LCT0340-002, NEC 127, WED., 3/7-3/28, 6:00 pm-9:15 pm

# **FRONTPAGE 2000 FOR WEB PUBLISHING**

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

 TUITION: \$329.00
 FEES: \$25.00

 TOUCHTONE NUMBER
 TT #7124

 LCT0192-001, NEC 127, WED., 1/31-2/7, 8:30 am-4:00 pm
 LCT0192-002, NEC 127, MON., 2/26-3/19, 6:00 pm-9:15 pm

 LCT0192-003, NEC 127, WED., 3/21-3/28, 8:30 am-4:00 pm
 LCT0192-003, NEC 127, WED., 3/21-3/28, 8:30 am-4:00 pm

 LCT0192-004, TBA TBA, TUES., 4/24-5/15, 6:00 pm-9:15 pm
 LCT0192-004, TBA TBA, TUES., 4/24-5/15, 6:00 pm-9:15 pm

#### **ADVANCED FRONTPAGE 2000**

Learn to create feedback forms and import feedback data into other Microsoft applications. Import Word and Excel files into your web site, use wizards to create sites and customize them, publish a site and make sure the search engines can find your web site. Instructional materials provided in class. PREREQUISITE: FrontPage 2000 for Web Publishing. 0.6 CEU

 TUITION: \$162.00
 FEES: \$17.00

 TOUCHTONE NUMBER
 TT #7125

 LCT0292-001, NEC 127, TUES., 3/27-3/27, 8:30 am-4:00 pm

 LCT0292-002, NEC 127, WED., 4/4-4/4, 8:30 am-4:00 pm

# Computer Training

# B.O.S.S BUSINESS OFFICE SOFTWARE SKILLS

Certification Program

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

# Program Requirements

# Prerequisites

- Demonstration of keyboarding skills
- Proficiency in using MS Windows
- **Required Courses**
- Introduction to Word
- Intermediate Word
- Introduction to Excel
- Intermediate Excel
- Introduction to Access
- Intermediate Access

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# **Elective Courses**

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

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

> For more info call

> > 847.925.6300

# Computer Training

# DESKTOP PUBLISHING TECHNOLOGY

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Certification Program

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

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

# Program Requirements

# Prerequisites

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

# **Required** Courses

QuarkXPress I–Introduction QuarkXPress II–Intermediate Adobe Illustrator I–Introduction Adobe Photoshop I–Introduction

Introduction to Scanning

Creating Newsletters and Brochures -

# Elective Courses (select four)

QuarkXPress III-Advanced

- Adobe Illustrator II-Intermediate\*\*
- Adobe Illustrator III–Advanced Adobe Photoshop II–Intermediate\*\*
- Adobe Photoshop III-Advanced
- Web Page course (select from FrontPage,

MS Office or HTML)

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

For more info call

847.925.6300

# Internet Training, cont.

# INTRODUCTION TO DREAMWEAVER

Learn to use Dreamweaver. Topics covered include: General Web page creation, creating and editing text, and building tables and creating links in Web pages. Enhance your Web pages by adding active elements and changing the backgrounds. Use frames in Web pages, import and customize images, create and customize forms. Instructional materials provided in class. PRE-REQUISITE: Introduction to HTML or Introduction to FrontPage, or Creating Web Page with Office 2000. **O.6 CEU** TUITION: \$162.00 FEES: \$25.00 **TOUCHTONE NUMBER TT #5468** 

LCT0275-001, NEC 127, MON., 2/5-2/5, 8:30 am-4:00 pm LCT0275-002, NEC 127, THUR., 3/1-3/1, 8:30 am-4:00 pm LCT0275-003, NEC 127, THUR., 3/29-3/29, 8:30 am-4:00 pm

# WEB PAGE DESIGN USING HTML PROGRAMMING

Learn to create your own Web page using HTML. Add local and remote links and graphics to create an effective web page. Instructional materials are provided in class. PREREQUISITE: Strong mouse and Windows skills and prior experience with the Internet and Netscape. **0.6 CEU** TUITION: \$172.00 FEES: \$19.00 LCT0190-001, NEC 127, MON., 1/29-2/5, 6:00 pm-9:15 pm LCT0190-002, NEC 127, TUES., 2/27-2/27, 8:30 am-4:00 pm LCT0190-003, NEC 127, TUES., 312-3/14, 1:00 pm-4:15 pm LCT0190-005, TBA TBA, TUES., THUR., 4/3-4/5, 6:00 pm-9:15 pm

### **INTERMEDIATE HTML**

Learn the advanced tools and techniques of text formatting and create tables, graphs, image maps and more. Work with authoring tools and document converters. Create documents that contain interactive Java Scripts and applets. Instructional materials are provided in class. PREREQUISITE: Introduction to HTML.

TUITION: \$172.00 FEES: \$19.00

TOUCHTONE NUMBER TT #7209 LCT0290-001, NEC 127, WED., 3/7-3/7, 8:30 am-4:00 pm LCT0290-002, TBA TBA, TUES., THUR., 5/8-5/10, 1:00 pm-4:15 pm

### **MACROMEDIA DIRECTOR 8.0—INTRODUCTION**

If you have ever wanted to create multimedia of your very own and broadcast interactive animations on the World Wide Web, then this is the class for you. Explore the basics on how to create and assemble cast members as well as how to animate them on stage. Create and edit cast members in the Paint window or the Vector Shapes window. Alter color palettes, and learn how to add interactive controls to your movies using drag-and-drop behaviors. Instructional materials will be provided in class. PREREQUISITE: Some background in a drawing or other graphic program such as Illustrator or Photoshop, some familiarity with HTML is also useful. TUITION: \$398.00 FEES: \$69.00

TOUCHTONE NUMBER TT #7235 LCT0274-001, NEC 138, MON., 2/5-3/3, 6:00 pm-9:15 pm LCT0274-002, NEC 138, SAT., 3/24-3/31, 8:30 am-4:00 pm LCT0274-003, NEC 207, WED., 4/25-5/2, 8:30 am-4:00 pm

# **BUILD YOUR OWN WEB SITE WORKSHOP**

This six-hour workshop is for the Internet savvy student. Bring in a design of your own and use our high-speed T-1 connection to create your own web site under the guidance of our instructor who has extensive web page design experience. Instructional materials are provided in class. PREFEQ-UISITE: Knowledge of any of the following: FrontPage 2000, HTML, Dreamweaver, or Web Page Design Using Word 2000. **0.6 CEU** TUITION: \$162.00 FEES: \$16.00

TOUCHTONE NUMBER TT #5491 LCT0280-001, NEC 127, THUR., 2/15-2/15, 8:30 am-4:00 pm LCT0280-002, NEC 127, MON., 3/19-3/19, 8:30 am-4:00 pm

# **Business Professional Software**

#### **INTRODUCTION TO QUICKBOOKS 2000**

FEES: \$39.00

TOUCHTONE NUMBER TT #5595 LCT0012-001, NEC 127, SAT., 2/10-2/17, 8:30 am-4:00 pm

LCT0012-002, NEC 127, FRI., 3/23-3/30, 8:30 am-4:00 pm

TUITION: \$245.00

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

1.2 CEU

# INTRODUCTION TO SCANNING ON THE MACINTOSH

Learn to use the scanner for image reproduction to improve final print production. Scan line art and four color photos, work with low and high resolution and different software applications. PREREQUISITE: Intro to MAC and one course using desktop publishing software. **0.3 CEU** TUITION: \$75.00 FEES: \$17.00

TOUCHTONE NUMBER

TOUCHTONE NUMBER TT #5667 LCT0088-001, NEC 138, THUR., 2/1-2/1, 6:00 pm-9:15 pm LCT0088-002, NEC 138, SAT., 3/10-3/10, 8:30 am-11:45 am

LCT0088-003, NEC 138, THUR., 4/5-4/5, 8:30 am-11:45 am LCT0088-004, NEC 207, FRI., 5/4-5/4, 8:30 am-11:45 am

**Business Professional Software** 

# WORKSHOP FOR QUICKBOOKS 2000 USERS

Users of QuickBooks, learn how to calculate deductions for payroll, file payroll returns, track sales tax, invoicing and inventory. Get assistance in more efficiently using Quickbooks in your own work environment. The textbook used is a continuation of the book used in the introductory Quickbooks 2000 class. PREREQUISITE: Introduction to Quickbooks 2000.

# TUITION: \$167.00

TOUCHTONE NUMBER TT #5133 LCT0112-001, NEC 127, MON., WED., 4/2-4/4, 6:00 pm-9:15 pm

# **PEACHTREE ACCOUNTING**

Learn to use the 4 most popular modules of Peachtree Software: General Ledger, Accounts Receivable, Accounts Payable and Payroll. Participants will have an opportunity to discuss concepts and applications as they relate to the individual work needs and get personal assistance to more efficiently use Peachtree Accounting for Windows in their work environment.

TUITION: \$162.00 FEES: \$39.00 '
TOUCHTONE NUMBER TT #7080
LCT0330-001, NEC 118, FRI., 2/16-2/16, 8:30 am-4:00 pm
LCT0330-002, NEC 118, MON., 3/12-3/12, 8:30 am-4:00 pm

**INTRODUCTION TO MS PROJECT 2000** 

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

TUITION: \$279.00 FEES: \$25.00 LCT0097-001, NEC 101, FRI., 2/2-2/9, 8:30 am-4:00 pm LCT0097-002, NEC 101, WED., 3/14-3/21, 8:30 am-4:00 pm LCT0097-003, TBA TBA, WED., 4/25-5/16, 6:00 pm-9:15 pm

**Desktop Publishing Technology** 

# **PREVIEW OF DESKTOP PUBLISHING**

Explore the types of software tools that can be used to enhance desktop publishing. Sample Quark and Photoshop and try your hand at scanning. Envision a new career in desktop publishing. Non-skills course. Instructional materials provided in class. TUITION: \$45.00 FEES: \$13.00

TOUCHTONE NUMBER TT #5668 LCT0089-001, NEC 138, THUR., 1/25-1/25, 6:00 pm-9:15 pm LCT0089-002, NEC 138, TUES., 2/20-2/20, 6:00 pm-9:15 pm LCT0089-003, NEC 138, THUR., 4/5-4/5, 6:00 pm-9:15 pm

# **INTRODUCTION TO THE MACINTOSH**

Learn the basics of file creation and management, terminology, hardware orientation and print operations to introduce you to the world of Macintosh. Develop skill in opening folders, using the mouse, and saving data. Instructional materials provided in class. **0.6 CEU** TUITION: \$120.00 FEES: \$41.00

TOUCHTONE NUMBER TT #5123 LCT0050-001, NEC 138, MON., 1/22-1/29, 6:00 pm-9:15 pm LCT0050-002, NEC 138, WED., 2/28-2/28, 8:30 am-4:00 pm LCT0050-003, NEC 138, TUES., 3/27-4/3, 6:00 pm-9:15 pm

# INTRODUCTION TO POWERPOINT ON THE MAC

Learn to customize PowerPoint, use the advanced drawing tools, do charting and customize templates. Create a slide show for effective presentations using builds, transitions and timings. Instructional materials will be provided in class. PREREQUISITE: Introduction to the Mac and word processing skills. **1.2 CEU** 

TUITION: \$288.00 FEES: \$59.00 TOUCHTONE NUMBER TT #7237

LCT0277-001, NEC 138, TUES., 2/6-2/13, 8:30 am-4:00 pm

LCT0277-002, NEC 138, WED., 3/14-3/21, 8:30 am-4:00 pm

Desktop Publishing Technology, 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. PRE-REQUISITE: Strong background in use of the Mac and mouse skills. 1.2 CEU

TUITION: \$288.00 FEES: \$35.00 TOUCHTONE NUMBER TT #5647 LCT0071-001, NEC 138, SAT., 1/27-2/3, 8:30 am-4:00 pm LCT0071-002, NEC 138, WED., 2/14-3/7, 6:00 pm-9:15 pm LCT0071-003, NEC 138, FRI., 3/16-3/23, 8:30 am-4:00 pm LCT0071-004, NEC 207, TUES., 4/24-5/15, 6:00 pm-9:15 pm

### **QUARKXPRESS II—INTERMEDIATE**

Learn to customize documents by working with master pages, styling text and graphics elements, layers, style sheets, paragraph format and more. Instructional materials provided in class. PREREQUISITE: QuarkXpress I Introduction or equivalent experience using the software. **1.2 CEU** TUITION: \$288.00 FEES: \$35.00

TOUCHTONE NUMBER TT #5648 LCT0072-001, NEC 138, MON., 3/12-4/2, 6:00 pm-9:15 pm LCT0072-002, NEC 207, THUR., 4/26-5/3, 8:30 am-4:00 pm

### QUARKXPRESS III—ADVANCED

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

TUITION: \$209.00 FEES: \$62.00 TOUCHTONE NUMBER TT #6347 LCT0172-001, NEC 207, THUR., 5/10-5/17, 8:30 am-4:00 pm

# **ADOBE ILLUSTRATOR I—INTRODUCTION**

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

TUITION: \$398.00 FEES: \$69.00 TOUCHTONE NUMBER TT #5785 LCT0055-001, NEC 138, WED., 1/24-1/31, 8:30 am-4:00 pm LCT0055-002, NEC 138, THUR., 2/8-3/1, 6:00 pm-9:15 pm LCT0055-003, NEC 138, MON., 3/19-3/26, 8:30 am-4:00 pm LCT0055-004, NEC 207, WED., 4/25-5/16, 6:00 pm-9:15 pm

# ADOBE ILLUSTRATOR II-INTERMEDIATE

Gain skill in the more advanced tools and techniques of Adobe Illustrator such as working with paint effects, type, perspective drawing, color separation and creating artwork for the web. Instructional materials provided in class. PREREQUISITE: Intro to Adobe Illustrator. **1.2 CEU** 

TUITION: \$353.00 FEES: \$70.00

TOUCHTONE NUMBER TT #6113 LCT0155-001, NEC 138, THUR., 3/8-3/29, 6:00 pm-9:15 pm LCT0155-002, NEC 207, SAT., 4/28-5/5, 8:30 am-4:00 pm

### **ADOBE ILLUSTRATOR III-ADVANCED**

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

TUITION: \$353.00 FEES: \$30.00

TOUCHTONE NUMBER TT #6386

LCT0255-001, NEC 207, THUR., 4/26-5/17, 6:00 pm-9:15 pm

# **ADOBE PHOTOSHOP I—INTRODUCTION**

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

 TUITION: \$398.00
 FEES: \$69.00

 TOUCHTONE NUMBER
 TT #5607

 LCT0036-001, NEC 138, TUES., 1/23-2/13, 6:00 pm-9:15 pm

 LCT0036-002, NEC 138, MON., 2/19-2/26, 8:30 am-4:00 pm

 LCT0036-003, NEC 138, WED., 3/14-4/4, 6:00 pm-9:15 pm

 LCT0036-004, NEC 207, TUES., 4/24-5/1, 8:30 am-4:00 pm

# **ANIMATION ART**

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

# Desktop Publishing Technology, cont.

# ADOBE PHOTOSHOP II-INTERMEDIATE

Focus is on image and color manipulation. Gain extensive experience in working with "adjust" commands, the Pen Tool, selection of Picture Elements at a more sophisticated level, and working with Bitmaps, Duotones, Tri-Tones, and Quad-Tones. Instructional materials provided in class. PREREQUISITE: Adobe Photoshop I - Introduction. **1.2 CEU** TUITION: \$353.00 FEES: \$72.00 TOUCHTONE NUMBER TT #5370

LCT0136-001, NEC 138, TUES., 2/27-3/20, 6:00 pm-9:15 pm LCT0136-002, NEC 207, TUES., 5/8-5/15, 8:30 am-4:00 pm

# ADOBE PHOTOSHOP III—ADVANCED

Learn monitor calibration and system optimization for improved speed and color accuracy. Advanced Layer, Channel and Masking techniques, Filter and Gradients Techniques, Calculations and Actions. Instructional materials provided in class. PREREQUISITE: Intermediate Adobe Photoshop II. **1.2 CEU** 

#### TUITION: \$353.00 FEES: \$67.00

TOUCHTONE NUMBER TT #6095 LCT0236-001, NEC 138, FRI., 3/30-4/6, 8:30 am-4:00 pm LCT0236-002, NEC 207, MON., 4/23-5/14, 6:00 pm-9:15 pm

# NEWSLETTERS/BROCHURES FOR DESKTOP PUBLISHING (MAC)

Hands-on skills class that integrates student skills of QuarkXPress, Photoshop and Illustrator to create effective layouts for newsletters, brochures and catalogs. Students learn to apply software skills and design knowledge to create newsletters and brochures. Learn how to set up your layouts to get ready for press. PREREQUISITE: Intro to QuarkXpress I and Intermediate QuarkXpress II. TUITION: \$240.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5320 LCT0113-001, NEC 138, SAT., 2/10-2/17, 8:30 am-4:00 pm LCT0113-002, NEC 138, THUR., 3/15-3/22, 8:30 am-4:00 pm

# **TYPOGRAPHY FOR DESKTOP PUBLISHING**

Learn how to make type the most important communicative element in your designs. Gain practical experience in the often-overlooked art of typography. Learn how to combine different typefaces to convey your message better. Create typographic logos, work with style sheets, learn better font management and how to illustrate with type. Complete several in-class projects for your portfolio. Instructional materials provided in class. PREREQUISITE: Introduction to QuarkXpress I. **1.2 CEU** TUITION: \$288.00 FEES: \$57.00

TOUCHTONE NUMBER TT #7207 LCT0278-001, NEC 138, THUR., 2/1-2/8, 8:30 am-4:00 pm LCT0278-002, NEC 138, TUES., 3/6-3/13, 8:30 am-4:00 pm

#### **MACROMEDIA DIRECTOR 8.0—INTRODUCTION**

If you have ever wanted to create multimedia of your very own and broadcast interactive animations on the World Wide Web, then this is the class for you. Explore the basics on how to create and assemble cast members as well as how to animate them on stage. Create and edit cast members in the Paint window or the Vector Shapes window. Alter color palettes, and learn how to add interactive controls to your movies using drag-and-drop behaviors. Instructional materials will be provided in class. PREREQUISITE: Some background in a drawing or other graphic program such as Illustrator or Photoshop, some familiarity with HTML is also useful. TUITION: \$398.00 FEES: \$69.00

TOUCHTONE \$398.00 FEES: \$99.00 TOUCHTONE NUMBER TT #7235 LCT0274-001, NEC 138, MON., 2/5-3/3, 6:00 pm-9:15 pm LCT0274-002, NEC 138, SAT., 3/24-3/31, 8:30 am-4:00 pm LCT0274-003, NEC 207, WED., 4/25-5/2, 8:30 am-4:00 pm

# DESKTOP PUBLISHING SKILL ASSESSMENT

Students may arrange to take up to two assessment tests per session, time permitting. Prior training and review of software skills recommended before taking any software assessment. Call 847.925.6000 ext. 7405 for additional information. **0.3 CEU** 

# TOUCHTONE NUMBER TT #7073

LCT0328-001, NEC 138, WED., 2/7-2/7, 6:00 pm-9:15 pm LCT0328-002, NEC 138, SAT., 3/3-3/3, 8:30am-11:45am LCT0328-003, NEC 138, TUES., 4/3-4/3, 8:30am-11:45am LCT0328-004, NEC 207, SAT., 5/12-5/12, 8:30am-11:45am

### DESKTOP PUBLISHING PORTFOLIO DEVELOPMENT WORKSHOP

Independent study style course that allows individual students to demonstrate skill and assess competence in Quark, PhotoShop, and Illustrator. Custom designed projects will be completed by the student to develop a portfolio of work that will be evaluated by a team of program instructors to determine competence and completion for the Desktop Publishing Technology Certificate. Students will meet with an instructor several times during the semester to create and critique assigned projects. Students have 16 weeks to complete the entire package of projects assigned. Call 847.925.6000 ext. 7405 for permission to register. TUITION: \$250.00 FEES: \$49.00

TOUCHTONE NUMBER TT #7208 LCT0073-001, NEC, 1/16-5/19

# Computer Training

# **TECH-Certified IT Training**

**Autodesk Premier Training Center** 

# **BEGINNING AUTOCAD 2000 (LEVEL I)**

Learn to create 2-D drawings using AutoCAD 2000. Contents include commands, menus, and plotting techniques in a hands-on learning environment. PREREQUISITE: Some previous drafting experience, and a working knowledge of Windows and personal computers. **3.2 CEU** TUITION: \$700.00

LVV0005-061, NEC 211B, TUES., THUR., 1/23-2/15, 5:30 pm-9:30 pm LVV0005-062, NEC 211E, SAT., 2/17-3/10, 8:30 am-4:30 pm LVV0005-063, NEC 211E, MON., WED., 4/2-4/25, 5:30 pm-9:30 pm

# **INTERMEDIATE AUTOCAD 2000 (LEVEL II)**

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

TUITION: \$700.00

LVV0006-061, NEC 200, TUES., THUR., 3/6-3/29, 5:30 pm-9:30 pm LVV0006-062, NEC 211E, SAT., 4/7-5/5, 8:30 am-5:30 pm LVV0006-063, NEC 211E, MON., WED., 5/14-6/11, 5:30 pm-9:30 pm

# **AUTOCAD LT 2000**

Gain the skill and knowledge to create basic 2D drawings using LT2000. Content includes basic setup and CAD approaches, basic drawing, editing, dimensions and display and output commands. PREREQUISITE: Drafting and a working knowledge of Windows 95/NT. **3.2 CEU** TUITION: \$700.00

LVV0061-061, NEC 211B, SAT., 3/10-3/31, 8:30 am-4:30 pm

### AUTOCAD 3D 2000 MODELING AND RENDERING APPLICATIONS

AutoCAD's three-dimensional drawing capabilities make it a practical modeling program for a variety of applications and disciplines. Yet learning to work in 3D on a 2D display device is a major challenge. For users who are proficient with AutoCAD's 2D commands, get an introduction to the tools available for modeling in three dimensions. Start with basic 3D concepts such as viewpoint and the UCS and explore the techniques for modeling in 3D with both surfaces and solids. The final modules cover the presentation of 3D models in layouts for plotting and as rendered images. The course content is designed to meet Autodesk Certified Courseware standards for "3D Modeling and Rendering Applications." PREREQUISITE: Intro and Intermediate AutoCAD 2000

TUITION: \$700.00

LVV0007-061, NEC 211B, MON., WED., 1/15-2/7, 5:30 pm-9:30 pm LVV0007-062, NEC 211B, SAT., 5/12-6/9, 8:30 am-4:30 pm

# **MECHANICAL DESKTOP FUNDAMENTALS**

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

# TUITION: \$700.00

LVV0099-061, NEC 211E, TUES., THUR., 1/16-2/8, 5:30 pm-9:30 pm LVV0099-062, NEC 211E, TUES., THUR., 5/15-6/7, 5:30 pm-9:30 pm

# **MECHANICAL DESKTOP ADVANCED**

Running in the AutoCAD 2000 environment, Mechanical Desktop Release 4 brings together tools for part modeling, assembly modeling, and surface modeling in one integrated package. Part Modeling allows the user to construct "intelligent" 3D solid models with features that update automatically when the dimensions are changed. This course covers the use of more advanced features including design variables, scenes, suppression and bills of materials.

LVV0098-061, NEC 211E, TUES., THUR., 2/27-3/15, 5:30 pm-9:30 pm

#### **AUTOCAD 2000 UPDATE**

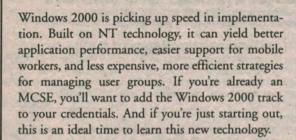
For users of R14 and users who intend to use AutoCAD 2000, particularly its new 3D capabilities and advanced features, instruction will introduce a significantly changed and more powerful product. The 3D portion of the class assumes a knowledge of 3D, particularly how to manipulate the UCS and create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

#### **TUITION: \$450.00**

LVV0004-061, NEC 211E, MON., WED., 2/12-2/21, 5:30 pm-9:30 pm LVV0004-062, NEC 211E, SAT., 5/5-5/12, 8:30 am-4:30 pm

# **Computer** Training

# MICROSOFT WINDOWS 2000 MCSE



# Consider these course tracks:

# For the IT Professional

# new to the Windows Core:

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

# For the current Windows NT professional:

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

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

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

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



1.888.BE-A-TECH

# **Autodesk Premier Training Center,** cont.

# PLOTTER SKILLS FOR AUTOCAD 2000 USERS

Learn to develop more proficient skills in plotting techniques using AutoCAD 2000. Work with geometric and 3D dimensional coordinates, use layout wizard, create color dependent plot style tables and create DWF files. PRE-REQUISITE: Completion or equivalent knowledge of AutoCAD level I and II and 3D Drawing and Rendering for 2000. **0.8 CEU** II and 3D Drawing and Rendering for 2000. TUITION: \$185.00

LVV0008-061, NEC 211E, TUES., THUR., 5/8-5/10, 5:30 pm-9:30 pm

# **3D STUDIO MAX**

Learn 3D animation systems for use in multi-media development, design visualization, commercial presentations, game design and architectural presentations. Become familiar with modeling, rendering and animation. PREREQUISITE: A working knowledge of Windows 95/NT. **4.0 CEU** TUITION: \$1400.00

LVV0090-061, NEC 211E, SUN., 1/28-2/25, 9:00 am-5:00 pm LVV0090-062, NEC 211E, TUES., THUR., 4/3-5./3, 6:00 pm-10:00 pm

# **Certified CompTIA Training**

# PC SUPPORT PROFESSIONAL/A+ CERTIFICATION

Intense hands-on training includes installations, basic configurations, upgrading, repair, diagnostic and troubleshooting, basic software/DOS skills, customer service skills, and PC maintenance. Designed for those with limited experience in working with computers other than as a basic end-user. Students will be preparing for the nationally recognized A+ Certification Exam. Course materials provided in class. Call 1-888-BE-A-19.0 CEU TECH for scheduled course dates. TUITION: \$5000.00

LAP0001-061, NEC 204, MON., WED., FRI., SAT., 1/15-4/7, 6:00 pm-10:00 pm

LAP0001-062, NEC 204, MON., WED., FRI., 2/5-4/18, 8:30 am-3:30 pm LAP0001-063, NEC 202, MON., TUES., WED., THUR., 2/5-4/26, 6:00 pm-10:00 pm

LAP0001-064, NEC 202, SAT., SUN., 3/3-6/24, 9:00 am-5:00 pm

#### **NETWORK+**

Learn the skills needed to plan, install and troubleshoot a network in a cor-porate environment. Includes OSI Model, network card configurations, diagnosing network problems, and hands-on practice in setting up a netdiagnosing network problems, and nanus-on protection in the A+ Support work environment. PREREQUISITE: Training equivalent to A+ Support 4.0 CEU TUITION: \$1795.00

TOUCHTONE NUMBER TT #7054 LAP0002-061, NEC 202, SAT., 1/20-2/17, 9:00 am-5:00 pm LAP0002-062, NEC 204, TUES., THUR., 3/6-4/5, 6:00 pm-10:00 pm LAP0002-063, NEC 202, TUES., THUR., 5/1-5/31, 6:00 pm-10:00 pm

# **Certified Internet Webmaster**

# **CIWTM FOUNDATIONS**

The Foundation class is a series of instructional sessions that are designed to prepare the student with the technical knowledge needed to complete the CIW Associate exam and begin training in any other CIW track. Included in the series are Basic Internet Fundamentals - a one-day session that teaches new users how to access the Internet and its wide array of useful resource, Advanced Internet Fundamentals - a one day session that teaches students how to access business information and resources on the Internet using a Web browser as a general-purpose Internet application, HTML Fundamentals - a one-day class designed to teach the fundamentals of Hypertext Markup Language (HTML) and other aspects of Web authoring, and Networking Fundamentals - a two-day session designed to teach students fundamental networking concepts and practices. For additional 4.0 CEU information call 1-888-BE-A-TECH. TUITION: \$1795.00

LCW0001-061, NEC 216, SUN., 1/14-2/11, 9:00 am-5:00 pm LCW0001-062, NEC 216, MON., WED., 3/5-4/4, 6:00 pm-10:00 pm

# **Cisco/CCNA**

# **CISCO CCNA/CISCO ROUTER TRAINING**

Gain hands-on experience needed to identify, design and configure small to medium sized multi-protocol internetworks. This course is part of the Network Support for Cisco Certification. Completion of this course prepares you for the CCNA (Cisco Certified Network Associate) certification ex 4.0 CEU

TUITION: \$2195.00 LCI0001-061, NEC 200, MON., WED., 1/8-2/7, 6:00 pm-10:00 pm LCI0001-062, NEC 200, MON., TUES., WED., THUR., FRI., 2/19-2/23, 9:00

am-5:00 pm LCl0001-063, NEC 200, MON., WED., 3/12-4/11, 6:00 pm-10:00 pm LCI0001-064, NEC 200, MON., WED., 4/16-5/16, 6:00 pm-10:00 pm

# **MS Windows**

# WINDOWS 2000 NETWORK and OPERATING **ESSENTIALS** (2151)

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

# TUITION: \$995.00

LNT0051-061, NEC 212, MON., WED., 1/8-1/24, 6:00 pm-10:00 pm LNT0051-062, NEC 201, TUES., THUR., 2/13-3/1, 6:00 pm-10:00 pm LNT0051-064, NEC 212, SUN., 2/25-3/11, 9:00 am-5:00 pm

4.0 CEU

TUITION: \$1795.00 LNT0051-065, NEC 212, SAT., 3/31-4/21, 9:00 am-5:00 pm

# SUPPORTING WINDOWS 2000 PROFESSIONAL and SERVER (2152)

Gain the knowledge and skills necessary to install and configure MS Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or domain. Content includes creating and managing user accounts, managing access to resources by group working with NTFS and more. PREREQUISITES: Completion of course MS 4.0 CEU

### TUITION: \$1795.00

LNT0052-061, NEC 212, MON., WED., 1/29-2/28, 6:00 pm-10:00 pm LNT0052-062, NEC 201, TUES., THUR., 3/6-4/5, 6:00 pm-10:00 pm LNT0052-063, NEC 212, SUN., 3/18-4/22, 9:00 am-5:00 pm LNT0052-064, NEC 212, SAT., 4/28-6/2, 9:00 am-5:00 pm LNT0052-065, NEC 201, MON., WED., 5/7-6/6, 6:00 pm-10:00 pm

#### SUPPORTING WINDOWS 2000 NETWORK (2153)

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

4.0 CEU

TUITION: \$1795.00 LNT0053-060, NEC 216, TUES., THUR., 1/9-2/8, 6:00 pm-10:00 pm LNT0053-061, NEC 216, MON., WED., 4/9-5/16, 6:00 pm-10:00 pm

# **MPLEMENT/ADMINISTER WINDOWS 2000 DIRECTORY SERVICE (2154)**

Gain the knowledge and skills necessary to install, configure, and adminis-ter the MS Windows 2000 Active Directory service. Contents include under-standing and implementing Group Policy and the tasks required to centrally manage users and computers. PREREQUISITES: Completion of MS 2153. 4.0 4.0 CEU

TUITION: \$1795.00

LNT0054-059, NEC 212, SUN., 1/7-2/4, 9:00 am-5:00 pm LNT0054-060, NEC 212, TUES., THUR., 2/20-3/22, 6:00 pm-10:00 pm LNT0054-061, NEC 212, MON., WED., 5/21-6/25, 6:00 pm-10:00 pm

# **DESIGN A SECURE WINDOWS 2000 NETWORK**

Design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. Learn to provide secure ss to local network users, remote users and remote offices, between private and public networks and partners. PREREQUISITE: Com course MS 1560 or 2154. 4.0 CEU TUITION: \$1795.00

LNT0047-061, NEC 201, SUN., 3/25-4/22, 9:00 am-5:00 pm LNT0047-062, NEC 212, TUES., THUR., 5/1-5/31, 6:00 pm-10:00 pm

### **DESIGN WINDOWS 2000 NETWORK SERVICE INFRASTRUCTURE (1562)**

Create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. Some Microsoft\* Windows\* 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Oppen Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design an IP routing scheme. PREREQUISITE: MS2154 or MS1560 with prior working experience in Windows 2000 NT 4.0 CEU

# TUITION: \$1795.00

LNT0048-061, NEC 201, SUN., 2/18-3/11, 9:00 am-5:00 pm LNT0048-062, NEC 212, TUES., THUR., 4/3-4/26, 6:00 pm-10:00 pm

# **UPDATING SKILLS FROM NT 4 TO WINDOWS**

2000 (1560) Microsoft NT 4.0 administrators will gain the skills and knowledge necessary to support MS Windows 2000 networks. Content will include exploring, implementing, and administering Active Directory and DNS, managing file resources, supporting DHCP and WINS and implementing disaster protection. PREREQUISITES: Completion of MS578, MS803 and MS922 and extensive hands-on experience working in the NT environment 4.0 CEU administrator.

TUITION: \$1795.00

LNT0050-061, NEC 212, SAT., 2/3-3/3, 9:00 am-5:00 pm

# MS Windows, cont.

# **DESIGN WINDOWS 2000 DIRECTORY SERVICES** (1561) Microsoft senior support professionals and network architects gain the

knowledge and the skills necessary to design a Microsoft Windows 2000 directory services infrastructure. Strategies are presented to assist in identifying the information technology needs of the organization, and then designing the Active Directory structure that meets those needs. PREREQdesigning the Active Directory Structure and the experience as an NT UISITE: Completion of MS 1560 or MS2154 and experience as an NT 2.4 CEU Administrator TUITION: \$995.00

LNT0049-061, NEC 200, SUN., 3/10-3/24, 9:00 am-5:00 pm 4.0 CEU LNT0049-062, NEC 212, SUN., 5/6-5/20, 9:00 am-5:00 pm

MCSE and Internet

# SECURING WEB ACCESS USING MICROSOFT **PROXY SERVER**

Learn how to install, configure, and troubleshoot basic architecture and methods of controlling Internet access using a proxy server. Work with the enhancements of reverse hosting and reverse proxy, hierarchical and dis-tributed arrays, and packet filtering. PREREQUISITE: Successful completion of MS 688, MS 936, and Fundamentals of Networking. 1.6 CEU TUITION: \$730.00

LNT0031-061, NEC 200, SAT., 2/10-2/17, 9:00 am-5:00 pm

#### **INSTALLING AND CONFIGURING MICROSOFT EXCHANGE 2000**

Gain the knowledge and skills necessary to install, configure, and adminis-ter Exchange 2000. This six-day, instructor-led course provides prerequisite knowledge and skills required for course MS 1573, Designing and Deploying a Microsoft Exchange 2000 Organization. Prerequisities for this course include: Completion of course 1560, Updating Support Skills from Windows NT 4.0 to Windows 2000, or course 2154, Implementing and Administering Microsoft Windows 2000 Directory Services, or 4.0 CEU working knowledge. TUITION: \$1795.00

LNT0070-061, NEC 216, SAT., 3/10-4/21, 9:00 am-5:00 pm

# **Microsoft SQL Server**

# **DESIGN DATA SERVICES/QUERYING MS SQL SERVER (2071)**

This is a five-day course teaches students to analyze business requirements to determine data storage and data access requirements and the technical skills required to write queries for MS SQL Server 2000. Students must have prior experience using Windows 2000 operating system or completion of MS 2151 and MS2152 as well as an understanding of basic relational database concepts. This course follows the curriculum content MOC #1609 and MOC#2071. 4.0 CEU TUITION: \$1795.00

LNT0171-061, NEC 210, SUN., 2/25-3/25, 9:00 am-5:00 pm

# **MS SQL ADMIN/MS SQL SERVER 2000 DATABASE** (2072)

This is a five-day course provides student with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of MS SQL Server 2000. Students will perform and automate administrative tasks and create custom tools, backup databases and implement a backup strategy, restore databases, and replicate data from one SQL Server to another. Students need prior experience using MS Windows 2000 Operating system (MS2151 and MS2152) and a strong understanding of relational database concepts as covered in 4.0 CEU MS1609 and MS2071 TUITION: \$1795.00

LNT0172-061, NEC 210, SUN., 4/1-5/6, 9:00 am-5:00 pm

# **PROGRAMMING A MS SQL SERVER 2000** DATABASE (2073)

This is a five-day course provides student with the knowledge and skills required to program a database solution by using MS SQL Server 2000. Students will be able to describe the elements of SQL Server, design a SQL Server enterprise application architecture, create and manage databases and their related components, implement data integrity by using the IDEN-TITY column property, program across multiple servers using distributed queries, distributed transactions and partitioned views, and manage transactions and locks to ensure data concurrency and recoverability. This course follows the outline for MOC #2073. Students should have a strong working experience using MS Windows 2000 operating system (MS2151 and MS2152) and basic relational database concepts including MOC #207 and MOC#2072. 4.0 CEU

LNT0173-061, NEC 210, SUN., 5/13-6/17, 9:00 am-5:00 pm

TUITION: \$1795.00

# **Microsoft Visual Basic**

# **MASTERING MICROSOFT ACCESS 2000** PROGRAMMING

This course is designed as an introduction to Visual Basic programming using MS Access 2000. Student will develop skills to write custom functions and event-driven procedures, Validate data; find and trap errors, gain access to and manipulate data in tables using ActiveX? Data Objects (ADO) and Structured Query Language (SQL), create a custom switchboard for an Access application. Students should have prior knowledge of how to design and use a relational database,create a database with multiple tables, forms and reports, create queries and a minimum of six-months activ Access 2.4 CEU TUITION: \$995.00

LNT0036-061, NEC 216, SUN., 3/4-3/18, 9:00 am-5:00 pm

# VISUAL BASIC 6.0 INTRO (1303)

Learn to build custom, multiple form applications, incorporate menus, status bars and custom toolbars into applications, implement form-level input validations, debug applications, use MS Active X controls and create setup programs to distribute applications. PREREQUISITE: Strong working knowledge of programming concepts and MS Access. Course MS1587 can prepare non-programming students. Call 1-888-BE-A-TECH to get further 4.0 CEU mation on course and prerequisites.

TUITION: \$1795.00 LNT0022-061, NEC 216, SUN., 3/25-4/29, 9:00 am-5:00 pm

# VISUAL BASIC 6.0 ADVANCED (1013)

Learn to develop the skills needed to write an MS Visual Basic-based appli-cation that will access data from a database, write a visual basic-based application that uses component object model (COM) components, create an Active X control and create a COM component. PREREQUISITES: Extensive programming experience or successful completion of MS1303. Call 1-888-BE-A-TECH to get further information on course and prerequ 4.0 CEU

TUITION: \$1795.00

LNT0023-061, NEC 216, SUN., 5/13-6/17, 9:00 am-5:00 pm

### Oracle

# **ORACLE: DATABASE MODELING/RELATION** DATABASE DESIGN

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

TUITION: \$995.00

LOR0001-061, NEC 214, MON., WED., 1/8-1/24, 6:00 pm-10:00 pm

# **ORACLE: INTRODUCTION TO SQL AND PL/SQL**

Learn how to create and maintain database objects and how to store retrieve, and manipulate data. Course includes how to create PL/SQL blocks of application code that can be shared by multiple forms, reports and data management applications. PREREQUISITE: Strong database skills. Students who have little to no database experience should consult TECH program staff prior to enrollment. Call 1-888-BE-A-TECH for as 4.0 CEU Course materials provided. TUITION: \$1795.00

LOR0002-061, NEC 214, MON., WED., 1/29-2/28, 6:00 pm-10:00 pm

# **ORACLE 8: DATABASE ADMINISTRATION**

Learn to start up and shut down a database, create an operational database, manage Oracle database files, maintain data integrity constraints and use clusters and index-organized tables. Course includes how to load and reorganize data, manage security enroll, monitor and drop database users, create and manage default and specific user profiles and grant database privileges. Call 1-888-BE-A-TECH for assistance. Course materials provided. PREREQUISITE: Intro to Oracle8:SQL/and PLSQL 4.0 CEU TUITION: \$1795.00

LOR0003-060, NEC 216, SAT., 1/13-2/10, 9:00 am-5:00 pm LOR0003-061, NEC 214, MON., WED., 3/12-4/11, 6:00 pm-10:00 pm

# **ORACLE 8: PERFORMANCE TUNING**

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

TUITION: \$1795.00 LOR0004-060, NEC 216, SAT., 2/17-3/17, 9:00 am-5:00 pm LOR0004-061, NEC 210, MON., WED., 4/23-5/23, 6:00 pm-10:00 pm

# Computer Training

# Oracle, cont.

# **ORACLE 8: BACKUP AND RECOVERY**

Students will learn the critical task of planning and implementing database backup and recovery strategies and examine various backup, failure, restore and recovery scenarios that apply to the Oracle8 Recovery Manager. Course materials provided in class. PREREQUISITE: Introduction Manager. Course materials provided in Glasser 4 that has a Administration to Oracle 8: SQL and PL/SQL and Oracle8: Database Administration 2.4 CEU

LOR0005-060, NEC 210, SAT., 3/24-4/7, 9:00 am-5:00 pm

#### **ORACLE 8: NETWORK ADMINISTRATION**

Discuss trends and problems associated with business networking and the various solutions required to tackle these problems. Learn to implement a basic connection between a client and a server node using various naming methods. Configure and simulate middle tier systems such as a Names server and Connection Manager. PREREQUISITE: Completion of Orac 1.6 CEU DBA track.

TUITION: \$730.00 LOR0006-060, NEC 216, SAT., 4/21-4/28, 9:00 am-5:00 pm

# Sun Microsystems

# INTRODUCTION TO UNIX WITH SHELL

# PROGRAMMING

TUITION: \$1795.00

Learn BASIC user commands and utilities and how to navigate the Unix file system. Receive an overview of basic korn shell scripting and more. Course materials provided in class, PREREQUISITE: A good working knowledge of ether operating systems (such as DOS or VMS). Previous computer and 3.2 CEU keyboard experience.

TUITION: \$1100.00

LUN0001-061, NEC 214, SAT., 2/10-3/3, 9:00 am-5:00 pm LUN0001-062, NEC 214, TUES., THUR., 3/6-3/29, 6:00 pm-10:00 pm

#### **JAVA PROGRAMMING FOR NON-PROGRAMMERS**

This is a five-day course that provides first-time programmers an opportunity to learn the techniques of programming using Java language. Students will learn to create simple programs using Java technology, read and edit Java technology source code, and create an object-oriented Java program that makes use of inheritance or containment. Students need strong basic computer skills and command of computer terminology to be success 4.0 CEU this course.

TUITION: \$1795.00

LSJ0001-061, NEC 214, SUN., 2/18-3/18, 9:00 am-5:00 pm LSJ0001-062, NEC 214, MON., WED., 4/9-5/9, 6:00 pm-10:00 pm

### UNIX SYSTEM ADMINISTRATION I

Gain the skill and knowledge to complete the essential tasks of stand-alone system installation, file system management, backups and process control. Learn about user account administration, security concerns and management of software packages. PREREQUISITES: Introduction to UNIX with 3.2 CEU Shell Programming or equivalent experience. TUITION: \$1100.00

LUN0005-061, NEC 214, SAT., 3/10-3/31, 9:00 am-5:00 pm LUN0005-062, NEC 214, TUES., THUR., 4/3-4/26, 6:00 pm-10:00 pm

# UNIX SYSTEM ADMINISTRATION II

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

# TUITION: \$1100.00

LUN0003-059, NEC 214, SAT., 1/13-2/3, 9:00 am-5:00 pm LUN0003-061, NEC 214, SAT., 4/7-4/28, 9:00 am-5:00 pm

LUN0003-062, NEC 214, TUES., THUR., 5/1-5/24, 6:00 pm-10:00 pm

# **UNIX SYSTEM V NETWORKING**

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

#### TUITION: \$1100.00

LUN0004-060, NEC 214, TUES., THUR., 1/9-2/1, 6:00 pm-10:00 pm LUN0004-061, NEC 214, SAT., 5/12-6/9, 9:00 am-5:00 pm

New TECH courses are offered continually! Visit our web site at www.harpercollege.com for the latest classes. Or call 1-888-BE-A-TECH for personal assistance.

# COMMUNITY CAREER SERVICES

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

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

**One-on-One Counseling Sessions** Discuss your career issues with a career counselor and develop strategies to manage your career successfully! FEES: \$45.00 per hour

# Myers-Briggs Type Indicator® \*

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

# Strong Interest Inventory

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

#### **Career** Assessment

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

# **Career Action Planning**

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

### For the 50+ Worker

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

#### **Resume Service**

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

# **Interviewing Skills**

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

For more info call 847.925.6293

# **Community Career Services**

Get your career on track with Harper's career support specialists. Our newly located Community Career Services in Room A347 of the Student and Administration Center on the main campus offers a wealth of resources to help you reach your goals.

# **Group Workshops**

# CAREER ASSESSMENT

Looking for direction or options? Starting a job search or thinking about a career change? This counselor-led Career Assessment workshop gives you the opportunity to identify/evaluate skills, interests, work values, motiva-tors/demotivators, strengths, weaknesses and personality through a series of ssessments. This will definitely help give you direction or confirm a decision! (Myers-Briggs, Self-Directed Search and self-evaluation techniq 0.5 CEU used). FEES: \$90.00

LTC1000-001, IETC 110, SAT., 1/13-1/13, 8:30 am-1:30 pm LTC1000-002, IETC 110, THUR., 2/8-2/22, 6:30 pm-9:00 pm LTC1000-003, IETC 110, SAT., 3/10-3/10, 8:30 am-1:30 pm LTC1000-004, IETC 110, TUES., 4/3-4/17, 6:30 pm-9:00 pm LTC1000-005, IETC 110, SAT., 5/12-5/12, 8:30 am-1:30 pm

# **Business Communications**

# **Animation Art**

Combine software training with a complete program of study to join trailblazers in the animation field. Choose from three certifications (Core Animation, Technical Animator or Character Animator) to launch your new career in film, multimedia, web design, video games, forensics or industry. Core courses in foundational art and technolo-gy may be supplemented with a variety of flat art and 3D studio class-es (see the Personal Enrichment section for our fill listing). Call 847, 925 6926 for more information 847.925.6026 for more information.

# **COLOR AND COMPOSITION**

Exploration of color theory in wet media and silkscreen paper with the develexploration of color theory in wet media and single out put of compositional skills. Required class for Animation Certificate.

TUITION: \$400.00 FEES: \$60.00 TOUCHTONE NUMBER TT #6458 LAN0002-081, L 113, FRI., 3/16-5/11, 6:30 pm-9:30 pm

#### FIGURE DRAWING

This class is designed specifically for students in the Animation Art certificate program. The emphasis will be on gestural drawing, movement and building upon the internal structure, using primarily charcoal and pen. PREREQUI-SITE: Students must have beginning drawing and skeletal anato Required course for the Animation Certificate. 2.4 CE 2.4 CEU TUITION: \$250.00 FEES: \$50.00

TOUCHTONE NUMBER TT #6465 LAN0006-071, NEC 136, THUR., 1/18-3/8, 6:30 pm-9:30 pm

#### **ACTIVE FIGURE DRAWING**

Draw from live models or public areas such as airports, shopping malls, etc. to explore and render the movement of the human body. PREREQUISITE: Skeletal Anatomy and Figure Drawing. 2.4 CEU Skeletal Anatomy and Figure Drawing. TUITION: \$250.00 FEES: \$50.00 TOUCHTONE NUMBER TT #6664 LAN0012-081, C 203, FRI., 3/16-5/11, 6:30 pm-9:30 pm

#### **OPEN LAB WITH MODEL**

Open lab offering live model for drawing, painting or sculpting w 2.4 CEU instruction. TUITION: \$200.00 FEES: \$50.00 TOUCHTONE NUMBER TT #7094 LAN0025-071, L 113, SAT., 1/20-3/10, 1:00 pm-5:00 pm LAN0025-081, L 113, SAT., 3/17-5/12, 1:00 pm-5:00 pm

# **MOTION GRAPHIC COMPOSITING**

Capturing, editing and compositing 2D and 3D animations 2.4 CEU Premier and After Effects. TUITION: \$750.00 LAN0048-071, NEC 240, TUES., 1/20-3/16, 6:30 pm-9:30 pm

#### **FIGURE SCULPTURE**

The entire class will be devoted to sculpting from a model in clay(provided in class). Emphasis will be on gesturing, form, balance and shape. Each week a clay model will be completed. Required course for the Anim 2.4 CEU Certifica TUITION: \$250.00 FEES: \$80.00

TOUCHTONE NUMBER TT #6472 LAN0008-071, L 113, SAT., 1/20-3/10, 10:00 am-12:50 pm

# Animation Art, cont.

# **ANIMATION DRAMA**

Drama and acting for animators. TUITION: \$250.00 FEES: \$60.00 TOUCHTONE NUMBER TT #6684 LAN0035-071, L 113, FRI., 1/19-3/9, 6:30 pm-9:30 pm

# **ANIMATION PRE-PRODUCTION**

Learn to turn concepts into visual form by script drafting and storyboarding 2.4 CEU TUITION: \$400.00 TOUCHTONE NUMBER TT #6665

LAN0013-081, TBA TBA, THUR., 3/15-5/10, 6:30 pm-9:30 pm

# **ANIMATION POST-PRODUCTION**

Transfer work created in the production course to digital form or tape, including compositing and/or enhancements created in Adobe Premier or After Effects, RETAS. PREREQUISITE: Animation PreProduction 2.4 CEU Animal Production. FEES: \$30.00 TUITION: \$820.00

TOUCHTONE NUMBER TT #6654 LAN0018-081, NEC 240, TUES., 3/13-5/8, 6:30 pm-9:30 pm

#### **ANIMATION PRACTICUM: PART I**

Meet with animation faculty to review your 2D and 3D portfolio in progress, Meet with animation faculty to review your Lo and the studies critique your first year's work, and obtain direction for 2nd year studies 2.4 CEU TUITION: \$400.00

TOUCHTONE NUMBER TT #6675 LAN0016-071, TBA TBA, SAT., 1/27-1/27, 10:00 am-2:00 pm

# **DIGITAL ART I**

Principles of Adobe Photoshop rasterized drawing, computer graphics terminology, image manipulation and interchange/exchange program for two dimensional art will be taught. PREREQUISITE: Color and Composition and Computer Layout and Design. Required course for the 2.4 CEU Certificate.

TUITION: \$620.00 FEES: \$98.00 TOUCHTONE NUMBER TT #6466 LAN0007-071, NEC 136, SUN., 1/21-3/11, 1:00 pm-4:00 pm

# **AUDIO INTEGRATION**

Learn about digitally capturing sound, accents, beats, scene timing and ambient/reaction sounds in Sound Edit 16 and transfer digitally captured sounds into Premier and After Effects. PREREQUISITE: Motion 2.4 CEU Compositing or Post Production. TUITION: \$620.00 FEES: \$50.00

TOUCHTONE NUMBER TT #6674 LAN0011-081, NEC 136, SUN., 3/18-5/13, 10:00 am-1:00 pm

# **MAYA: INTRODUCTION TO 3D MODELING**

Learn about the MAYA interface and explore three dimensional polygonal modeling in MAYA. PREREQUISITE: Figure Sculpture, Color/Comp. 2.4 CEU Computer Layout and Digital Art. TUITION: \$1300.00

TOUCHTONE NUMBER TT #6666 LAN0014-081, NEC 240, FRI., 3/16-5/11, 6:30 pm-9:30 pm

#### MAYA I

Continue your introduction to MAYA and begin to animate 3D polygonal models created in the introduction course. PREREQUISITE: Figure Sculpture, Color/Comp, Computer Layout, Digital Art, and MAYA Intro.

2.4 CEU

TUITION: \$1750.00 TOUCHTONE NUMBER TT #6676 LAN0017-071, NEC 240, WED., 1/17-3/7, 6:30 pm-9:30 pm

# **MAYA SPECIAL EFFECTS**

Special effects and live film integration, using MAYA. TUITION: \$1750.00 TOUCHTONE NUMBER TT #6682

LAN0032-081, NEC 240, MON., 3/12-5/7, 6:30 pm-9:30 pm

# **TECHNICAL ANIMATION I: INDUSTRIAL**

Explore animation in industrial uses and create 3D animated sequences depicting factual objects or procedures. PREREQUISITE: Core Program or 2.4 CEU working equivalent/proficiency. TUITION: \$1300.00

TOUCHTONE NUMBER TT #6679 LAN0029-071, NEC 240, MON., 1/22-3/5, 6:30 pm-9:45 pm

# Animation Art, cont.

# INTRODUCTION TO VIDEO GAMING

Work in team atmosphere will create FMV (full motion video) teaser to advertise an upcoming game or students will create segments to an actual video game\_PBEREQUISITE: Intro to MAYA and MAYA I. 2.4 CEU video game. PREREQUISITE: Intro to MAYA and MAYA I. TUITION: \$820.00 TOUCHTONE NUMBER TT #7183 LAN0044-081, NEC 240, WED., 3/14-5/9, 6:30 pm-9:30 pm

# **WEB ANIMATION**

2.4 CEU

Learn the principles of vector animation for Internet use using Macromedia 2.4 CEU FLASH and Adobe Illustrator and Photoshop. TUITION: \$850.00 FEES: \$50.00 TOUCHTONE NUMBER TT #7277 LAN0045-071, NEC 136, SUN., 1/21-3/11, 1:00 pm-4:00 pm

#### **SPEECH/SOUND CHARACTER ANIMATION** 2.4 CEU Developing speech and sound techniques.

TUITION: \$1300.00 TOUCHTONE NUMBER TT #6687 LAN0038-081, NEC 240, THUR., 3/15-5/10, 6:30 pm-9:30 pm

# **Customer Service Representative**

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

#### **CUSTOMER SERVICE SKILL BUILDING**

Master the essential customer service skills demanded by today's serviceoriented businesses. Topics include active listening skills, verbal and nonverbal communication, teamwork and dealing with difficult customers. Students will participate in on-line customer service role-plays. Instructional materials are provided in class. For additional information about this pro-cram call 847 925 6000 ext. 7405. gram, call 847.925.6000, ext. 7405. TUITION: \$455.00 FEES: \$20.00 LCS0001-001, NEC 236, SAT., 2/3-3/24, 8:30 am-11:45 am

LCS0001-002, TBA TBA, TUES., 3/6-5/1, 6:00 pm-9:15 pm

# **Business Management**

Entrepreneur

# **FIRST STEP: BE AN ENTREPRENEUR**

Is owning a business right for you? A seasoned business owner lets you on 0.2 CEU TUITION: \$5.00 FEES: \$29.00 TOUCHTONE NUMBER TT #5485 LSB0072-001, J 242, WED., 2/14-2/14, 7:00 pm-9:00 pm LSB0072-002, J 242, WED., 3/14-3/14, 7:00 pm-9:00 pm LSB0072-003, MOD 101, WED., 5/2-5/2, 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 and managing the business val This is where you decide. **3.0 CEU** ness. Yes! This is where you decide. TUITION: \$275.00 FEES: \$75.00 TOUCHTONE NUMBER TT #6193 LSB0075-001, TBA TBA, MON., THUR., 2/5-3/8, 6:30 pm-9:30 pm LSB0075-002, C 103, SAT., 4/21-5/19, 9:00 am-4:00 pm

# SMALL BUSINESS: TAX WORKSHOP

Learn firsthand what the expectations are for tax compliance and other related issues. This workshop will include presentations and discussion about income and sales tax, unemployment security, tax and rates, tax law strategies, tax issues involving employee vs. subcontractors, tax tips for the entrepreneur and ways to access capital for your business. **0.5 CEU** FEES: \$12.00 TUITION: \$25.00

TOUCHTONE NUMBER TT #6427 LSB0027-001, C 103, THUR., 3/1-3/1, 8:30 am-4:00 pm LSB0027-002, C 103, THUR., 5/10-5/10, 8:30 am-4:00 pm

# PATENTS, COPYRIGHTS AND TRADEMARKS

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

#### TUITION: \$28.00 FEES: \$7.00 TOUCHTONE NUMBER TT #7053 LSB0092-001, J 253, SAT., 3/10-3/10, 9:00 am-1:00 pm

# ANIMATION ART

# Certification Program

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

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

# Three Certificates are offered:

# **Core Animation**

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

# **Technical Animator**

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

# **Character Animator**

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

# Prerequisites

 Successful completion of a basic drawing class.

· Portfolio review by the Harper College Art Review Committee. Proficiency pass-throughs are permitted upon portfolio approval by the Art Review Committee.

To apply, contact the Program Specialist at 847.925.6026

For

more

info

call

847.925.6300

# Entrepreneur, cont.

### **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, 0.6 CEU your purpose and follow-up with new leads. FEES: \$7.00 TUITION: \$73.00

TOUCHTONE NUMBER TT #6182 LSB0090-001, C 103, MON., 4/9-4/16, 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 approx 10.0 CEU tools to use and the trade-offs.

FEES: \$17.00 TUITION: \$97.00

TOUCHTONE NUMBER TT #5490 LSB0032-001, C 103, SAT., 3/3-3/10, 9:00 am-4:00 pm

# **BUILDING YOUR HOME BASED BUSINESS**

Control your business and your life from home. Learn how to work in a home environment, what tools you will need, how you can generate sales, how to manage the business time vs your home time, and how to effectively present the professional image you will need. A panel of the professional exchange networking group from the Hoffman Estates Chamber of 0.3 CEU Commerce will be presenting.

TUITION: \$75.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6693 LSB0091-001, C 103, WED., 5/16-5/16, 6:30 pm-9:30 pm

# **STARTING YOUR OWN CATERING/RESTAURANT** BUSINESS

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

TUITION: \$100.00 FEES: \$20.00 TOUCHTONE NUMBER TT #7821 LFS0002-001; J 242, WED., 3/21-4/11, 6:00 pm-9:00 pm

# **FREE** Small Business Counseling

For the existing owner with unique concerns about their business, a highly qualified counselor is available for one-on-one appointments. You may want to discuss your financial outlook, preparation for a loan application, the elements of your business plan, human resource concerns or other topics unique to you and your business. All information shared is strictly confidential. Call 847.925.6853 for an individual appointment.

# **International Trade**

# Exporting

# **EXPORT YOUR PRODUCTS IN THE NEW** MILLENNIUM

This course will help you map out your export strategy. Learn how to find a product and choose a manufacturer, research export markets, prepare your product for export, develop sales and distribution, determine transport logistics, price your product and prepare quotation, develop payment methods, and insure, pack and book your shipment. In addition, learn how important cultural understanding is to sales and service, how to build cross-border alliances and how the Internet can help build your export busine 1.3 CEU

TUITION: \$120.00 FEES: \$19.00 TOUCHTONE NUMBER TT #6694 LGT0058-001, EGHS 228, THUR., 2/15-3/15, 7:00 pm-9:00 pm

# **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 Letters of Credit and procedures for handling non-customers documents. Professional reference books are available for purcha 1.6 CEU first night of class.

TUITION: \$125.00 FEES: \$25.00 TOUCHTONE NUMBER TT #6093 LGT0042-001, EGHS 231, TUES., 2/13-5/1, 5:45 pm-7:30 pm

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

# International Trade, cont.

# **EXPORT DOCUMENT: INCOTERMS**

Puzzled over pro forma invoices, commercial invoices, certificates of origin and consular documents? Here are the answers. Review the fundamentation of document preparation and the importance of each document in the export process. Professional reference books are available for purchase the fi **1.3 CEU** night of class TUITION: \$110.00 FEES: \$21.00

TOUCHTONE NUMBER TT #6094 LGT0043-001, EGHS 231, TUES., 2/13-4/17, 7:45 pm-9:30 pm

# Importing

# **BASICS OF IMPORTING**

What is it you want to import to this country? Do you have the know-how? Learn from experts how to import. Course covers terms of sale, cargo insur-ance, banking, customs laws and documentation. **1.5 CEU** ance, banking, customs laws and documentation. TUITION: \$120.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6628 LGT0036-001, EGHS 228, WED., 2/14-3/21, 6:30 pm-9:00 pm

# **IMPORT REGULATIONS**

Get a step-by-step approach to the regulations governing the importing of merchandise, marking requirements, customs service, 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 226, THUR., 3/15-5/10, 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 avo 2.0 CEU the first place. FEES: \$21.00 TUITION: \$84.00 TOUCHTONE NUMBER TT #6114

LGT0045-001, EGHS 226, THUR., 3/15-5/10, 8:00 pm-9:45 pm

# **CUSTOMS BROKER'S EXAM REVIEW**

Prepare for the US Customs Licensing Exam in a class tailored to your individual strengths. Focus on test-taking strategies and interpretation issues that 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. govern-ment publications. PREREQUISITE: Knowledge of the import process, U.S. ment publications. PREHEQUISTLE. Nonicego of this expected. Customs Regulations and Harmonized Tariff System is expected. 2.0 CEU

TUITION: \$379.00 FEES: \$19.00 TOUCHTONE NUMBER TT #5062 LGT0040-001, EGHS 221, MON, WED., 2/5-3/19, 6:30 pm-8:30 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 signific ly improve communication with your Hispanic employees. -0.6 CEU TOUCHTONE NUMBER TT #5788

TUITION: \$97.00 FEES: \$19.00 LGT0047-001, H 208, WED., 3/21-3/21, 9:00 am-3:00 pm TUITION: \$97.00 FEES: \$7.00

LGT0047-002, J 166, SAT., 4/21-4/21, 9:00 am-3:00 pm

# Supervisory/Management Development

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

# FUNDAMENTALS OF SUCCESSFUL SUPERVISION

Start off in the right direction and/or improve your supervision skills through leadership, building teams, gaining cooperation and maintaining top perforleadership, building teams, gaining cooperation and the seven crucial mistakes of supervision. Required 1.2 CEU TUITION: \$229.00 FEES: \$15.00 TOUCHTONE NUMBER TT #5706 LMD0083-001, J 166, THUR., 2/8-3/1, 6:30 pm-9:30 pm

# Supervisory/Management **Development, cont.**

# **ADVANCED SUPERVISION**

Build on your foundation from the Fundamentals of Supervision course. Learn specific factors that lead to miscommunication, eight critical factors that build quality into the workforce and five ways to build tearnwork into 0.6 CEU vour job.

TUITION: \$127.00 FEES: \$21.00 TOUCHTONE NUMBER TT #6571 LMD0183-001, C 103, THUR., 4/5-4/5, 6:30 pm-9:30 pm

#### TIME MANAGEMENT

Learn to manage your time more effectively, set priorities, schedule appro-priately, meet deadlines, achieve objectives and feel less stressed. 0.6 CEU

TUITION: \$118.00 FEES: \$20.00 TOUCHTONE NUMBER TT #5037 LMD0007-001, H 227, MON., 3/19-3/26, 6:30 pm-9:30 pm

# **ACCOUNTING/FINANCE FOR NON-FINANCIAL**

MANAGER/SUPERVISOR Puzzled by the piles of financial data coming your way? Learn to read and analyze financial statements, gain a basic understanding of the budgeting and reporting. Required for the ISMD Certificate. 0.6 CEU TOUCHTONE NUMBER TT #5474 TUITION: \$127.00 FEES: \$31.00 LMD0025-001, C 103, FRI., 4/20-4/20, 8:30 am-4:00 pm TUITION: \$127.00 FEES: \$21.00 LMD0025-002, C 103, THUR., 4/26-5/5, 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 these skills using the ten building blocks to effective leadership. Required for the ISMD Certificat 0.6 CEU

TUITION: \$127.00 FEES: \$40.00 TOUCHTONE NUMBER TT #5471 LMD0005-001, C 103, WED., 3/28-3/28, 8:30 am-4:00 pm

## LEADERSHIP AND TEAM DEVELOPMENT

Learn how to build teamwork through effective leadership, communicate effectively with difficult personality types, build a collaborative work climate and use positive confrontation to deal with difficult people. 0.6 CEU TUITION: \$127.00 FEES: \$40.00 TOUCHTONE NUMBER TT #6526 LMD0105-001, C 103, WED., 4/18-4/18, 8:30 am-4:00 pm

### **COMMUNICATION SKILLS: WORKING TOGETHER** EFFECTIVELY

Key communication skills are needed to increase performance. Learn how to set the standards for good communication, motivate your team and m 0.3 CEU imize turnover.

TUITION: \$118.00 FEES: \$20.00 TOUCHTONE NUMBER TT #5046 LMD0012-001, L 329, MON., 2/19-2/26, 6:30 pm-9:30 pm

#### **GOAL ACHIEVEMENT AND MOTIVATION**

Get motivated and achieve your goals. Learn to identify sources of motiva-tion from within yourself and use motivation to help you achieve your protion from within yourself and use mouvauon to hop the effectiveness of your fessional goals. Identify eight strategies to increase the effectiveness of your 0.3 CEU TUITION: \$59.00 FEES: \$11.00 TOUCHTONE NUMBER TT #5703 LMD0002-001, C 103, SAT., 3/17-3/17, 9:00 am-12:00 pm

# MANAGING CONFLICT ASSERTIVELY

Conflict is a part of life and there is no escaping it. This class will show you how you can change your view of conflict and deal with it in a constructive how you can change your view of conflict is a learning experience. manner. Develop the perspective that conflict is a learning experience. 0.3 CEU

TUITION: \$59.00 FEES: \$11.00 TOUCHTONE NUMBER TT #5058 LMD0042-001, C 103, SAT., 3/31-3/31, 9:00 am-12:00 pm

# **BUSINESS AND LETTER WRITING**

Represent your company and yourself well. Learn to set your objectives. compose the right letter for the situation and use simple, precise language **TUITION: \$127.00** FEES: \$11.00

TOUCHTONE NUMBER TT #5472 LMD0017-001, C 103, MON., 3/5-3/26, 7:00 pm-9:30 pm

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

for the ISMD Certificate.

**Business Professionals** 

# **Certified Financial Planner**

# **FINANCIAL PLANNING PROCESS AND** 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 agement through the use of insurance. TUITION: \$240.00 FEES: \$15.00 3.0 CEU

LFP0064-001, NEC 140, TUES., 1/30-4/3, 7:00 pm-9:30 pm

# **INVESTMENT PLANNING**

The numerous investment vehicles that can be included in a client's portfo-lio, such as stocks, bonds, and mutual funds are discussed. Portfolio construction and allocation, valuation methods, risk and return analysis and economics are covered in-depth. **3.0 CEU** TUITION: \$240.00 FEES: \$15.00

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

# **INCOME TAX PLANNING**

Receive a comprehensive exposure to personal income tax planning to effi-ciently coordinate the tax, investment and cash flow implications of a client's financial planning strategies. Income tax ramifications of intrafamily transfers. investments and the disposition of property are some of the topics that will be discussed. Tax planning alternatives and tax traps are also covered. 3.0 CEU

TUITION: \$240.00 FEES: \$15.00 LFP0066-001, NEC 140, MON., 2/5-4/2, 7:00 pm-9:30 pm

# **RETIREMENT PLANNING AND EMPLOYEE** BENEFITS

Get in-depth cove erage of personal and employer-sponsored retirement plans such as IRAs, 401(k) plans, and other qualified retirement plans. Learn how to construct and compute a personal retirement analysis. Timely topics such as the Social Security system and distribution planning tech-signed will also be discussed.

TUITION: \$240.00 FEES: \$15.00 LFP0067-001, NEC 136, TUES., 2/6-4/3, 7:00 pm-9:30 pm

# **ESTATE PLANNING**

Learn the multiple components of the estate planning process. The funda-mentals of federal estate and gift taxation will be discussed. You will also learn about various estate planning techniques such as planning. uation techniques, charitable transfers, and post-mortem planning. 3.0 CEU earn about various estate planning techniques such as exclusion and val-

TUITION: \$240.00 FEES: \$15.00 LFP0068-001, NEC 140, THUR., 2/8-4/5, 7:00 pm-9:30 pm

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

# **Hospitality Industry**

#### **B.A.S.S.E.T. TRAINING**

Dispensers of alcoholic beverages employed in municipalities with licensing ordinances requiring alcohol awareness instruction can learn about alcohol attitudes, pharmacology of alcohol, psychology of alcohol, potential liabilities, responsible alcohol sales, customer intervention and police expo 0.8 CEU tions and policies. For information, call 847.925.6687. TUITION: \$54.00

LAW0083-001, LAQS TBA, SUN., 1/21-1/21, 11:00 am-8:00 pm LAW0083-002, LAQS TBA, SUN., 2/25-2/25, 11:00 am-8:00 pm LAW0083-003, LAQS TBA, SUN., 3/25-3/25, 11:00 am-8:00 pm LAW0083-004, LAQS TBA, SUN., 4/29-4/29, 11:00 am-8:00 pm LAW0083-005, LAQS TBA, SUN., 5/27-5/27, 11:00 am-8:00 pm

# FOOD SAFETY AND SANITATION CERTIFICATION

Major sanitation points will be covered: proper precautions, food contami-nation, hazards, how food becomes unsafe, personal hygiene, cross contamination, following the flow of food (HACC) and cleaning and sanitizing. The State approved NRS Educational Foundation ServSafe exam is given the last night of class. This test meets the certification requirement for the Illinois Dept. of Public Health (IDPH). By presenting your IDPH certificate to the City of Chicago Health Dept. and paying an additional fee your certifi-cate should be accepted by the City of Chicago. Text is available in the Harper Bookstore. Reading ahead will help you prepare for the exam. Read the first 4 chapters before the first of a 5 session class and the first 8 chap-ters before the first of a 2 day class. **1.9 CEU** TUITION: \$115.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5932 LFS0005-001, H 108, MON., 1/22-2/26, 5:30 pm-9:30 pm LFS0005-002, D 105, SAT., 3/3-3/10, 8:30 am-5:30 pm LFS0005-003, H 108, MON., 3/12-4/9, 5:30 pm-9:30 pm LFS0005-004, H 227, MON., 4/16-5/14, 5:30 pm-9:30 pm

# Hospitality Industry, cont.

#### Atencion!!! Curso de Salubridad

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

#### FOOD SERVICE SANITATION/SPANISH

In Spanish, food service personnel will be trained in sanitation proce dures as preparation for the state-approved test administered by the Educational Foundation for the National Restaurant Association. The test meets the requirements of the Illinois Department of Public Health and most local municipalities. The class meets for 18 hours over six sessions and includes the exam time during the last session. The text will be provided the first night of class.agement th 1.6 CEU use of insurance

TUITION: \$125.00 FEES: \$85.00 TOUCHTONE NUMBER TT #5758 LFS0003-001, C 103, MON., 2/19-3/26, 6:30 pm-9:30 pm LFS0003-002, C 103, MON., 4/9-5/14, 6:30 pm-9:30 pm

# FOOD STANDARDS AND SANITATION/EXTENDED

Neat, immaculate and uncontaminated conditions are essential for a sani-tary 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 2.6 CEU with the License Application is required. TUITION: \$100.00

TOUCHTONE NUMBER TT #7820 LFS0001-001, A 142, TUES., 1/23-2/27, 5:30 pm-10:00 pm LFS0001-002, A 142, TUES., 4/3-5/8, 5:30 pm-10:00 pm

# FOOD SAFETY REVIEW FOR CURRENT CERTIFICATE HOLDERS

This .5 CEU review of food service standards meets the requirements for certificate renewal. Discussion includes growth and control of microbiological sources, major methods of prevention of a food borne illness, employ hygiene practices and hazard analysis for critical control. A short test will be given. Bring your current Illinois Food Service Sanitation Ma 0.5 CEU Certificate and photo identification. TUITION: \$65.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6449 LFS0011-001, D 105, SAT., 2/3-2/3, 8:30 am-3:30 pm LFS0011-002, H 208, TUES., 2/20-2/27, 6:00 pm-9:00 pm LFS0011-003, D 105, SAT., 3/17-3/17, 8:30 am-3:30 pm LFS0011-004, C 103, TUES., 4/10-4/17, 6:00 pm-9:00 pm LFS0011-005, D 105, SAT., 5/5-5/5, 8:30 am-3:30 pm

# WHAT IS HACCP AND WHAT CAN IT DO FOR YOU?

HACCP (Hazard Analysis Critical Control Points) is a government approved inspection system that is fast becoming the OSHA of the food industry. HACCP examines the specifics of how a food item is prepared. By a HACCP plan you are actually "trouble-shooting" to identify and eliminate a hazard BEFORE it becomes a food-borne illness. Commit to this course and take the necessary steps to ensure food safety in your operation. 2.0 CEU Students should bring recipes for menu items to class. TUITION: \$125.00 FEES: \$15.00 TOUCHTONE NUMBER TT #6063

LFS0007-001, C 103, MON., 3/12-3/12, 8:30 am-3:30 pm

# Meeting and Convention Planning

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

#### **MEETING PLANNING I**

Whether the meeting is a seminar for a few dozen people or a convention for thousands, it will not be achieved unless some competent person takes charge of planning, scheduling and conducting the event. Get the tools you need to be that person. Learn about site selection, negotiating rates and working with hotels and convention centers on meeting rooms, audio-visual needs and food and beverage selection. This basic course is is taught by a 1.8 CEU certified meeting planner. Cost does not include book. TUITION: \$400.00

TOUCHTONE NUMBER TT #6260

LTA0082-001, D 293, WED., 1/17-3/14, 6:30 pm-8:30 pm

# CERTIFIED FINANCIAL PLANNER

Certification Program

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

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

# Learn to:

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

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

# **Courses offered include:**

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

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

# Register in 2 easy steps:

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

For more info call

847.925.6300

Meeting and Convention Planning, cont.

# **MEETING PLANNING II**

Get more in-depth discussion and practice in site selection, program plan-ning, negotiating on behalf of clients and tips on working with hotels and convention centers. Students must complete the basic course 2.4 CEU enrolling in this class. TUITION: \$530.00

TOUCHTONE NUMBER TT #6261

LTA0084-001, H 208, MON., 1/22-3/19, 6:30 pm-8:30 pm

# **Real Estate**

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

# **REAL ESTATE TRANSACTIONS**

Get instruction in basic real estate fundamentals to qualify for a real estate license. In order to take the state real estate licensing exam you must: (1) be 21 years of age, (2) satisfactorily complete the Real Estate Transactions course, (3) be a high school graduate or equivalent, (4) be an Illinois resident. For information, call Maria Coons at 847.925.6563. TUITION: \$162.00

TOUCHTONE NUMBER TT #6001

LRE0009-001, J 263, MON., WED., 1/17-3/14, 6:35 pm-9:15 pm LRE0009-002, MOD 104, MON., WED., 2/5-3/19, 12:00 pm-3:30 pm LRE0009-003, J 263, MON., WED., 3/19-5/16, 6:35 pm-9:15 pm LRE0009-004, TBA, 1/16-5/19 (OPEN ENTRY, CALL 847.925.6563)

# **CONTRACTS AND CONVEYANCING**

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

**TUITION: \$54.00** 

TOUCHTONE NUMBER TT #6442 LRE0100-001, NEC 207, TUES., THUR., 1/16-1/25, 6:30 pm-10:00 pm

### **ADVANCED PRINCIPLES OF REAL ESTATE**

Learn about the operation of a real estate brokerage company including Multiple Listing Services, listings, advertising and bookkeeping. Confirm the legal relationships, duties and obligations of all parties to a real estate trans-action. **1.4 CEU TUITION: \$54.00** 

TOUCHTONE NUMBER TT #6443 LRE0101-001, NEC 207, TUES., THUR., 1/30-2/8, 6:30 pm-10:00 pm

#### **REAL ESTATE FINANCE**

Examine mortgages, Articles of Agreement, primary and secondary money markets. Borrower and property evaluations are considered. Both residential and commercial financing are covered. **1.4 CEU TUITION: \$54.00** 

TOUCHTONE NUMBER TT #6444 LRE0102-001, NEC 207, TUES., THUR., 2/13-2/22, 6:30 pm-10:00 pm

#### **PROPERTY MANAGEMENT**

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

TUITION: \$54.00 TOUCHTONE NUMBER TT #6446

LRE0103-001, NEC 207, TUES., THUR., 2/27-3/8, 6:30 pm-10:00 pm

# **BROKERAGE ADMINISTRATION**

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

# **TUITION: \$54.00**

TOUCHTONE NUMBER TT #7171 LRE0105-001, NEC 207, TUES., THUR., 3/13-3/22, 6:30 pm-10:00 pm

# **Travel Academy**

Your ticket to a successful career may be found at the Travel Academy of Harper College. Receive hands-on training in mastering the Computer Reservation System (CSR) used world-wide by reservationists as well as Internet training. Learn the most up-to-date industry trends from instructors who work in the field. Study agency operation, tour bookings, cruises, and the details of international travel. Tuition is just \$1995 and you can earn your certification in as little as 13 weeks. Call 847.925.6009 for more information.

# **INTRODUCTION TO TRAVEL AND CAREERS**

Not sure if a travel career is for you? This survey course may help you decide about opportunities for self-employment. 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. This is an excellent way to decide if the Travel Agent/Reservationist certificate p 1.2 CEU gram is for you.

TUITION: \$58.00

TOUCHTONE NUMBER TT #6045 LTA0058-001, NEC 139, WED., 1/17-2/21, 6:00 pm-7:50 pm LTA0058-002, TBA TBA, WED., 4/18-5/23, 6:00 pm-7:50 pm

### DOMESTIC AIR TRAVEL/TOURS

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. Study tour types, their advantages and vantages to the client, and review various brochures from tour operadisad tors. 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 **4.8 CEU** 

### **CRUISES/INTERNATIONAL TRAVEL AND** DOCUMENTATION

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). Documentation will include a discussion of passports, visas and tourist cards. International airlines and their fare structures and unique situations facing international travelers will be explored. Study the geography of Canada, Western Europe and Asia. PREREQUISITE: LTA00 4.8 CEU

#### TUITION: \$600.00

LTA0062-001, NEC 142, MON., TUES., WED., THUR., FRI., 2/13-3/6, 9:00 m-12:30 p

LTA0062-002, NEC 142, TUES., THUR., 3/12-5/3, 6:00 pm-9:30 pm

# **APOLLO/FOCAL POINT COMPUTER TRAINING**

Learn the necessities to complete a booking for a client from searching for the lowest airfare to requesting a special meal once aboard. Discuss how to book hotels, car rentals, cruise and tour products on-line. Ro Role play is 2.4 CEU encouraged. PREREQUISITE: LTA0060 and LTA0062. TUITION: \$800.00

LTA0064-001, NEC TBA, MON., TUES., WED., THUR., FRI., 3/7-4/3, 9:00 am-12:30 pm

LTA0064-002, NEC TBA, TUES., THUR., 5/8-7/12, 6:00 pm-9:30 pm

# WORKSHOP ON THE WEB

Geared to travel professionals as well as those who enjoy researching their travel options, explore travel related websites to use as research tools. Prospective students should be familiar with Windows environment and **Q.4 CEU** should be proficient with the use of a mouse. **TUITION: \$45.00** 

LTA0080-001, NEC 101, TUES., 2/6, 6:00 pm-9:30 pm

# WHERE IN THE WORLD?

Anxious to get away somewhere warm? Increase your knowledge about some of the world's tropical "hot spots". Join us as we learn the details of where and when to go, geography, and customs of some of the world's great travel destinations. Walk away with tips, tricks, and travel tidbits. 0.6 CEU

TUITION: \$40.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7275 LTA0059-001, NEC TBA, SAT., 2/17-3/3, 9:00 am-12:00 pm

# **Health Care Professionals**

**Cardiopulmonary Resuscitation** 

# **CPR FOR HEALTH CARE PROFESSIONALS**

Prepare yourself to administer CPR in whatever setting or circumstances you find yourself. Content includes American Heart Association standards on adult CPR, clearing obstructed airways, pediatric components and twoon adult CPR, clearing obstructed airways, positive of the health care professional rescuer CPR. This course is recommended for the health care professional 0.6 CEU

#### FEES: \$15.00 TUITION: \$45.00

TOUCHTONE NUMBER TT #5822 LCP0084-001, D 277, SAT., 2/10-2/10, 9:00 am-3:00 pm LCP0084-002, D 277, WED., FRI., 3/7-3/9, 7:00 pm-10:00 pm LCP0084-003, D 277, SAT., 4/7-4/7, 9:00 am-3:00 pm LCP0084-004, D 277, SAT., 5/5-5/5, 9:00 am-3:00 pm

#### **CPR RENEWAL COURSE**

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

FEES: \$12.00 TUITION: \$40.00 TOUCHTONE NUMBER TT #7174 LCP0043-001, D 277, SAT., 2/24-2/24, 9:00 am-1:00 pm LCP0043-002, D 277, SAT., 3/17-3/17, 9:00 am-1:00 pm LCP0043-003, D 277, SAT., 4/21-4/21, 9:00 am-1:00 pm

# **CPR FOR THE GENERAL PUBLIC**

Learn how to administer CPR until advanced life support is available. This offering will include the American Heart Association's heart saver and adult obstructed airway module, as well as the pediatric component. This cl 0.6 CEU not for health care provider recognition. FEES: \$12.00 TUITION: \$40.00

TOUCHTONE NUMBER TT #5301 LCP0008-001, D 277, SAT., 3/3-3/3, 9:00 am-3:00 pm

# **Dental Hygiene**

# **COMPLEMENTARY AND ALTERNATIVE MEDICINE** IN DENTISTRY

Dental professionals will gain a solid working knowledge of Alternative Medicine and how it relates to dentistry. Because Americans are seeking alternative care in record numbers, dental professionals should be familiar with the vast array of therapies and products available without prescriptions. Multiple alternative disciplines will be discussed as well as popular herbs, supplements and nutritional aids. Become familiar with the little known area of biological dentistry. The utilization of health histories that include ques-0.4 CEU tions regarding Alternative Medicine will be introduced. **TUITION: \$45.00** 

TOUCHTONE NUMBER TT #7625 LDE0903-001, D 172, FRI., 4/20-4/20, 8:30 am-12:30 pm

**INFECTION CONTROL TUNE-UP** Learn the latest infection control and ergonomic recommendations from

CDC and OSHA to prevent disease transmission and meet OSHA stan-CDC and OSHA to prevent disease transmission will be explored. Active dards. Ideas for implementing appropriate strategies will be explored. Active 0.3 CEU participation is encouraged. TUITION: \$30.00

TOUCHTONE NUMBER TT #7727

LDE0904-001, D 172, TUES., 3/20-3/20, 6:30 pm-9:30 pm

#### UNTIL HELP ARRIVES

Life-threatening emergencies can occur anytime, anywhere, and to anyone. Oral health care professionals will enhance their confidence in handling emergencies until help arrives. Learn basic office preparations 0.3 CEU prevent and treat common medical emergencies. TUITION: \$30.00

TOUCHTONE NUMBER TT #7728

LDE0905-001, D 172, TUES., 4/10-4/10, 6:30 pm-9:30 pm

# **INSTRUMENT SHARPENING**

In order to provide optimal patient care and reduce operator fatigue, dental health care providers must be proficient in maintaining their instruments. Proper maintenance of instruments reduces the risk of infection by reducing Proper maintenance of instruments reduces the first of the loss of the second s ing instruments and practical, hands-on experience. TUITION: \$30.00

TOUCHTONE NUMBER TT #7729

1.

11.4

LDE0906-001, D 172, TUES., 4/24-4/24, 6:30 pm-9:30 pm

TUITION: \$600.00

LTA0060-001, NEC 142, MON., TUES., WED., THUR., FRI., 1/22-2/12, 9:00 am-12:30 pm LTA0060-002, NEC 142, TUES., THUR., 1/16-3/8, 6:00 pm-9:30 pm

# **Dietary Manager**

### FOOD SERVICE MANAGEMENT FOR THE DIETARY MANAGER

Learn concepts of food procurement, food production and service, human resource management, staffing, scheduling and training. 4.0 CEU

TUITION: \$300.00 LDI0205-001, D 298A, THUR., 3/1-5/10, 5:00 pm-9:00 pm

Nursing

# **CURRENT NURSING PRACTICE UPDATE**

Professional nurses who have not been clinically active in nursing practices receive an update of clinical skills and new concepts of medical-surgical, maternal, child and psychiatric nursing, including clinical experience at area hospitals. PREREQUISITE: Registered Nurse currently licensed or who has applied for license under the provisions of the Illinois Nursing Act, certification in CPR, one or two person resuscitation of infant, child and adult and health requirements as established by the LS/HS division. Call 847.925.6687 for more information. 7.0 CEU TUITION: \$378.00 FEES: \$15.00

TOUCHTONE NUMBER TT #6515

LNU8004-001, D 194, MON., WED., 1/17-2/19, 6:30 pm-9:30 pm WED., 2/21-5/16, 3:00 pm-11:00 pm MON., 2/26-5/14, 6:30 pm-9:30 pm

#### **REHABILITATION NURSING**

RNs working in long term care with a rehab or subacute focus and RNs in residential care and home health will meet the criteria established by HFCA/JCAHO requiring a "Rehab Certified RN" for a variety of basic reha bilitation focused programs. Study the trends in Restorative and Rehab Care. In addition the new 2.0 version of MDS, RAPs and Care Plans will be 6.4 CEU included

TUITION: \$375.00 TOUCHTONE NUMBER TT #7033

LNU0300-001, D 277, TUES., 4/24-6/12, 8:00 am-4:00 pm

# TRAIN THE TRAINER: CNA INSTRUCTOR COURSE

Obtain the required education for state-approved CNA Instructors. PRE-REQUISITE: Registered nurse in Illinois with at least one year long-ti 3.5 ČEU care experience.

TUITION: \$300.00 FEES: \$25.00

TOUCHTONE NUMBER TT #7062

LNU0308-001, ITEC 104, MON., TUES., WED., THURS., FRI., 4/23-4/27, 9:00 am-4:00 pm

### **LEGAL NURSE CONSULTANT**

Obtain an overview of the role of a Legal Nurse Consultant as it relates to medical legal consulting, medical records research and medical literal 2.8 CEU analysis.

TUITION: \$275.00 FEES: \$7.00 TOUCHTONE NUMBER TT #7000 LNU0314-001, D 193, FRI., 2/2, 2/16, 2/23, 9:00 am-4:00 pm SAT., 2/10, 9:00 am-4:00 pm

#### THERAPY DOGS: ANIMALS THAT HELP PEOPLE HEAL!

The use of animals has dramatic effects on the healing process. Find out how therapy dogs are used in hospital, hospice, nursing home and rehabil-itative settings. A simulated hospital demonstration will allow the participants to see the interactions and achievements of this highly successful application of using animals to help people heal. The presenting animal/handler teams have been specially trained and nationally certified to provide thera-0.2 CEU peutic interventions to the special needs population. **TUITION: \$25.00** 

TOUCHTONE NUMBER TT #7281 LNU0315-001, D 277, SAT., 5/19-5/19, 9:30 am-11:30 am

# **Alternative and Complementary** Medicine

We are pleased to have Dr. Patrick Massey, President of ALT-MED Health and Wellness Center, bring us a special Thursday evening seminar series on the latest developments in alternative and complementary therapies. Dr. Massey is an Associate Fellow in Alternative Medicine at the University of Arizona, under the direction of Dr. Andrew Weil, renowned physician specializing in alternative medicine. Clear your schedule for these Thursday evening seminars held from 7:00 to 9:00 pm.

# **ALTERNATIVE MEDICINE**

Alternative or non-traditional medicine is one of the fastest growing areas of medicine today. We will review the history of non-traditional medicine in the U.S. and its present role in medicine and society. We will briefly examine the growing medical research for common therapies in non-traditional medicine. Participants will also be able to experience some non-traditional therap such as Qigong and meditation. 0.2 CEU TUITION: \$36.00

TOUCHTONE NUMBER TT #7618

LNU0317-001, D 277, THUR., 4/26-4/26, 7:00 pm-9:00 pm

#### **CHRONIC PAIN**

The most common complaint in medicine is pain. We will review the traditional medical approaches and how the integration of non-traditional thera-pies have made a significant impact on management (and even cure). We pies have made a significant impact on the success and safe-will discuss the future of pain management in light of the success and safe-0.2 CEU ty of the non-traditional medical approaches.

**TUITION: \$36.00** TOUCHTONE NUMBER TT #7619 LNU0318-001, D 277, THUR., 5/3-5/3, 7:00 pm-9:00 pm

#### **ENERGY MEDICINE**

Energy is used extensively in medicine, but we may not recognize it. We will explore the basis and use of energy in traditional and non-traditional medicine. We will also discuss how the use of bioenergy (in its many forms) is being integrated into traditional medicine. Therapeutic touch, massage, 0.2 CEU Reiki, Qigong and others will be discussed. TUITION: \$36.00

TOUCHTONE NUMBER TT #7620 LNU0319-001, D 277, THUR., 5/10-5/10, 7:00 pm-9:00 pm

# **Human Services**

# Cosmetology

Harper College, in cooperation with a well-known, local cosmetology school, is pleased to offer a training program to prepare candidates to pass the Illinois licensing examination for beauticians. Upon satisfac-tory 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 6:00 pm to 9:00 pm, and Saturdays, from 8:30 am to 5:00 pm at the Arlington Academy Cosmetology Career Center, located in the Northwest suburban area. Cosmetology Career Center, located in the Northwest suburban area. This part-time program consists of five required modules of schooling, or about 22 months to complete. The cost for this program, is \$3,125, payable to Harper College on a semester by semester basis (5 semes-ters at \$625.00 per semester). Please note that there is an additional one time "student kit" purchase, which consists of curling irons, man-nequins, combs, rollers, manicure kit and other items needed for instruction at a cost of \$610.00, plus an application fee of \$125 payable to Artificate Academy. to Arlington Academy.

Interested students can contact Arlington Academy Cosmetology Career Center, 847.259.5380, to make an appointment to visit their facility

For further information about this opportunity, contact the Office of Continuing Education, 847.925.6300.

# Nail Technician

# **NEW! NAIL TECHNOLOGY PROGRAM**

This program includes the required theoretical and clinical train-ing to sit for the state-licensing exam for nail technicians. Classroom instruction includes the latest techniques for acrylic nails and the basics of salon management. The 350-hour course covers clinical aspects as well as nail disease and anatomy. Day and evening classes are available. Call 847.925.6687 for more information dotae and times. information, dates and times.

# Nail Technician, cont.

# **For Registered Nail Technicians**

### **GEL NAIL TECHNOLOGY**

For licensed nail technicians looking to earn continuing education units, this course offers a look at the underlying concept of UV light gel products and the beauty of them. Full sets, fill-ins and nail capping will be demonstrated. 0.5 CEU TUITION: \$69.00

TOUCHTONE NUMBER TT #7722 LNA0101-001, INTA TBA, MON., 2/19-2/19, 11:00 am-6:00 pm

# **ACRYLIC NAIL TECHNOLOGY**

For licensed nail technicians looking to earn continuing education units, this in-depth workshop will go from start to finish with acrylic principles through advanced troubleshooting. All aspects of overlays, two-tone, sculpture and 0.5 CEU more will be covered. TUITION: \$69.00

TOUCHTONE NUMBER TT #7723

LNA0102-001, INTA TBA, MON., 3/19-3/19, 11:00 am-6:00 pm

# **FIBERGLASS NAIL TECHNOLOGY**

For licensed nail technicians looking to earn continuing education units, this class is for all levels of technicians. You will cover all aspects of fiberglass techniques. Get ready for lots of hands-on work to perfect your style.

TUITION: \$69.00 TOUCHTONE NUMBER TT #7724 LNA0103-001, INTA TBA, MON., 4/9-4/9, 11:00 am-6:00 pm

# **SPA MANICURE AND PEDICURE**

For licensed nail technicians looking to earn continuing education units, this class is for technicians of all levels. Experience special techniques in the art of spa treatments. You will also experiment with various fragrances for var-ious moods. **0.5 CEU** 

TUITION: \$69.00

TOUCHTONE NUMBER TT #7725 LNA0104-001, INTA TBA, MON., 4/30-4/30, 11:00 am-6:00 pm

#### **ADVANCED ACRYLIC**

For licensed nail technicians looking to earn continuing education units, this course will include work with all brands of acrylic including Clarite, Retention Plus, Creative, Tammy Taylor, Extreme and Vibrato light cured. Get ready to master them all. **0.5 CEU** TUITION: \$69.00

TOUCHTONE NUMBER TT #7726

LNA0105-001, INTA TBA, MON., 5/7-5/7, 11:00 am-6:00 pm

# **Volunteer Management**

# Level I: Basic Courses

# FOUNDATIONS OF VOLUNTEER MANAGEMENT

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

FEES: \$9.00 TUITION: \$39.00 TOUCHTONE NUMBER TT #6360 LVM0001-001, L 200, SAT., 2/17-2/17, 9:00 am-12:00 pm

LVM0001-002, L 202, WED., 2/21-2/21, 3:00 pm-6:00 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., 2/17-2/17, 1:00 pm-4:00 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., 3/3-3/3, 9:00 am-12:00 pm LVM0003-002, L 222, TUES., 3/6-3/6, 3:00 pm-6:00 pm

# VOLUNTEER MANAGEMENT

Certification Program

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

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

# **Required** Courses

# Level I: Basic

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

# Level II: Basic

- LVM0002 Trends in Volunteer
- Management
- LVM0004 Developing Volunteer Leaders
- LVM0012 Marketing and Public **Relations for Volunteer**

Programs

LVM0014 Conflict Management II: Staff/Volunteer Relationships LVM0028 Evaluating Volunteer Performance LVM0027 Policies/Procedures/Forms

# **Enrichment Courses**

(select two) LVM0020 Needs Assessment LVM0008 Building Diversity LVM0018 Handle With Care: Selecting Caregivers for Vulnerable Clients

LVM0032 Finance Management/Budget Development

LVM0019 Researching Grants LVM0030 Grant Writing LVM0033 Creating Collaboration

For more info call

# 847.925.6300

# Volunteer Management, cont.

### 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 prerequi-site. 0.3 CEU

TUITION: \$39.00 FEES: \$7.00 TOUCHTONE NUMBER TT #5327 LVM0031-001, L 200, SAT., 3/3-3/3, 1:00 pm-4:00 pm

# **VOLUNTEER RECRUITMENT**

VOLUNTEER RECRUITMENT Learn to recruit both long-term and short-term volunteers. Planning and evaluation differences, as well as motivation stimulus, will be discussed. 0.3 CEU

TUITION: \$39.00 FEES: \$7.00 TOUCHTONE NUMBER TT #6362 LVM0011-001, L 200, SAT., 3/17-3/17, 9:00 am-12:00 pm

# **EVALUATING VOLUNTEER PROGRAMS**

Evaluating a volunteer program's effectiveness toward meeting program goals is an essential part of volunteer management. Discover methods and 0.3 CEU techniques for developing a regular program assessment. TUITION: \$39.00 FEES: \$7.00 TOUCHTONE NUMBER TT #6366 LVM0006-001, L 200, SAT., 3/17-3/17, 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 0.3 CEU TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6361 LVM0002-001, L 200, SAT., 2/24-2/24; 9:00 am-12:00 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., 2/24-2/24, 1:00 pm-4:00 pm

#### **VOLUNTEER/STAFF RELATIONS**

Learn to build effective teams that minimize individual and group conflicts. Find out about constructive techniques that maximize staff/volunteer rela-tions and enhance organizational health and climate. **0.3 CEU** tions and enhance organizational health and climate. TUITION: \$39.00 FEES: \$7.00 TOUCHTONE NUMBER TT #6368 LVM0014-001, L 200, SAT., 3/24-3/24, 9:00 am-12:00 pm

# **EVALUATING VOLUNTEER PERFORMANCE**

Assessing volunteer performance is a sensitive for extension of the stab-teer management. Learn to use self-assessment and peer review for estab-teer management. Learn to use self-assessment and peer review for estab-0.3 CEU Assessing volunteer performance is a sensitive yet essential part of volunlishing non-threatening volunteer performance evaluation. TUITION: \$39.00 FEES: \$7.00 TOUCHTONE NUMBER TT #5131 LVM0028-001, L 200, SAT., 3/24-3/24, 1:00 pm-4:00 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). TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6363 LVM0012-001, L 200, SAT., 4/21-4/21, 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 age greater leadership. 0.3 CEU FEES: \$7.00 TUITION: \$39.00

TOUCHTONE NUMBER TT #6364 LVM0004-001, L 200, SAT., 5/5-5/5, 9:00 am-12:00 pm

# Level I & II: Enrichment Courses

### LIABILITY AND 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., 3/10-3/10, 9:00 am-12:00 pm

# Volunteer Management, cont.

# STRATEGIC PLANNING FOR VOLUNTEER ORGANIZATIONS

Receive an overview of concepts, formats and methods for develo strategic plans with volunteer groups. **0.3 C** 0.3 CEU TUITION: \$39.00 FEES: \$7.00 TOUCHTONE NUMBER TT #7714 LVM0039-001, L 200, SAT., 3/10-3/10, 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 partic-0.3 CEU ipate in your organization. TUITION: \$39.00 FEES: \$7.00 TOUCHTONE NUMBER TT #5130

LVM0024-001, L 202, WED., 4/18-4/18, 3:00 pm-6:00 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 suc-0.3 CEU cessful relationships and outcomes. TUITION: \$39.00 FEES: \$7.00

TOUCHTONE NUMBER TT #6111 LVM0033-001, L 200, SAT., 4/21-4/21, 1:00 pm-4:00 pm

# UNDERSTAND YOURSELF AND 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 aide you in understanding yourself and how you relate to others, how the profile aides you in understanding your team members, and ultimately how these aides you in understanding your team memory, and build understandings will create a productive and positive work environment.

TUITION: \$39.00 FEES: \$15.00

TOUCHTONE NUMBER TT #6570 LVM0035-001, L 200, SAT., 4/28-4/28, 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 individ 0.3 CEU how you make assumptions about your employees. TUITION: \$39.00 FEES: \$7.00

# TOUCHTONE NUMBER TT #6575

LVM0036-001, L 200, SAT., 4/28-4/28, 1:00 pm-4:00 pm

# Industrial Technology

# Refrigeration

# **REFRIGERANT HANDLING WORKSHOP**

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 0.7 CEU

TUITION: \$140.00

TOUCHTONE NUMBER TT #5516 LMR0101-001, H 117, SAT., 2/3-2/10, 9:00 am-12:00 pm LMR0101-002, H 117, SAT., 3/3-3/10, 9:00 am-12:00 pm LMR0101-003, H 117, SAT., 4/7-4/14, 9:00 am-12:00 pm LMR0101-004, H 117, SAT., 5/5-5/12, 9:00 am-12:00 pm

# **REFRIGERANT HANDLING TEST**

Harper College is certified by the EPA to administer the official technician certification examination for handling and recovering refrigerants at all technician levels. This is the EPA exam required for certification. 0.3 CEU

#### **TUITION: \$30.00**

TOUCHTONE NUMBER TT #5289 LMR0102-001, H 117, SAT., 2/10-2/10, 9:00 am-12:00 pm LMR0102-002, H 117, SAT., 3/10-3/10, 9:00 am-12:00 pm LMR0102-003, H 117, SAT., 4/14-4/14, 9:00 am-12:00 pm LMR0102-004, H 117, SAT., 5/12-5/12, 9:00 am-12:00 pm

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# The Arts

# ANIMATION ART

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

# Drawing

# **DRAWING AND SKETCHING I**

Develop a sketch book while practicing the basics of line, value, shading, three-dimensional drawing and shadowing. For supply list call 925-6000 ex 1.6 CEU 7407.

TUITION: \$81.00

TOUCHTONE NUMBER TT #5773 LEI0012-071, BHS TBA, TUES., 1/16-3/6, 6:30 pm-8:30 pm LEI0012-072, C 201, THUR., 1/18-3/8, 6:30 pm-8:30 pm LEI0012-082, C 201, THUR., 3/15-5/10, 6:30 pm-8:30 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 tech **1.6 CEU** nique. TUITION: \$81.00

TOUCHTONE NUMBER TT #6651 LEI0323-071, C 204, MON., 1/22-3/5, 6:30 pm-8:30 pm LEI0323-081, C 204, MON., 3/12-5/7, 6:30 pm-8:30 pm

# **COLORED PENCIL II WORKSHOP**

In this continuation of Multi-Media Colored Pencil Drawing, learn to refine colored pencil skills in an open studio setting. Students will be encouraged to produce more finished drawings and incorporate skills and techniques 1.6 CEU arned in the introductory course. **TUITION: \$81.00** 

TOUCHTONE NUMBER TT #7163

LEI0324-081, C 203, WED., 3/14-5/9, 7:00 pm-9:00 pm

# **COMPOSITION AND DESIGN FUNDAMENTALS**

Most exercises will be in executed abstract form and then related to examples of both abstract and representational art. Projects will be given on a ples of both abstract and representational and thousand the first evening of class. week to week basis. Supplies will be discussed the first evening of class. 1.6 CEU

**TUITION: \$81.00** TOUCHTONE NUMBER TT #7621 LEI0327-001, BHS TBA, WED., 1/17-3/7, 7:00 pm-9:00 pm

### **EXPLORING ART IN TWO DIMENSIONS**

Media and techniques include the following: Oil pastel and crayon, "sgraffi-to", magazine and zerox transfers with mixed media, watercolor and monotype. Some drawing experience is recommended for this interme course. Supplies will be discussed the first night of class. 1.6 CEU TUITION: \$81.00

TOUCHTONE NUMBER TT #7622 LEI0328-081, C 201, FRI., 3/16-4/20, 7:00 pm-9:00 pm

### PORTRAITURE

Learn the basics of making a successful portrait from both photos and life. Through demos and practice, students will explore techniques while learn-ing facial anatomy. Charcoal, conte crayon and brush/ink will be used. Beginners or those with little experience welcome. Call 925-6000x7407 fo **1.6 CEU** supply list. TUITION: \$81.00

FEES: \$10.00 TOUCHTONE NUMBER TT #5172 LEI0005-071, NEC 132, THUR., 1/18-3/8, 7:00 pm-9:00 pm LEI0005-081, TBA TBA, THUR., 3/15-5/10, 7:00 pm-9:00 pm

### LIFE DRAWING

Explore drawing the human form through the use of various methods and techniques. Working with live models will help increase your anatomical knowledge and discover and strengthen your personal figure style. Charcoal will be the primary medium used. Beginning drawing cla 2.0 CEU Call 925-6000x-7407 for supply list.

TUITION: \$82.00 FEES: \$30.00 TOUCHTONE NUMBER TT #5175 LEI0007-071, C 201, MON., 1/22-3/5, 6:30 pm-9:15 pm LEI0007-081, C 201, MON., 3/12-5/7, 6:30 pm-9:00 pm

#### NATURE AND WILDLIFE ART

Learn techniques for drawing and painting plants, animals and natural land-scapes. Work from photographs and still life arrangements using pencil, col-ored pencil, charcoal, pastels and watercolor. Some type of previous drawing and painting experience is recommended. Call 925-6000x7407 for sup 1.6 CEU ply list.

# Drawing, cont.

# **BOTANICAL DRAWING**

This class is for the amateur artist, interested in nature and maybe of spe cial interest to those who love flower and vegetable gardens. The subject matter will be flowers, fruits and vegetables in season. The students may obtain specimens from the forest, from their own gardens or the superm 1.6 CEU ket. Photos may also be used. TUITION: \$81.00

TOUCHTONE NUMBER TT #7623

LEI0329-081, C 203, SAT., 3/17-5/12, 10:00 am-12:00 pm

#### INDEPENDENT ART LAB

This open, non-instructional workshop will provide a time and place to develop your technical and aesthetic skills. Drawing boards and easels will be provided in a large studio space. Bring whatever materials you wish. 2.4 CEU

TUITION: \$15.00 TOUCHTONE NUMBER TT #5039 LEI0074-071, NEC 136, TUES., 1/16-3/6, 9:00 am-12:00 pm

Painting

# **COLOR THEORY**

Learn all about color mixing and how an artist uses color as a means of 1.6 CEU

TUITION: \$81.00 TOUCHTONE NUMBER TT #5828 LEI0085-071, C 201, FRI., 1/19-2/23, 6:30 pm-8:30 pm

# PAINTING I AND II: OIL AND ACRYLICS

Learn the techniques and aesthetics of oil and acrylic painting in this course for beginning and advanced students. Paint landscapes, s for beginning and advanced students. Paint landscapes, seascapes, still life, figures, portraits and abstract artworks. Call 847.925.6000 x7407 for supply list. 2.4 CEU TUITION: \$89.00

TOUCHTONE NUMBER TT #5761

LEI0009-071, C 201, TUES., 1/16-3/6, 7:00 pm-10:00 pm LEI0009-081, C 201, TUES., 3/13-5/8, 7:00 pm-10:15 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 925-6000x7407 for a supply list.

TUITION: \$89.00 FEES: \$4.00 (BARRINGTON HIGH SCHOOL ONLY) TOUCHTONE NUMBER TT #5781 2.4 CEU

LEI0014-071, BHS TBA, THUR., 1/18-3/8, 6:30 pm-9:30 pm LEI0014-073, NEC 136, WED., 1/17-3/7, 9:00 am-12:00 pm LEI0014-074, C 203, WED., 1/17-3/7, 7:00 pm-10:00 pm LEI0014-082, BHS TBA, THUR., 3/15-5/10, 6:30 pm-9:30 pm 1.6 CEU

LEI0014-084, C 201, WED., 3/14-5/9, 7:00 pm-10:00 pm

Calligraphy

# **ITALIC CALLIGRAPHY I**

Calligraphy, the art of beautiful writing, is fun and easy to learn. Bring a pad of tracing paper and an Elegant Writer felt-tip pen to th 9"x12" 1.6 CEU class. (Additional supplies, approximately \$25-\$35.) TUITION: \$81.00 FEES: \$2.00 TOUCHTONE NUMBER TT #5771

LEI0047-071, C 202, MON., 1/22-3/5, 7:00 pm-9:15 pm

# **SPENCERIAN CALLIGRAPHY**

This style of calligraphy stresses handwriting lower/case letter forms and beautiful ornate capitals. 1.6 CEU TUITION: \$81.00 FEES: \$2.00 TOUCHTONE NUMBER TT #5094 LEI0073-081, IETC 104, MON., 3/12-5/7, 7:00 pm-9:00 pm

Ceramics

# **CERAMIC SCULPTURE AND HANDBUILDING**

Learn handbuilding with slab, and coil. Various methods of construction and glazing will be used. Wheel throwing is not included. Students are enco aged to pursue their own interests and projects. **2.0 CE** 2.0 CEU TUITION: \$82.00 FEES: \$40.00 TOUCHTONE NUMBER TT #7420 LEI0065-071, L 126, WED., 1/17-3/7, 6:30 pm-9:15 pm LEI0065-081, L 126, WED., 3/14-5/9, 6:30 pm-9:00 pm

# Ceramics, cont.

# **BEGINNING POTTERY**

Explore your ideas in clay. Create functional, sculptural and decorative pot-Explore your ideas in clay. Greate functional, scalptore and the second TUITION: \$82.00 FEES: \$40.00 TOUCHTONE NUMBER TT #7419 LE10064-071, L 126, WED., 1/17-3/7, 6:30 pm-9:00 pm LE10064-072, L 126, SAT., 1/20-3/10, 9:00 am-12:00 pm LE10064-081, L 126, WED., 3/14-5/9, 6:30 pm-9:00 pm LEI0064-082, L 126, SAT., 3/17-5/12, 9:00 am-12:00 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: \$80.00

TOUCHTONE NUMBER TT #5109

LEI0076-001, L 126C, MON., 1/22-5/7, 6:30 pm-9:15 pm

# HATS AS SCULPTURE

The human head, as a constantly moving and turning pedestal, presents different views of "headtop sculpture" to a huge and inadvertent art audience in the city. In this class students reconsider the potential of "the hat" as a sculpture forum. We will explore the relationship between the fine arts and the practical/impractical wearable art of fashion. 0.4 CEU TUITION: \$164.00 FEES: \$45.00

LHF0029-001, H 112, SAT., 2/17-3/17, 9:00 am-2:00 pm

Fabric Art

# COLOR PALATE SEMINAR FOR SEWING

By using pictures, color chips and fabrics, you will be able to observe the effects of color and how to coordinate and develop your own color palette. 0.3 CEU

TUITION: \$21.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7256 LHF0039-001, H 112, SAT., 4/21-4/21, 1:00 pm-4:00 pm

### **FABRIC DYEING**

You will learn several dyeing techniques and create unique yardage for your 0.5 CEU next project in this hands-on class. TUITION: \$40.00 FEES: \$20.00 TOUCHTONE NUMBER TT #7255 LHF0038-001, C 202, SAT., 2/3-2/3, 9:30 am-3:30 pm

#### THREAD ART

Learn several techniques and the use of a variety of threads to emb 0.4 CEU and achieve texture sculpture. TUITION: \$54.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7294 LHF0035-001, H 112, SAT., 2/10-2/17, 9:00 am-11:00 am

# 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, H 114, FRI., 1/19-3/9, 10:00 am-12:00 pm

**Jewelry and Glass** 

### JEWELRY FABRICATION AND CASTING

Learn to create original jewelry designs in wax using modeling and carving techniques. Discover the lost wax casting process to transform models into silver, gold or bronze jewelry. Students are responsible for the purchase of gold or silver. The fabrication classes will be taught on Saturday and the casting classes on Monday.

TUITION: \$89.00 FEES: \$40:00 TOUCHTONE NUMBER TT #5764 LEI0029-071, L 126, MON., 1/22-3/5, 6:30 pm-9:15 pm LEI0029-081, L 126, MON., 3/12-5/7, 6:30 pm-9:00 pm

TUITION: \$81.00 TOUCHTONE NUMBER TT #5161 LAA0038-080, TBA TBA, THUR, 3/15-5/10, 7:00 pm-9:00 pm

# **Jewelry and Glass, cont.**

# 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, ate a fine piece of stained grass. Tour original tasks per parts, will enable you to complete a project you will cherish for years.

**TUITION: \$81.00** 

TOUCHTONE NUMBER TT #5770 LEI0051-071, C 202, TUES., 1/16-3/6, 7:00 pm-9:00 pm LEI0051-081, C 202, TUES., 3/13-5/8, 7:00 pm-9:00 pm

Photography

# **CAMERA TECHNIQUES FOR BEGINNERS**

Learn about different types of cameras, lenses, films, and lighting. Students will become familiar with simple photographic principles. It is not nece 1.6 CEU to have a camera at the start of this class. TUITION: \$81.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6475 LEI0319-071, A 139, WED., 1/17-3/7, 7:00 pm-9:00 pm LEI0319-081, H 224, WED., 3/14-5/9, 7:00 pm-9:00 pm

# **CAMERA TECHNIQUES IN PHOTO I**

Learn to take exceptional pictures! Once you understand the capabilities of your camera and its light meter, flash attachments, lenses and f/stops, you will be able to tackle a variety of subjects successfully. Students must have **1.6 CEU** a 35mm camera with adjustable exposure. TUITION: \$81.00

TOUCHTONE NUMBER TT #5768 LEI0034-071, A 142, THUR., 1/18-3/8, 7:00 pm-9:00 pm LEI0034-072, WHS 225, TUES., 1/16-3/6, 6:00 pm-8:00 pm LEI0034-082, WHS 225, TUES., 3/13-5/8, 6:00 pm-8:00 pm LEI0034-083, TBA TBA, THUR., 3/15-5/10, 7:00 pm-9:15 pm

# **DARKROOM PROCESS IN PHOTO II**

Learn to develop the perfect print. This beginning lab course offers tips on print toning, retouching and mounting. Advanced students may work on special projects. PREREQUISITE: Photography I - Camera Techniqu comparable experience recommended. 2.4 CEU

FEES: \$5.00 TUITION: \$89.00 TOUCHTONE NUMBER TT #5769 LEI0035-071, BHS TBA, TUES., 1/16-3/6, 7:00 pm-10:00 pm LEI0035-081, BHS TBA, TUES., 3/13-5/8, 7:00 pm-10:00 pm

### NATURE PHOTOGRAPHY

Capture the beauty of nature with your camera. Explore techniques of lighting and choices of filters and lenses. Focus on landscape, macro and wildlife subjects. Students should have a 35mm single lens ref PREREQUISITE: Photography I. 1.6 CEU TUITION: \$81.00

TOUCHTONE NUMBER TT #5173 LEI0038-081, WHS 225, TUES., 3/13-5/8, 8:10 pm-10:10 pm

# **COLOR PHOTOGRAPHY**

Study camera and printing techniques necessary for the creation of excep-tional color photographs. Consider issues in lighting and filters, seeing in color, and color corrections in printing. Students should have a 35mm c **1.6 CEU** era with adjustable settings. TUITION: \$162.00

TOUCHTONE NUMBER TT #6035

LEI0136-081, PHS 256, TUES., 3/13-5/8, 7:00 pm-9:00 pm

# **Special Workshops**

# 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 925-6000x7407. **0.6 CEU** lunch. Call for supply list 925-6000x7407. **TUITION: \$51.00** 

TOUCHTONE NUMBER TT #7412 LEI0001-001, C 202, SAT., 2/24-2/24, 9:00 am-4:00 pm LEI0001-002, C 202, SAT., 4/21-4/21, 9:00 am-4:00 pm

# SURFACE DESIGN TECHNIQUES

Explore a variety of surface design techniques to incorporate into your work. Photographic transfer processes, printing/stamping with paint, and collage and bonding techniques will be presented through demonstration and hands-on sessions, accompanied by slide presentations and hand-outs. Emphasis will be on learning technique, using minimal equipment. No art background is required; all experience levels are welcome. **0.5 CEU** TUITION: \$36.00

LEI0145-001, C 201, SAT., 3/10-3/17, 9:00 am-3:00 pm

### **GETTING A JUMP START ON YOUR ACTING** CAREER

Is you acting career going nowhere fast? Do you need some help and a "game plan" to get you started in this highly competitive field? A profession-al actor and educator with 40 years of experience will provide you with pracal actor and educator with 40 years of experience with to allow you to make tical information, suggestions and encouragement to allow you to make 0.4 CEU **TUITION: \$42.00** TOUCHTONE NUMBER TT #6474

LAA0216-001, TBA TBA, MON., 4/2-4/9, 6:30 pm-8:30 pm

### **Film Series**

#### MOTHER IRELAND

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

**TUITION: \$10.00** TOUCHTONE NUMBER TT #6607 LAA0222-001, E 108, FRI., 2/2-2/2, 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, forming an unconventional triangle that sets her at odds with the strict, unbending com-munity where she lives 0.2 CEU **TUITION: \$10.00** 

TOUCHTONE NUMBER TT #6608 LAA0223-001, E 108, FRI., 2/9-2/9, 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 he 0.2 CEU queen bee Mrs. DC, whose son is busy wooing Edwina. **TUITION: \$10.00** 

TOUCHTONE NUMBER TT #6609 LAA0224-001, E 108, FRI., 2/16-2/16, 6:30 pm-8:30 pm

# **MOLL FLANDERS**

Moll Flanders is born to a woman whose hanging for thievery was delayed just long enough for Moll's birth. The nuns who raise her cannot quell her independent spirit. She continually strives to better herself, though th 0.2 CEU means a stint as a prostitute. TUITION: \$10.00

TOUCHTONE NUMBER TT #6610

LAA0225-001, E 108, FRI., 2/23-2/23, 6:30 pm-8:30 pm

#### HUSH-A-BYE BABY

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 the politically violent and con plicated world that surrounds them. 0.2 CEU **TUITION: \$10.00** 

TOUCHTONE NUMBER TT #6611 LAA0226-001, E 108, FRI., 3/2-3/2, 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. Alcoholic Paula objects to Charlo's thievery and adultery but hasn't the will to chuck him out. John Paul worships his father, who's initiating him into the world of beer and 0.2 CEU football, but recoils at Charlo's treatment of mom. **TUITION: \$10.00** 

TOUCHTONE NUMBER TT #6612 LAA0227-001, E 108, FRI., 3/9-3/9, 6:30 pm-8:30 pm

### INTO THE WEST

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

TUITION: \$10.00 TOUCHTONE NUMBER TT #6613 LAA0228-001, E 108, FRI., 3/16-3/16, 6:30 pm-8:30 pm

# THE PLAYBOYS

THE PLAYBOYS The story of Tara, a young woman in the 1950s who has a baby out of wed-0.2 CEU **TUITION: \$10.00** TOUCHTONE NUMBER TT #7219 LAA0235-001, E 108, FRI., 4/6-4/6, 6:30 pm-8:30 pm

# Film Series, cont.

#### THE SNAPPER

Sharon Curley is a 20 year-old living at home with her parents and many brothers and sisters. When she gets pregnant and refuses to name the father she becomes the talk of the town. **0.2 CEU TUITION: \$10.00** 

TOUCHTONE NUMBER TT #7221 LAA0237-001, E 108, FRI., 4/20-4/20, 6:30 pm-8:30 pm

A young man on the fringes of the IRA falls in love with Marcella, a Catholic A young man on the fringes of the invariant policeman, was killed one year earli-woman whose husband, a Protestant policeman, was killed one year earli-0.2 CEU er by the IRA. **TUITION: \$10.00** 

TOUCHTONE NUMBER TT #7222

LAA0238-001, E 108, FRI., 4/27-4/27, 6:30 pm-8:30 pm

# THIS IS THE SEA

A young Protestant woman, accompanies an old friend of the family to Belfast, where she falls in love with a Catholic man. Their romance is chal-0.2 CEU lenged from all sides. TUITION: \$10.00 TOUCHTONE NUMBER TT #7224

LAA0240-001, E 108, FRI., 5/4-5/4, 6:30 pm-8:30 pm

# THE MATCHMAKER

When election campaigner, Marcy Tizard, arrives in Ballinagra, Ireland, to track down the ancestral roots of U.S. Senator John McGlory, romance is the last thing on her mind. But she soon finds herself in the middle of a 0.2 CEU matchmaking festival. **TUITION: \$10.00** 

TOUCHTONE NUMBER TT #7225 LAA0241-001, E 108, FRI., 5/11-5/11, 6:30 pm-8:30 pm

# **The Writing Studio**

# Writing Classes and Workshops

#### WOMEN OF MYSTERY

Explore the ever increasingly popular mystery genre with an overview of the field of mystery fiction. Novels from several subgenres, such as historical, police procedural, hard-boiled PI, and "the cozy", are read and discussed. **1.6 CEU** 

TUITION: \$81.00 TOUCHTONE NUMBER TT #5734

LLA0035-082, MOD 102, WED., 3/14-5/9, 6:00 pm-8:00 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 1.6 CEU exercises and supportive discussion of students' work. TUITION: \$95.00

TOUCHTONE NUMBER TT #6251 LLA0058-071, L 202, TUES., 1/16-3/6, 7:00 pm-9:00 pm

# **INTERMEDIATE FICTION WORKSHOP**

This eight-week workshop provides a more focused look at your writing with special attention paid to revision. Continue your study of the elements of fiction as well as explore alternative approaches to theme, structure and voice. (Limited to 12 students, who should already have completed at least **1.6 CEU** complete draft of a short story to bring into class.) TUITION: \$95.00

TOUCHTONE NUMBER TT #7227 LLA0088-081, TBA, TBA, TUES., 3/15-5/10, 7:00 pm-9:30 pm

# WORD PLAY: AN INTRODUCTION TO CREATIVE WRITING

This course is founded on the idea that everyone is creative, and it will use word play and self-discovery activities to prove it. You will keep a writer's notebook of story beginnings, personal narratives, exercises in poetry and fiction, responses to the work of peers, and goals for future writing efforts. Learn to develop your own natural writing voice and refine your language skills in a supportive writers circle.

TUITION: \$95.00

TOUCHTONE NUMBER TT #6133 LLA0045-081, E 108, WED., 3/14-5/9, 7:00 pm-9:00 pm

Theater

Writing Classes and Workshops, cont.

# WRITING AND THE CREATIVE SPIRIT

Creativity and spirituality have a lot in common. While they sound abstract, both drive toward the concrete and sensual using words, music, images, and movement to partially express that which is beyond capturing. Good spiritual writing reflects both the sublime and terrible in human experience. Guided by examples from poetry and other forms of expression, we will write from and write about our own experience and glimpses of mystery.

TUITION: \$95.00 TOUCHTONE NUMBER TT #6454 LLA0064-081, D 115, THUR., 3/15-5/10, 7:00 pm-9:00 pm

# THE WRITER'S JOURNAL: A WORKSHOP IN CREATIVE JOURNAL KEEPING

The writer's journal is an invaluable tool. It is a place to explore writing ideas, observe and describe the world around us, record memories, tell stories and create fantasy. It also helps us generate material for our eventual stories, poems, plays, and essays. Whatever your level of writing-rank beginner or seasoned pro- this workshop, taught by popular Chicago writer Carol LaChapelle, will give you lots of good ideas and practice in keeping a more orductive writer's journal productive writer's journal.

TUITION: \$75.00

TOUCHTONE NUMBER TT #6545 LLA0068-001, L 222, SAT., 5/12-5/12, 10:00 am-4:00 pm

#### **HOW TO PUBLISH YOUR BOOK**

Journalist and writer Pat DiPrima will share winning strategies on how to find paying markets for fiction and nonfiction books. Learn the steps to getting them in print, and gain information on cover letters, serial rights, book agents and copyrights. Includes a 20-page publishing guide. 0.5 CEU

TUITION: \$75.00 TOUCHTONE NUMBER TT #7645 LLA0104-001, L 222, SAT., 3/10-3/10, 9:00 am-3:00 pm

# **HOW TO PUBLISH YOUR ARTICLE OR STORY**

Writer Pat DiPrima presents an overview on freelancing feature articles, selling short fiction stories, submitting manuscripts and writing query letters. Learn the guidelines that boost your chances to become a published writer. Includes a 20-page freelance and short story publishing guide.

**TUITION: \$75.00** 

TOUCHTONE NUMBER TT #7646 LLA0105-001, L 222, SAT., 4/7-4/7, 9:00 am-3:00 pm

# SUCCESSFUL SELF-PUBLISHING

For those who have an idea for a book and are considering self-publishing, this comprehensive course provides practical information to steer authors in the right direction, save valuable time and prevent costly errors. Author Mary Edsey will share the knowledge she acquired in successfully self-publishing her award-winning guidebook "The Best Christmas Decorati Chicagoland" and working as a self-publishing consultant. 0.4 CEU TUITION: \$95.00

TOUCHTONE NUMBER TT #7648 LLA0107-001, L 222, SAT., 4/21-4/28, 9:30 am-2:30 pm

# WRITING THE THRILLER WITH JAY BONANSINGA

This is a course on writing the thriller, mystery and suspense novel with one of the most acclaimed new practitioners of the genre. Jay is the award- winning author of eight novels and several screenplays. He has also directed independent films. Students requesting feedback will be required to submit a maximum of 20 pages of a work in progress no later than one week before the first class. Class limited to 18 participants. Pages must be double 2.5 CEU

**TUITION: \$159.00** TOUCHTONE NUMBER TT #7644

LLA0102-001, TBA TBA, WED., 2/21-4/18, 7:00 pm-9:30 pm

# FOOD WRITING: FROM FREELANCING TO COOKBOOKS

Wilbert Jones, professional food consultant and cookbook author, explores the opportunities available to writers who are interested in food, wine and related topics. Whether one's goal is to write a cookbook, restaurant reviews or food-related articles, learn the specific steps that need to be taken to ensure publishing success. 0.3 CEU **TUITION: \$75.00** 

TOUCHTONE NUMBER TT #7643

LLA0101-001, L 222, SAT., 2/17-2/17, 10:00 am-1:00 pm

# Writing Classes and Workshops, cont.

# INTRODUCTION TO COMEDY WRITING

Humor writing- whether it's the irreverent wisdom of a Dave Barry essay or the practiced routine of a stand-up comedian - provides us with some of our most perceptive and deeply felt views of everyday life. In this eight week course, taught by a professional actress and writer for television and theater, you will explore several aspects of comedy writing, including personal experience essays, monologues and parody. Learn how humor can infuse your own writing with new life, and how you can break into this hi ly popular market. **1.6 CE** 1.6 CEU TUITION: \$95.00

TOUCHTONE NUMBER TT #7239 LLA0094-081, D 293, TUES., 3/13-5/8, 7:00 pm-9:00 pm

### **REPORT WRITING FOR POLICE, FIRE, EMERGENCY** PERSONNEL

Reports prepared by police, fire and emergency personnel are frequently used in court and must be accurate, clear, concise and easy to understand. This workshop is a guide to organizing, formatting, writing and designing readable reports. Participants practice the principles of good report writing with an actual case from an emergency department's records. 0.5 CEU

TUITION: \$105.00 TOUCHTONE NUMBER TT #7647 LLA0106-001, L 200, SAT., 2/10-2/10, 9:00 am-3:00 pm

#### **POWER WRITING ON THE JOB**

A strong, effective writing style may be the single most underrated power tool that a person can possess. Whether you're preparing reports and pre-sentations, writing a letter or an e-mail, expanding into public relations, or doing any kind of work that requires you to write, your profile is enhanced by being able to use language with confidence, clarity, and creativity.

**TUITION: \$95.00** TOUCHTONE NUMBER TT #7230 LLA0093-001, L 222, SAT., 2/24-2/24, 9:00 am-3:00 pm

# TAKING THE MYSTERY OUT OF TECHNICAL WRITING

Technical writers are given the daunting challenge of making complex material accessible to the average reader. This seminar is designed to give anyone who writes technical reports, analyses, proposals or manuals the essential skills they need to present their material clearly and effectively. Learn how to write for your audience, determine exactly what ne 0.5 CEU said, and strengthen your overall writing style. TUITION: \$95.00

TOUCHTONE NUMBER TT #7229

LLA0092-001, L 222, SAT., 5/5-5/5, 9:00 am-3:00 pm

# **Special Writing Events**

#### **MYSTERY WRITER'S CONFERENCE**

Do you marvel at mystery, scream at suspense, or thaw with a thriller? If you're wild about writing a mystery, reading a few, or you just want to meet some celebrity authors, then don't miss Harper College's Annual Mystery 1.0 CEU Thriller and Suspense Writers Conference.

TUITION: \$175.00 TOUCHTONE NUMBER TT #6038

LLA0039-001, TBA TBA, FRI., SAT., 2/2-2/3, 4:30 pm-10:00 pm

# Foreign Language Academy

# **CONVERSATIONAL CHINESE I**

Learn the 100 most frequently used Chinese characters to help you greet Chinese people, work with the number system, ask prices while shopping and participate in general conversations about books, schools, population, dictionaries and literature. The instructor was born in Beijing and is fluent in standard Chinese, Mandarin. **1.6 CEU** 

TUITION: \$110.00

TOUCHTONE NUMBER TT #5868 LLL0026-071, H 224; WED., 1/17-3/7, 7:00 pm-9:00 pm LLL0026-081, D 293, WED., 3/14-5/9, 7:00 pm-9:00 pm

#### **CONVERSATIONAL FRENCH I**

Learn appropriate vocabulary, idioms and grammar to speak French in prac 1.6 CEU tical situations such as hotels, restaurants and stores. TUITION: \$110.00

TOUCHTONE NUMBER TT #5853 LLL0018-071, NEC 140, WED., 1/17-3/7, 9:30 am-11:30 am LLL0018-072, L 223, TUES., 1/16-3/6, 7:00 pm-9:00 pm LLL0018-074, BHS TBA, WED., 1/17-3/7, 6:00 pm-8:00 pm LLL0018-081, TBA TBA, TUES., 3/13-5/8, 7:00 pm-9:00 pm LLL0018-082, IETC 108, TUES., 3/13-5/8, 9:30 am-11:45 am LLL0018-084, BHS TBA, TUES., 3/13-5/8, 6:00 pm-8:15 pm

# Personal Enrichment

# Foreign Language Academy, cont.

# **CONVERSATIONAL FRENCH II**

Continue Conversational French I and sharpen your skills to communic effectively in a French speaking country. **1.6 CEU** TUITION: \$110.00

TOUCHTONE NUMBER TT #5857 LLL0019-081, IETC 108, WED., 3/14-5/9, 9:30 am-11:45 am LLL0019-082, TBA, THUR., 3/15-5/10, 7:00 pm-9:00 pm LLL0019-083, BHS TBA, WED., 3/14-5/9, 6:00 pm-8:15 pm

# **CONVERSATIONAL FRENCH III**

Continue your study of French using a textbook, accompanying cassettes 1.6 CEU TUITION: \$110.00 TOUCHTONE NUMBER TT #5858 LLL0020-071, H 224, THUR., 1/18-3/8, 7:00 pm-9:00 pm

# **CONVERSATIONAL FRENCH IV**

The student will be able to conduct basic and advanced conversations in French. Teaching will be varied, including lecture, grammar exercises 1.6 CEU tion and answer, discussion, phonetic drills and videos. TUITION: \$110.00

TOUCHTONE NUMBER TT #5861 LLL0021-081, I 114, FRI., 3/16-5/11, 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 in 1.6 CEU tions, foods, currency, shopping and travel. TUITION: \$110.00

TOUCHTONE NUMBER TT #5851 LLL0014-071, D 104, THUR., 1/18-3/8, 7:00 pm-9:00 pm LLL0014-081, D 104, THUR., 3/15-5/10, 7:00 pm-9:00 pm

# **CONVERSATIONAL GERMAN II**

Gain additional practice in listening to and speaking the German language. Increase your grammatical knowledge, expand your vocabulary and work on writing the language. **1.6 CEU** on writing the language. TUITION: \$110.00 TOUCHTONE NUMBER TT #5854

LLL0015-071, L 315, WED., 1/17-3/7, 7:00 pm-9:15 pm

# **CONVERSATIONAL GERMAN III**

A continuation of German II. Learn grammatical structures and verb usage through translation of short stories and written and oral exercise 1.6 CEU

TUITION: \$110.00 TOUCHTONE NUMBER TT #5874 LLL0016-081, D 298A, WED., 3/14-5/9, 7:00 pm-9:00 pm

#### **CONVERSATIONAL ITALIAN I**

Buongiorno! Arrivederici! Ciao! On your next visit to Italy you will be able to express your basic needs and desires. Learn to use the enjoying the people, ask for directions or time of day and order food, while enjoying the people, ask for directions or time of day and order food, while enjoying the people, ask for directions or time of day and order food, while enjoying the people, ask for directions or time of day and order food, while enjoying the people, ask for directions or time of day and order food, while enjoying the people, ask for directions or time of day and order food, while enjoying the people, ask for directions or time of day and order food, while enjoying the people, ask for directions or time of day and order food, while enjoying the people, ask for directions or time of day and order food. express your basic needs and desires. Learn to use currency, greet people, TUITION: \$110.00

# TOUCHTONE NUMBER TT #5871

LLL0029-071, E 108, WED., 1/17-3/7, 7:00 pm-9:00 pm LLL0029-072, D 298A, TUES., 1/16-3/6, 7:00 pm-9:00 pm LLL0029-081, H 224, THUR., 3/15-5/10, 7:00 pm-9:15 pm LLL0029-082, J 242, MON., 3/12-5/7, 7:00 pm-9:15 pm

#### **CONVERSATIONAL ITALIAN II**

Learn to express yourself beyond the basics. Study more complex 1.6 CEU of Italian verbs and grammar. PREREQUISITE: Italian I TUITION: \$110.00

TOUCHTONE NUMBER TT #5875

LLL0030-081, L 223, TUES., 3/13-5/8, 7:00 pm-9:15 pm LLL0030-082, A 139, WED., 3/14-5/9, 7:00 pm-9:30 pm

# **JAPANESE FOR BUSINESS**

Learn business terminology for professional or personal use. A basic command of the Japanese language is required. Course will cover cultural 1.6 CEU TUITION: \$110.00

TOUCHTONE NUMBER TT #6173 LLL0041-071, MOD 102, WED., 1/17-3/7, 7:00 pm-9:00 pm

# **CONVERSATIONAL JAPANESE I**

Learn to carry on a simple conversation in Japanese. Practice basic expresetings, day and time. You will be encouraged to memorize a sions for gre minimum of 100 useful Japanese expressions and to write your own conversational scenario in English and the equivalent Japanese.

**1.6 CEU** 

TUITION: \$110.00 TOUCHTONE NUMBER TT #5860 LLL0022-071, H 223, MON., 1/22-3/5, 7:00 pm-9:15 pm LLL0022-082, L 202, TUES., 3/13-5/8, 7:00 pm-9:00 pm

# Foreign Language Academy, cont.

# **CONVERSATIONAL JAPANESE II**

In this continuation of Conversational Japanese I, follow a sequential order of lessons including a conversational story, sentence patterns, vocabulary and practice in writing Hiragana and Katakana. A packet of materials necessary for the course is available at the Harper College Bookstore.

**TUITION: \$110.00** TOUCHTONE NUMBER TT #5864 LLL0023-081, H 224, MON., 3/12-5/7, 7:00 pm-9:00 pm

#### **CONVERSATIONAL JAPANESE III**

A continuation of conversational Japanese II, you will practice Japanese conversation using sentence patterns in the textbook and also practice reading and writing Hiragana and Katakana. **1.6 CEU** reading and writing Hiragana and Katakana. TUITION: \$110.00

TOUCHTONE NUMBER TT #7244 LLL0072-071, MOD 104, TUES., 1/16-3/6, 7:00 pm-9:00 pm

# **CONVERSATIONAL POLISH I**

Receive 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: \$110.00** 

TOUCHTONE NUMBER TT #6652 LLL0043-071, D 298A, MON., 1/22-3/5, 7:00 pm-9:15 pm

### **CONVERSATIONAL POLISH II**

Continue your study of Polish. Grammar will be presented with emphasis on the active use of language with special attention to contructions of the language and pronunciation. PREREQUISITE: Polish I or prior experience.

**TUITION: \$110.00** TOUCHTONE NUMBER TT #7182 LLL0063-081, H 223, MON., 3/12-5/7, 7:00 pm-9:00 pm

#### **CONVERSATIONAL RUSSIAN I**

Become acquainted with all aspects of contemporary standard Russian, such as 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 of the lan-guage. **1.6 CEU** guage.

TUITION: \$110.00 TOUCHTONE NUMBER TT #6040 LLL0037-071, E 106, THUR., 1/18-3/8, 7:00 pm-9:00 pm

### **CONVERSATIONAL RUSSIAN II**

Continue your study of Russian. All aspects of contemporary Russian will be covered: speaking, listening, reading and writing. Emphasis will be placed on the active use of language with special attention to basic constructions of the language and pronunciation. PREREQUISITE: Russian I. 2.4 CEU

**TUITION: \$110.00** TOUCHTONE NUMBER TT #7087 LLL0061-081, E 106, THUR., 3/15-5/10, 7:00 pm-9:00 pm

#### **RUSSIAN HISTORY/CULTURE**

Russian culture and history began before Peter the Great and continues to evolve. Begin to learn about Russian culture, history, people, and language. Enjoy a comprehensive introduction to the history of Russian culture through works of literature, music and art. In June, 2001, a related tour, to "Russian Waterways," will be offered. **1.6 CEU** 1.6 CEU **TUITION: \$81.00** 

TOUCHTONE NUMBER TT #7713 LLL0310-001, TBA TBA, THUR., 3/15-5/3, 7:00 pm-9:00 pm

# SPANISH FOR BEGINNERS

Learn basic vocabulary, simple grammar, sentence structure and pronunciation. If you have never studied a foreign language, think you're too old, too easily confused or even "linguistically impaired," this class is for you! Practice verbal communication, reading and writing. **1.6 CEU** Practice verbal communication, reading and writing. **TUITION: \$110.00** 

TOUCHTONE NUMBER TT #5815 LLL0034-071, D 293, TUES., 1/16-3/6, 7:00 pm-9:00 pm LLL0034-081, TBA TBA, TUES., 3/13-5/8, 7:00 pm-9:00 pm

#### SPANISH REFRESHER

If you took Spanish in high school, but haven't used it for a long time, take advantage of this chance to brush up. Get review of basic skills, along with diagnostic testing to determine which Spanish course is right for you. Conversation will be emphasized in group and individual sess 1.6 CEU

TUITION: \$110.00 TOUCHTONE NUMBER TT #5816 LLL0035-071, IETC 104, THUR., 3/15-5/10, 7:00 pm-9:00 pm

# Foreign Language Academy, cont.

# **CONVERSATIONAL SPANISH I**

Get an introduction to or review of Spanish grammar, pronunciation, vocabulary and conversational patterns. Practice reading and writing. Discussion and guestion and answer sessions will be included. **1.6 CEU** TUITION: \$110.00

TOUCHTONE NUMBER TT #5850 LLL0009-071, J 242, MON., 1/22-3/5, 7:00 pm-9:15 pm LLL0009-072, IETC 108, TUES., 1/16-3/6, 7:00 pm-9:15 pm LLL0009-073, BHS TBA, WED., 1/17-3/7, 7:00 pm-9:00 pm LLL0009-074, D 115, THUR., 1/18-3/8, 7:00 pm-9:00 pm LLL0009-075, L 220, SAT., 1/20-3/10, 10:00 am-12:00 pm LLL0009-081, D 293, MON., 3/12-5/7, 7:00 pm-9:00 pm LLL0009-082, IETC 108, TUES., 3/13-5/8, 7:00 pm-9:00 pm LLL0009-083, BHS TBA, WED., 3/14-5/9, 7:00 pm-9:15 pm LLL0009-084, J 166, THUR., 3/15-5/10, 7:00 pm-9:00 pm LLL0009-085, L 220, SAT., 3/17-5/12, 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-sp ing countries. Homework will be assigned. **1.6 CEU** TUITION: \$110.00

TOUCHTONE NUMBER TT #5856 LLL0010-071, J 154, TUES., 1/16-3/6, 7:00 pm-9:15 pm LLL0010-083, J 154, TUES., 3/13-5/8, 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 exercis-1.6 CEU

**TUITION: \$110.00** 

TOUCHTONE NUMBER TT #5862 LLL0011-081, L 204, SAT., 3/17-5/12, 10:00 am-12:00 pm

#### SURVIVAL SPANISH® FOR BANK TELLERS

Non Spanish-speaking bank personnel will gain immediate access to functional language skills. Utilize phonetic encoding to address the most important Spanish commands, questions, and phrases pertinent to dail 0.8 CEU interactions. No prior knowledge of Spanish necessary. TUITION:\$110.00

TOUCHTONE NUMBER TT #7274

LLL0077-001, L 222, SAT., 1/20-2/10, 10:00 am-12:00 pm

# SURVIVAL SPANISH® FOR SCHOOL ADMINISTRATORS

In this comprehensive program, school personnel will learn functional Spanish language skills to use when communicating with Spanish-speaking students and visitors. Extensive training for non-Spanish-speaking classroom teachers who have Spanish-speaking children in their cla included. **1.6 CEU** 

TUITION: \$110.00 TOUCHTONE NUMBER TT #7273

LLL0076-081, L 300, SAT., 3/17-5/12, 10:00 am-12:00 pm

#### SPANISH FOR MEDICAL PERSONNEL

Provide effective communication between medical personnel and Hispanic patients. Learn basic medical terminology necessary to ask and perhaps interpret a patient's needs. For those who have little or no Spanish 1.6 CEU ing ability. TUITION: \$110.00 TOUCHTONE NUMBER TT #7272

LLL0075-081, IETC 104, WED., 3/14-5/9, 7:00 pm-9:00 pm

# **CONVERSATIONAL SWEDISH I**

Acquire knowledge of this beautiful language, whether for travel, conver-1.6 CEU tion with relatives or learning about Swedish traditions. TUITION: \$110.00

TOUCHTONE NUMBER TT #7640 LLL0307-070, TBA TBA, TUES., 1/16-3/6, 7:00 pm-9:00 pm LLL0307-080, A 142, THUR., 3/15-5/10, 7:00 pm-9:00 pm

#### **CONVERSATIONAL SWEDISH II**

Continue to improve your Swedish. For students with basic skills in the lan-guage but still in their first or second year of study. **1.6 CEU 1.6 CEU** TUITION: \$110.00 TOUCHTONE NUMBER TT #7641 LLL0308-080, TBA TBA, TUES., 3/13-5/9, 7:00 pm-9:00 pm

For pre-school foreign language classes, see page 32.

# **Music Academy**

# **Preschool Music**

# **KINDERMUSIK VILLAGE**

Recent research in brain development affirms the need for intentional interaction with babies for maximum development. Lap babies, crawlers and walkers accompanied by their parent/caregiver will experience music in an age-appropriate manner through a variety of activities designed to promote greater awareness and engagement in environment. (Birth through 18 0.6 CEU months).

TUITION: \$92.00 FEES: \$38.00 LMU0217-071, NEC 134, WED., 1/18-3/7, 9:30 am-10:15 am LMU0217-072, NEC 134, WED., 1/18-3/7, 10:30 am-11:15 am LMU0217-073, NEC 134, WED., 1/18-3/7, 11:30 am-12:15 pm LMU0217-081, P 107, WED., 3/14-5/9, 9:30 am-10:15 am LMU0217-082, P 107, WED., 3/14-5/9, 10:30 am-11:15 am LMU0217-083, P 107, WED., 3/14-5/9, 11:30 am-12:15 pm

#### **KINDERMUSIK OUR TIME**

Children and parent/caregiver enjoy 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 alive in the world orld. (Ages 18 months through the 3rd year).

TUITION: \$142.00 FEES: \$46.00 TOUCHTONE NUMBER TT #6650 LMU0215-001, P 106, TUES., 1/23-5/8, 9:15 am-10:00 am LMU0215-002, P 106, TUES., 1/23-5/8, 10:15 am-11:00 am LMU0215-003, P 106, TUES., 1/23-5/8, 11:15 am-12:00 pm LMU0215-004, P 106, THUR., 1/25-5/10, 9:00 am-09:45 am

LMU0215-005, P 106, THUR., 1/25-5/10, 10:00 am-10:45 am LMU0215-006, P 106, THUR., 1/25-5/10, 11:15 am-12:00 pm LMU0215-007, P 106, FRI., 1/26-5/11, 9:15 am-10:00 am LMU0215-008, P 106, FRI., 1/26-5/11, 10:15 am-11:00 am LMU0215-009, P 106, FRI., 1/26-5/11, 11:15 am-12:00 pm

#### EXPLORING MUSIC I

Young children learn 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 classroom instruments, movement, and propagation of the children through the gradual steps of learning and enjoying music. (Ages 1.2 CEU 4, 5 and 6 year-olds who are not in the first grade). TUITION: \$180.00

TOUCHTONE NUMBER TT #6153 LMU0212-001, P 106, TUES., 1/23-5/8, 1:30 pm-2:20 pm

#### **EXPLORING MUSIC II**

In this continuation of the concepts and skills begun in Exploring Music, children are gradually led to a higher level of aural discernment and higher musical precision through fun and engaging musical activities. PREREQUI-1.2 CEU SITE: Exploring Music. TUITION: \$180.00

TOUCHTONE NUMBER TT #7083 LMU0218-001, P 106, MON., 1/22-5/7, 1:30 pm-2:20 pm

# SING AND PLAY I

Children receive an introduction to the piano through singing, moving, chanting and playing songs. By creating, improvising and playing role pieces, students experience the joys of making their own music on the piano keyboard in an age appropriate manner. Students must have an instrument in their home to practice on. (5 and 6 year-olds who are currently in kinder-1.2 CEU TUITION: \$180.00

TOUCHTONE NUMBER TT #5016

LMU0216-001, P 106, WED., 1/24-5/9, 2:00 pm-2:50 pm

# SING AND PLAY II

In this continuation of Sing and Play, children 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. PREREQUISITE 1.2 CEU Sing and Play.

TUITION: \$180.00

TOUCHTONE NUMBER TT #7084 LMU0219-001, P 106, TUES., 1/23-5/8, 4:30 pm-5:20 pm

**Adult Music** 

# **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 characterist 4.0 CEU ments of jazz, R & B, rock and pop styles. Text required. TUITION: \$150.00

TOUCHTONE NUMBER TT #5061

LMU0214-001, P 202, TUES., 1/16-5/19, 6:30 pm-9:10 pm

# Adult Music, cont.

# **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., 1/16-5/19, 6:35 pm-9:55 pm

**New Age** 

# Spirituality

# **EASTERN DISCIPLINE/WESTERN DISCIPLE**

Explore the history of basic Hinduism and look specifically at Vedanta as taught by Sri Ramakrishna and his disciples. Look at the practices, the beliefs and differentiate between the spiritual teachings and the cultural rituals of this great tradition. Examine what the benefits are and how these teachings can be applied to everyday life, even in the Western World. Learn life-changing ideas that today are being proved by quantum physics and mind/body medicine.

TUITION: \$30.00

TOUCHTONE NUMBER TT #6556 LAA0220-001, L 200, SAT., 3/11-3/11, 9:00 am-12:00 pm

### SPIRITUAL FORMATION: MODERN BRANCHES/ANCIENT ROOTS

This course will provide an overview of contemporary and traditional methods and lifestyles that focus on spiritual formation. It will provide discussion about how we grow spiritually. How is spiritual growth facilitated or hindered? Look at contemporary fiction and non-fiction books focused on spiritual development, i.e. "The Celestine Prophecy", "The Wounded Healer", and "Embraced by the Light". Resources used include books, audiotapes, magazine articles and possibly videotapes. **1.6 CEU** TUITION: \$81.00

TOUCHTONE NUMBER TT #7078

LAA0234-081, MOD 104, TUES., 3/13-5/8, 6:00 pm-9:00 pm

# THE ENERGY OF AURA

The aura, the invisible halo of energy around you, is a reflection of your personality. Learn about the human energy field, the meanings of colors in your aura, and color and chakras (energy centers). Get in touch with the joyful part of your life. Aura photos provided. (Bring a bag lunch.) **0.5 CEU** TUITION: \$35.00 FEES: \$20.00 TOUCHTONE NUMBER TT #5727 LWM0064-001, A 242, SAT., 2/10-2/10, 9:00 am-3:00 pm

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

# CHOOSE TO BE BLESSED INSTEAD OF DEPRESSED

Proactive, "inner"-active program for choosing to live a life filled with blessings. By activating the principals of compassion, we hold the key to recognizing positive ways we are supported in our everyday lives. You have the power to choose to operate from a place that is blessed, instead of depressed. Change how you perceive the world. Learn to activate the principals of compassion in your daily life. Discover the secrets of co-creating a positive and fulfilling life no matter what! (Bring a brown bag lunch.) **0.5 CEU** 

TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7701 LWM0104-001, A 243, SAT., 3/17-3/17, 9:00 am-3:00 pm

#### **SIMPLIFY YOUR LIFE**

Middle class Americans are collecting more and more gadgets and gizmos in their lives, but are they happy? This discussion and activity-based course is comprised of two three hour sessions and is designed to give a sampling of the issues surrounding voluntary simplicity and the practical solutions a simpler way of life offers to suburbanites suffering from over-busy, overstuffed living.

TUITION: \$40.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7703 LWM0106-001, A 242, MON., 4/2-4/9, 6:30 pm-9:30 pm

# **Mind/Body Connections**

# NIGHT TIME MESSENGERS: UNMASKING YOUR DREAMS

Do you wake up some mornings thinking, "What in the world was that crazy dream all about?" Or, have you ever experienced recurring dreams or nightmares that made no sense to you at all? Spend a few hours learning how to recall your dreams more often, develop a dream journal, interpret your dreams and find resources, both in the library and on the web, to increase your skill at understanding what your "night time messengers" are trying to **0.3 CEU** 

TUITION: \$30.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7164 LWM0103-001, A 315, WED., 4/11-4/11, 6:30 pm-9:30 pm

#### **CREATE THE COLLAGE OF YOUR DREAMS**

This is a "hands on" workshop that utilizes the principals of visualization as a tool for developing life goals, imagining the dreams of your future, and creatively expressing your heart's desires. No artistic ability is required. Participants will create a collage that represents their personal dreams, goals, aspirations, and desires. Once completed, the collage serves as a focusing tool to keep desired goals and dreams always present in a tangible form. (Bring a brown bag lunch.)

TUITION: \$35.00 FEES: \$15.00 TOUCHTONE NUMBER TT #7702 LWM0105-001, A 242, SAT., 3/10-3/10, 9:00 am-3:00 pm

### **CREATING HEALTH: AN INTRODUCTION**

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

TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6410 LWM0028-001, A 315, SAT., 2/3-2/3, 9:00 am-3:00 pm

# **ALLERGIES: THE THRESHOLD OF REACTIVITY**

For some, allergies are a serious problem. For others, they are a minor disturbance in their lives. Dr. Robinson will outline and explore where allergies come from, the difference between immediate onset and delayed onset allergies, and what kind of symptoms can be experienced with each type. Explore the role of the white blood cells, digestive enzymes, flora, and intestinal dysfunction in allergies and their development. This class is a must for anyone who suffers from chronic symptoms ranging from the sniffles to mental fogginess to headaches to digestive upset. **0.6 CEU** TUITION: \$12.00

LPE0571-001, TBA, THUR., 4/19, 7:00 pm-9:00 pm

#### AROMATHERAPHY

Aromatheraphy is the ancient art of healing through the use of essential oils. Experience the way different aromas affect our mental as well as physical well-being. Come join us for a sensory journey. TUITION: \$50.00

TOUCHTONE NUMBER TT #5698 LPE0135-001, I 114, WED., 1/31-2/21, 7:00 pm-8:30 pm

#### **HEART WISDOM**

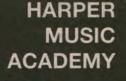
Examine the recent discovery about the wisdom and cellular memory found in the heart. Look at the heart as an organ of intelligence instead of just a mechanical pump. Explore various facets of beliefs surrounding the heart and its function from ancient spiritual teachings to modern medical scientific 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. **0.3 CEU** TUITION: \$13.00

TOUCHTONE NUMBER TT #6638 LPE0136-001, MOD 101, THUR., 2/22-2/22, 6:30 pm-9:30 pm

# PRACTICAL STRESS MANAGEMENT

We all feel the effects of stress everyday. The difference between those who handle it well and those who don't lies with effective stress busting principles. This personal wellness program demonstrates these techniques along with ways to manage anger, improve self-esteem and assertiveness and learn relaxation techniques.

TOUCHTONE NUMBER TT #7631 LPE0530-070, MOD 103, WED., 1/17-3/7, 6:30 pm-8:00 pm



Receive exceptional music instruction from accomplished musicians with a gift for sharing their talent. Faculty members maintain active performing schedules ranging from appearances with the Chicago Symphony Orchestra, the Lyric Opera of Chicago, the Grant Park Symphony and the Elgin Symphony Orchestra to a wide variety of professional chamber ensembles and solo appearances.

No entrance auditions are required to participate in private or group lessons, instrument or voice. Private lessons are arranged at convenient times that meet the needs of your busy lifestyle.

Private Instruction for children and adults is available in:-

Piano Voice Strings Guitar Flute Oboe Clarinet Saxophone Trumpet Percussion

# Group lessons include:

Kindermusik for infants through pre-school Piano for school-age students, beginning, intermediate, or advanced Chamber Ensembles for ages 9-19

-

String Ensembles for adults

In addition to lessons, students are encouraged to participate in monthly Sunday afternoon recitals to develop confidence and poise in performing. In November, the Academy hosts the Music Academy Technique Olympics in which students are awarded gold, silver and bronze medals for participation in games and events. Performance opportunities abound throughout the year with festivals and recitals.

# Scholarships:

If you are concerned about costs, Music Academy scholarships are available. Students grades 1-12 are eligible and scholarships are awarded based on financial need. To apply or for more information, call 847.925.6659.

For more info

or to request a registration packet call

847.925.6300

# Mind/Body Connections, cont.

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

# **ACUPUNCTURE-PAIN MANAGEMENT TECHNIQUE**

Learn about the basic theory of acupuncture therapy and clinical applica-tions of the technique. You will also learn how to manage pain and discom-0.2 CEU fort without needles, using acupressure for self-help. **TUITION: \$15.00** 

TOUCHTONE NUMBER TT #7254 LAH0208-001, H 208, THUR., 3/1-3/1, 7:00 pm-9:00 pm

#### **CHINESE HERBS AND NUTRITION**

This class introduces basic theories about Chinese herbal medicine and Chinese nutrition. Body balance and solving minor discomforts can be achieved with everyday food and simple herbal formulas. A few 0.2 CEU Chinese herbal dishes will be discussed. **TUITION: \$15.00** 

TOUCHTONE NUMBER TT #7257 LAH0209-001, H 208, THUR., 3/8-3/8, 7:00 pm-9:00 pm

# CHINESE MEDITATION (QI GONG)

You will learn the basics about the body-mind relationship. You will learn how to control your physical body and emotions through Qi Gong practice which will enhance your well-being. The focus will be on the theory of Qi Out and ence your well-being. The focus will be on the theory of Qi Out and ence your well-being. The focus will be on the theory of Qi Gong, but not any specific school of Qi Gong exercise. **TUITION: \$15.00** 

TOUCHTONE NUMBER TT #7433 LAH0210-001, H 208, THUR., 3/15-3/15, 7:00 pm-9:00 pm

# **ANCIENT SECRETS FOR LONG LIFE**

Some people live to be over one hundred years old and are very healthy and productive. Ancient Chinese theories about aging and age-related problems will be discussed as well as some basics of Chinese Medicine. You will learn specific nutrition needs and guidelines to keep you well and improve your health. You will also get information on how to balance your diet and your health. You will also get mornauon on the standard arthritis, osteoporosis, exercise to control age-related diseases such as arthritis, osteoporosis, 0.2 CEU weakness and chronic pain. **TUITION: \$20.00** 

TOUCHTONE NUMBER TT #7267 LAH0211-001, H 208, THUR., 3/22-3/22, 7:00 pm-9:00 pm

# T'AI CHI CH'UAN I

T'ai Chi Ch'uan is a Chinese system of exercises performed with a calm mind, controlled rhythmical breathing and a relaxed body. T'ai Chi promotes health by improving the circulation of the blood, increasing the capacity and efficiency of the lungs, relaxing the muscles and strengthening the bone 1.6 CEU structure.

#### TUITION: \$66.00

TOUCHTONE NUMBER TT #5946

LPE0186-070, NEC 121, MON., 1/22-3/5, 8:00 pm-9:40 pm LPE0186-072, M 244, WED., 1/17-3/7, 6:30 pm-8:10 pm LPE0186-080, IETC 108, MON., 3/12-5/7, 8:00 pm-9:40 pm LPE0186-082, M 244, WED., 3/14-5/9, 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. Breatt and concentration exercises will be emphasized in class. **1.6 CH** 1.6 CEU **TUITION: \$66.00** 

TOUCHTONE NUMBER TT #5971 LPE0188-071, NEC 121, TUES., 1/16-3/6, 6:00 pm-7:40 pm LPE0188-072, M 244, WED., 1/17-3/7, 7:30 pm-9:10 pm LPE0188-081, IETC 108, TUES., 3/13-5/8, 6:00 pm-7:40 pm

LPE0188-082, M 244, WED., 3/14-5/9, 7:30 pm-9:10 pm

# Mind/Body Connections, cont.

#### **T'AI CHI CH'UAN III**

Continue your Tai Chi Ch'uan training with more complex body movements, mental awareness, meditation and concentration techniques and stress management skills. **1.6 CEU TUITION: \$66.00** 

TOUCHTONE NUMBER TT #6308 LPE0192-071, NEC 114, TUES., 1/16-3/6, 8:00 pm-9:40 pm LPE0192-081, IETC 108, TUES., 3/13-5/8, 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 f 3.2 CEU relaxation. TUITION: \$66.00

TOUCHTONE NUMBER TT #5945 TOUCHTONE NUMBER 11 #9945 LPE0125-001, M 249, MON., WED., 1/17-5/9, 11:00 am-11:50 am 1.2 CEU

### **TUITION: \$52.00**

LPE0125-072, M 161A, TUES., 1/16-3/6, 6:30 pm-7:55 pm LPE0125-073, NEC 121, THUR., 1/18-3/8, 6:30 pm-7:55 pm LPE0125-082, M 161A, TUES., 3/13-5/8, 6:30 pm-7:55 pm LPE0125-083, IETC 108, THUR., 3/15-5/10, 6:30 pm-7:55 pm

#### YOGA II

Yoga II is a continuation of Yoga I with emphasis on refinement of exercise Yoga II is a continuation or roga I wild simplified to the strong, healthy body. techniques, breathing, relaxation and building a strong, healthy body.

# **TUITION: \$13.00**

TOUCHTONE NUMBER TT #5947 LPE0130-001, IETC 108, MON., 5/14-5/21, 6:30 pm-7:55 pm LPE0130-002, M 161A, TUES., 5/15-5/22, 6:30 pm-7:55 pm **1.2 CEU** 

#### TUITION: \$52.00

LPE0130-070, NEC 121, MON., 1/22-3/5, 6:30 pm-7:55 pm LPE0130-071, M 161A, TUES., 1/16-3/6, 8:05 pm-9:35 pm LPE0130-080, IETC 108, MON., 3/12-5/7, 6:30 pm-7:55 pm LPE0130-081, M 161A, TUES., 3/13-5/8, 8:05 pm-9:35 pm

#### POWER YOGA

Learn introductory course emphasizing the development, maintenance and improvement of concentration, strength and flexibility through yoga postures and breathing techniques. This course is for students who already have muscular strength and cardiovascular endurance. (The fitness guidelines followed in this course are designed for healthy individuals and are not designed for individuals with known, hearing, pulmonary, or metabolic dis-ease. Students with known orthopedic problems such as back or knee pain 2.4 CEU should see a physician and receive medical clearance.) TUITION: \$99.00

TOUCHTONE NUMBER TT #7630

LPE0131-001, M 249, MON., WED., 1/17-4/11, 8:00 am-09:10 am

Women's Watch

# **Of The Female Persuasion**

#### **OUR ANCIENT MOTHERS**

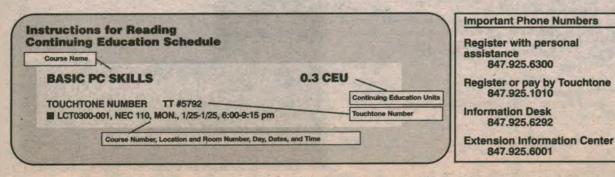
Imagine cultures where the image of the divine is female. Come explore images, stories and speculations about the ancient goddess so 0.5 CEU Europe and the Middle East. (Bring a bag lunch.) 👒 TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5814 LWM0072-001, A 315, SAT., 4/28-4/28, 9:00 am-3:00 pm

# **GETTING THROUGH MENOPAUSE NATURALLY**

Menopause is a time of transition, not a disease. Learn how our physical and emotional lives get out of balance. Discover healthy and natural ways to deal with common problems and how to maintain balance. Yoga exercises will be demonstrated. Please wear comfortable clothing and bring a mat or towel to lie on. (Bring a bag lunch.) TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6116

LWM0016-001, A 315, SAT., 4/21-4/21, 9:00 am-3:00 pm



Of The Female Persuasion, cont.

# **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 fina 0.6 CEU

TUITION: \$40.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6586 LWM0095-001, F326, TUES., 4/10-4/17, 6:30 pm-9:30 pm

# HANDYWOMAN WORKSHOP

In this fun "how-to" course you will learn different skills which will come in handy around the house. The course will cover basic hardware and lumber terminology, use of power tools and some basics in electrical work. Minor terminology, use of power tools and some basics in state repairs such as patching dry wall will also be covered, as well as some 0.6 CEU

TUITION: \$40.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6145

LWM0039-001, A 137B, TUES., 3/6-3/13, 6:30 pm-9:30 pm

# **ADVANCED HANDYWOMAN WORKSHOP**

Learn advanced applications of plumbing, electrical, and woodworking skills. Wallpaper and wall treatments will be explored in depth. This is a "hands on" course, where the students will be expected to fully participate in all activities and an excellent follow-up to the introductory 0.6 CEU Handywoman Workshop. TUITION: \$40.00 FEES: \$5.00

TOUCHTONE NUMBER - TT #7704

# LWM0107-001, A 137B, TUES., 5/1-5/8, 6:30 pm-9:30 pm

# Family and Relationships

# FINDING A SOUL MATE IN THE NEW MILLENNIUM

Why be unhappy in a personal relationship? There are tried and proven techniques to help us find that someone special, or to increase the number of people we know. Join this personal wellness program and begin to take control over your love life. Techniques include how to talk to people of the opposite sex, how to present yourself, and where to find that someone spe-1.2 CEU

# TUITION: \$66.00

TOUCHTONE NUMBER TT #7629

LPE0119-080, MOD 103, WED., 3/14-5/9, 6:30 pm-8:00 pm

# **MOVE OVER PLEASE...YOU'RE IN YOUR WAY**

When your heart's desire and energy are aligned, your entire life begins to change for the best! In a learning-is-fun environment, this workshop will give you a chance to identify what you truly want. Practice activities to discern and disarm non-supportive thoughts and beliefs, and shift your focus to attract your heart's desire. You will leave excited about your potential, with attract your heart's desire. You will leave excited tarted overy day. sure-fire activities and exercises to achieve it each and every day. 0.3 CEU

TUITION: \$30.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7179 LWM0099-001, A 315, WED., 2/7-2/7, 6:30 pm-9:30 pm

#### LOVE YOURSELF AND THE REST WILL FOLLOW

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

TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6172 LWM0033-001, A 315, SAT., 3/10-3/10, 9:00 am-3:00 pm

# THE RESILIENCY FORMULA FOR TOUGH TIMES

Have you ever noticed that some people are able to respond positively to change and stress? In this workshop you will learn about the characteristics of resiliency, gain an understanding of your strengths and opportunities and how to develop them further, and improve your outlook in both good and tough times. 0.3 CEU tough times.

TUITION: \$30.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6119 LWM0019-001, A 315, SAT., 5/12-5/12, 9:00 am-12:00 pm

# NURTURING THE NURTURER

Learn the art of self-nurturing and rejuvenation and meet those parts of yourself that stand in the way of self-nurturing. Activities will involve a comyourself that stand in the way of solir harding, singing, dancing, and guid-bination of journaling, working in pairs, drawing, singing, dancing, and guid-0.5 CEU ed imagery. (Bring a bag lunch.) TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7162

LWM0102-001, A 315, SAT., 3/3-3/3, 10:00 am-4:00 pm

# Family and Relationships, cont.

# **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 fiance at no extra cost. **0.5 CEU** may bring your spouse or fiance at no extra cost. TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6411 LWM0079-001, A 315, THUR., 4/12-4/19, 6:30 pm-9:00 pm

# WOMEN: DIVORCE AND THE LAW

Get an overview of the procedures involved in obtaining a divorce or being part of a divorce proceeding. Discover how to select an attorney, how settlements are determined, what to do about noncompliance and how the Circuit Court operates (Bring a hag lunch.) Circuit Court operates. (Bring a bag lunch.) TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6168

LWM0108-001, A 243, SAT., 2/3-2/3, 9:00 am-3:00 pm LWM0108-002, A 243, SAT., 4/7-4/7, 9:00 am-3:00 pm

# Parenting

# WHAT CAN CHILDREN LEARN, WHEN ALL THEY DO IS PLAY?

Discover what children learn through their play. The importance of physical, intellectual, emotional and social learning will be emphasized. 0.2 CEU

**TUITION: \$10.00** TOUCHTONE NUMBER TT #7730 LKI0204-001, I 114, THUR., 2/8-2/8, 7:00 pm-9:00 pm

# HOW CAN I GET MY CHILD TO LISTEN TO ME?

Uncover the reasons young children misbehave and learn te 0.2 CEU guide children's behavior in a positive way. TUITION: \$10.00

TOUCHTONE NUMBER TT #7731 LKI0205-001, MOD 101, THUR., 3/1-3/1, 7:00 pm-9:00 pm

# **CREATIVE ACTIVITIES FOR PRESCHOOL**

CHILDREN Learn about new activities for young children including ideas for art, math, science, dramatic play and cooking. science, dramatic play and cooking. **TUITION: \$10.00** TOUCHTONE NUMBER TT #7732

LKI0206-001, TBA TBA, THUR., 3/22-3/22, 7:00 pm-9:00 pm

# LITERACY FOR PRESCHOOL CHILDREN

Explore how children learn to read and what activities parents can do to 0.2 CEU enhance that process. **TUITION: \$10.00** TOUCHTONE NUMBER TT #7737

LKI0207-001, TBA TBA, THUR., 4/19-4/19, 7:00 pm-9:00 pm

#### MAKING A SMOOTH TRANSITION TO KINDERGARTEN

The move to kindergarten can be frightening for your child. It can also be frightening for you, the parent. This workshop will discuss ways to ease the transition and help you determine if your child is ready. transition and help you determine if your child is ready. TUITION: \$10.00

TOUCHTONE NUMBER TT #7734 LKI0208-001, H 208, THUR., 5/10-5/10, 7:00 pm-9:00 pm

# **ADOPTION 101**

Find out what your options are and what steps to take in order to adopt a child. Topics will include types of adoption, typical costs involved, choosing an agency or lawyer and more. You may bring your spouse or a guest at no extra cost. extra cost.

FEES: \$5.00 TUITION: \$30.00 TOUCHTONE NUMBER TT #5640

LWM0011-050, A 243, SAT., 3/3-3/3, 9:00 am-12:00 pm

# **PARENTING APART**

Being a single parent is NOT an easy job! This workshop will help you deal with issues that are faced by single mothers and fathers. Learn how to bet-ter handle the following types of situations: rules, discipline, parental differences, holidays, birthdays, other special occasions, money and court of 0.5 CEU putes and more.

TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7181 LWM0101-001, A 315B, MON., 4/16-4/23, 6:30 pm-9:00 pm

# **Business Women**

# CAREER ASSESSMENT

Has your career satisfaction diminished? Are you wondering what you'd like to do next? This counselor led workshop gives you the opportunity to identify and evaluate the key components involved with making a career change or decision. Take this time for yourself to evaluate your skills, interests, work values, motivators/demotivators, strengths, weaknesses, and personality through a series of assessments. This information will help give you direction or confirm a decision. (Myers-Briggs, Self-Directed Search evaluation techniques are used.) 0.5 CEU FEES: \$90.00

LWM0069-001, IETC 110, SAT., 1/13-1/13, 8:30 am-1:30 pm LWM0069-002, IETC 110, THUR., 2/8-2/22, 6:30 pm-9:00 pm LWM0069-003, IETC 110, SAT., 3/10-3/10, 8:30 am-1:30 pm LWM0069-004, IETC 110, TUES., 4/3-4/17, 6:30 pm-9:00 pm LWM0069-005, IETC 110, SAT., 5/12-5/12, 8:30 am-1:30 pm

# STARTING YOUR OWN BUSINESS

Have you often thought about launching your own business? Find out how in this one-day workshop! Learn about business loans, federal assistance, accounting and legal requirements, and marketing, sales and adv 0.5 CEU techniques. (Bring a bag lunch.) TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6159

LWM0090-001, A 243, SAT., 2/24-2/24, 9:00 am-3:00 pm

# OFFICE CLUTTER BUSTING THE SMART WAY

Learn how to get organized and STAY organized! Understanding your unique work style can help maximize your efficiency. You will learn ways to help you deal with those endless mountains of paper, as well as some 0.6 CEU and-true time management tips. TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #7180 LWM0100-001, A 315, TUES., 2/20-2/27, 6:30 pm-9:30 pm

# Communications

# **PRESENTATION SKILLS: NEVER BE NERVOUS** AGAIN

Learn how to organize, prepare and deliver a winning presentation. You'll discover how to combat stage fright in this supportive workshop. (Bring a bag lunch.) TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6580 LWM0089-001, A 315, SAT., 2/10-2/10, 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. 0.5 CEU (Bring a bag lunch.) TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6149 LWM0056-001, A 242, SAT., 2/24-2/24, 9:00 am-3:00 pm

#### **ASSERTIVE COMMUNICATION II**

Learn additional assertiveness skills to help control feelings in problem sit-uations. Discover ways to handle valid and invalid forms of criticism. Learn to negotiate effectively. Prerequisite: Assertive Communication (Bring a bag lunch.) 0.5 CEU lunch.)

TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6121 LWM0022-001, A 242, SAT., 4/28-4/28, 9:00 am-3:00 pm

#### **DEALING WITH DIFFICULT PEOPLE**

Learn behavioral and communication skills to deal effectively with stress-0.5 CEU TUITION: \$35.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6504 LWM0003-001, A 315, SAT., 3/17-3/17, 9:00 am-3:00 pm

Fashion

# **TOTAL IMAGE SOLUTIONS**

The more you know about you, the easier it is to pull together your best look The more you know about you, the easier it is to pull toget in you best rook each and every day. Learn the three fundamentals of looking fabulous and how to put together a total head-to-toe look, from hair and make-up colors to shoes, pantyhose and everything in between. Look great regardless of ace, weight or budget. **0.3 CEU** TUITION: \$30.00 FEES: \$5.00

TOUCHTONE NUMBER TT #7178 LWM0097-001, A 315, SAT., 4/7-4/7, 9:00 am-12:00 pm

# WOMEN MAKE HISTORY

# Women's History Month March 2- 20, 2001

# "Woman is Beauty"

# Friday, March 2 Premier Opening Day Celebration

Keynote Address by Barbara Brotman Chicago Tribune columnist and staff writer for the

- WomanNews Section Thongs A Lot: Panty Lines, Facial Lines, and the Crazy Things We Do About Them"
- Monday, March 5 **Beauty is Creative**

# Early Riser Book Review

Sylvia Murphy Williams, Director of the Dundee Township Public Library, reviews books written by women of color over coffee and croissants.

# Introspections by Gay Griffin Riseborough

A slide lecture of the work of Gay Griffin Riseborough, artist, teacher and accomplished portraitist whose works address and reveal broader human issues. A showing and reception hosted by the Harper College Art Department follows the lecture.

#### Wednesday, March 7 **Beauty Is Fashion**

# Fashion Through the Ages

Fashion Show and Retrospective on various concepts of beauty produced by the Harper College Fashion Department and Cheryl Turnauer, Assistant Professor of Fashion and Interior Design.

# **Body** Politics

A video that takes a provocative look at women's efforts to change societal attitudes about the "ideal" female form with host Susan Sarandon.

#### Monday, March 12 **Beauty Is Courage**

# **Entrepreneurial Spirit**

A panel of entrepreneurial women business owners will hold a discussion about starting a new business and the unique challenges faced by females.

# Courage in a Political Climate

Corinne Wood, the first female Lieutenant Governor of Illinois, will speak about her experiences in running for the second highest-ranked office in the state. As a breast cancer survivor, Wood has spearheaded efforts to improve women's health education and services.

# **Trial by Fire**

Patty Hutton, Firefighter/Paramedic with the Lake Zurich Fire Department, discusses the challenges faced by women working in traditionally male-dominated fields that harbor life-threatening risks.

#### Tuesday, March 20 **Beauty Is Perception**

# Sex, Power and The Media

Activist Ann Simonton, Founder and Director of Media Watch and recipient of the Feminist Heroine of the Year Award, will present a compelling expose on the disturbing consequences of media images based on her experiences.

Mark your calendar today!

To receive a brochure, call the Women's

Program 847.925.6558

# Fashion, cont.

# **CLOTHING CONSTRUCTION**

Save money and gain a sense of accomplishment with sewing. Learn about the kinds of machines available, how to select fabrics, cut and mark patterns and sew a garment. No experience necessary. TOUCHTONE NUMBER TT #5757

	T.Z GEU
TUITION: \$51.00 FEES: \$2.00 LHF0013-001, H 112, TUES., 1/23-2/27, 12:30 pm-2:30 pm	
LHF0013-002, H 112, TUES., 4/3-5/8, 12:30 pm-2:30 pm	
TUITION: \$89.00 FEES: \$2.00	2.4 CEU

LHF0013-071, TBA TBA, TUES., 1/16-3/6, 6:30 pm-9:30 pm LHF0013-081, TBA TBA, TUES., 3/13-5/8, 6:30 pm-9:30 pm

# **INTERMEDIATE CLOTHING CONSTRUCTION**

Do you need a refresher course to improve your sewing skills or learn new techniques? This continuation of Clothing Construction will include information on sewing seams, facings, zippers, buttonholes, collars, sleeves, alterations and more. PREREQUISITE: Beginning Clothing Construction 2.4 CEU

TUITION: \$89.00 FEES: \$2.00 TOUCHTONE NUMBER TT #5762 LHF0014-071, TBA TBA, TUES., 1/16-3/6, 6:30 pm-9:30 pm

### HATS AS SCULPTURE

The human head, as a constantly moving and turning pedestal, presents different views of "headtop sculpture" to a huge and inadvertent art audience in the city. In this class students reconsider the potential of "the hat" as a sculpture forum. We will explore the relationship between the fine arts and the practical/impractical wearable art of fashion. 0.4 CEU TUITION: \$164.00 FEES: \$45.00

LHF0029-001, H 112, SAT., 2/17-3/17, 9:00 am-2:00 pm

# **BRIDAL VEIL**

A designer will demonstrate and instruct students to make a bridal ve 0.8 CEU

TUITION: \$57.00 FEES: \$2.00 TOUCHTONE NUMBER TT #7650 LHF0041-001, H 111, SAT., 2/3-2/24, 9:30 am-11:30 am

### BRIDAL ACCESSORIES

Students will learn to make a variety of bridal accessories. Pew bows, ring pillows, garters etc. 0.4 CEU pillows, garters etc. FEES: \$2.00 TUITION: \$33.00 TOUCHTONE NUMBER TT #7651 LHF0042-001, H 111, SAT., 4/7-4/21, 9:30 am-11:30 am

# **Home and Garden**

# **Home Arts**

# HOME STYLE AND 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 as well. TUITION: \$62.00

TOUCHTONE NUMBER TT #5534 LHF0023-001, BHS TBA, TUES., 2/6-3/6, 7:00 pm-9:00 pm LHF0023-002, H 208, THUR., 4/3-5/1, 7:00 pm-9:00 pm

# FENG SHUI: CREATE HARMONY AND ABUNDANCE IN YOUR LIFE

Would you like to feel less stressed, more productive and better able to create abundance, prosperity and authentic balance in your life? The art and practice of feng shui promotes health, happiness and success in all endeavors. Learn how to apply powerful techniques to transform the energy in your home or office environment-and in your life! **1.0 CEU** TUITION: \$69.00

TOUCHTONE NUMBER TT #5335 LHF0024-001, BHS TBA, MON., 1/22-2/12, 7:00 pm-9:30 pm TOUCHTONE NUMBER LHF0024-002, L 216, MON., 3/12-4/2, 7:00 pm-9:30 pm

# CHINESE THOUGHT AND THE HOME

Have you ever wondered how Feng Shui was developed or how it is used to ensure a healthy and happy home? How do Chinese homes reflect their philosophies and societal structures? What do the furniture styles of the dif-ferent dynasties tell us about the Chinese people? What are the symbolic meaning behind Chinese colors, textiles and patterns? Explore the answers to these questions and many more. This course will include expert 4.0 CEU speakers on diverse Chinese subjects.

TUITION: \$162.00

TOUCHTONE NUMBER TT #7654 LHF0044-001, H 229, MON., 1/22-5/7, 1:00 pm-3:40 pm

# Home Arts, cont.

# 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 stu-dent of building biology demonstrates how to improve the vital energy in your home. (Bring a bag lunch.) **0.5 CEU** your home. (Bring a bag lunch.) TUITION: \$35.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6117

LWM0017-001, A 243, SAT., 4/21-4/21, 9:00 am-3:00 pm

#### HAND QUILTING

Students will learn about supplies/equipment needs and will gain handsexperience at hand quilting. 0.4 CEU TUITION: \$33.00 FEES: \$2.00 TOUCHTONE NUMBER TT #7738 LHF0043-001, TBA TBA, TUES., 2/13-2/20, 7:00 pm-9:00 pm

#### **DECORATIVE PILLOWS**

Learn to make pillows using current trends and techniques. You will have the opportunity to make at least 3 different styles. 0.3 CE 0.3 CEU TUITION: \$62.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7264 LHF0036-001, H 114, SAT., 2/3-2/17, 9:00 am-12:00 pm

# TABLE APPOINTMENTS

Items for the home, placemats, table runners, napkins. TUITION: \$62.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7265 LHF0037-001, H 114, SAT., 3/3-3/17, 9:00 am-12:00 pm

# WINDOW TREATMENT

Learn simple window treatment. Gain the skills of a professional. Learn to make swags, fishtails, etc. **0.3 CEU** TUITION: \$62.00 FEES: \$5.00 TOUCHTONE NUMBER TT #7266 LHF0040-001, H 114, SAT., 4/7-4/21, 9:00 am-12:00 pm

# **PICTURE FRAMING AT HOME**

Get an introduction to the materials, equipment and techniques for matting and framing your own artwork at home. We provide mat cutting equipment and materials and guide you through hands-on techniques for mat cutting, mounting art work, assembling frames, and handling glass. Take a picture framing project from start to finish. Archival framing techniques are also 1.4 CEU explored. A must for artists and photographers. TUITION: \$94.00

TOUCHTONE NUMBER TT #6146 LEI0154-071, C 202, THUR., 1/18-3/8, 7:00 pm-9:00 pm LEI0154-081, C 202, THUR., 3/15-5/10, 7:00 pm-9:00 pm

# MAGIC OF PAINT IN YOUR HOME

 
 MAGIC OF PAINT IN FOOR FIGHT

 See the latest in interior paint ideas. Learn to create faux finishes applied to projects such as murals. Discover the effects sponging and ragging you can achieve with today's paint products and finishes.

 O.3 CEU
 TUITION: \$38.00

TOUCHTONE NUMBER TT #5192 LHF0005-001, D 298A, TUES., 3/16-3/16, 6:00 pm-9:00 pm LHF0005-002, D 298A, TUES., 4/10-4/10, 6:00 pm-9:00 pm

### **ART OF STENCILING I**

Learn basic stenciling techniques including brushing and shading, preparing the surface, picking a pattern and create interesting effects. Tools and equipment will be explained. A slide presentation will show how color and pattern can work together for fun and imaginative results. A small stenciling project will be done in class. For a supply list call 925-6000x7407 0.2 CEU

**TUITION: \$27.00** TOUCHTONE NUMBER TT #5687 LEI0043-001, D 115, SAT., 3/3-3/3, 9:00 am-11:00 am LEI0043-002, D 115, SAT., 4/14-4/14, 9:00 am-11:00 am

#### INTRODUCTION TO WOODWORKING

Get experience in woodworking skills and techniques and in the safe oper-ation of power tools and equipment. There will be time to make one basic **4.0 CEU** project. TUITION: \$164.00 FEES: \$14.00 TOUCHTONE NUMBER TT #7835 LEI0045-001, CHS 173, TUES., 1/16-5/8, 7:00 pm-9:30 pm

# **WOODWORKING II**

In a continuation of Woodworking I, establish in greater detail your knowledge of woodworking skills, craftsmanship and design. Develop a design aesthetic while emphasizing safety and professionalism. Design your own project as well as complete lesson assignments geared to provide personal growth and appreciation for the craft. Individualized instruction will guide you through coursework and selected projects. This is a hands-on course with demonstrations and class participation for each category. 4.0 CEU TUITION: \$164.00 FEES: \$14.00 LEI0046-001, CHS, WED., 1/17-5/9, 7:00 pm-9:30 pm

# Home Arts, cont.

### ANTIQUE RESTORATION/FURNITURE REFINISHING

REFINISHING Learn what is a true antique and which pieces of furniture are worth saving. 2.4 CEU Students should bring in a small piece of furniture. TUITION: \$89.00

TOUCHTONE NUMBER TT #5840 LEI0099-081, CHS 173, THUR., 3/15-5/10, 6:30 pm-9:30 pm

# Wine and Dine

# WINE APPRECIATION: GETTING STARTED

Learn 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 wine. Each evening different red and white varieties will be present 0.9 CEU

TUITION: \$90.00 FEES: \$15.00 TOUCHTONE NUMBER TT #6256

LFS0009-001, PCGC TBA, WED., 2/21-3/14, 6:30 pm-9:30 pm

# WINE APPRECIATION WITH DINNER

As the culmination of the wines of Napa Valley and Bordeaux classes, Harper College President, Dr. Robert Breuder, will host an enjoyable and educational evening featuring dinner with a variety of wines. The event will take place at the California Cafe at Woodfield Mall. As each course is served, the wines selected will be reviewed, critiqued and evaluated for their contribution to the overall enjoyment of the cuisine. 0.3 CEU TUITION: \$15.00 FEES: \$48.00

TOUCHTONE NUMBER TT #6259 LFS0010-001, CC T3A, WED., 3/28-3/28, 6:30 pm-9:30 pm

# **VEGETARIAN MADE EASY**

You may be surprised to find that a vegetarian diet can be anything but bor-ing. Learn to add the great taste and variety of more fruits and vegetables to your diet by attending our four-evening Veggin Out series. If you plan to attend all four classes, register for LFS0015, or select one of the fol-0.8 CEU lowing individual classes.

TUITION: \$72.00 FEES: \$12.00

TOUCHTONE NUMBER TT #6538 LFS0015-001, A 006, WED., 3/14-4/11, 7:00 pm-8:30 pm

# **VEGETARIAN MADE EASY-SESSION I**

Learn the benefits of a vegetarian diet, different types of vegetarian diets and alternative protein sources. Classes will include a sampling of prepared vegetarian foods such as soy cheese, soy and rice milk products, humus, tofu, and pumpkin tofu pudding. Choose this evening of the Veggin Out series or select the entire series (LFL0015). TUITION: \$20.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6539

LFS0016-001, A 006, WED., 3/14-3/14, 7:00 pm-8:30 pm

# **VEGETARIAN MADE EASY-SESSION II**

Learn the health benefits of soy and cooking with soy including tofu, tempeh, TVP and miso. Recipes to be demonstrated and tasted are mixed med-ley stir fry, savory spinach dip, MoriNu Hawaiian Smoothie, jasmine chicken, TVP, tempeh in brown gravy and stuffed Cajun bells. Choose this evening of the Veggin Out series or select the entire series (LFS0015) 0.2 CEU

TUITION: \$20.00 FEES: \$3.00 TOUCHTONE NUMBER TT #6540 LFS0019-001, A 006, WED., 3/21-3/21, 7:00 pm-8:30 pm

# **VEGETARIAN MADE EASY-SESSION III**

Learn quick and easy snacks and cooking with beans. Recipes to be demonstrated and tasted are black bean and corn salsa crunch coated bananas, white bean and pepper spread, south of the border spread, pin-wheel appetizers, black bean cakes, chili and chips, quinoa stir fry, 3 bean salad. Select this single evening of the Veggin Out series or select series. See LFS0015 above if you wish to take the series. 0.2 CEU **TUITION: \$20.00** FEES: \$3.00

TOUCHTONE NUMBER TT #6541 LFS0020-001, A 006, WED., 4/4-4/4, 7:00 pm-8:30 pm

# **VEGETARIAN MADE EASY-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, Mori Nu eggless salad, asian tofu salad, spinach artichoke dip, Moroccan carrots, nori vegetable rool, citrus dressed asparagus and fruited couscous salad. Choose this evening of the Veggin Out series or sele 0.2 CEU entire series (LFS0015).

TUITION: \$20.00 FEES: \$3.00 TOUCHTONE NUMBER TT #6542 LFS0021-001, A 006, WED., 4/11-4/11, 7:00 pm-8:30 pm

0.3 CEU

# Wine and Dine, cont.

# CAKE DECORATING

Learn to create beautiful cakes for every special occasion in your life. Practice fancy borders, flowers, sugar molding and much more. Work with buttercream and royal icings, chocolate paste and rum sugar to learn all th 4.8 CEU techniques and tools of the trade. TUITION: \$108.00 FEES: \$50.00 TOUCHTONE NUMBER TT #7074 LFS0026-001, A 023, THUR., 2/1-5/10, 6:00 pm-9:30 pm

# FRESH FISH AND SEAFOOD

Tantalize taste buds with true marinara sauce with clams, shrimp and cala-0.9 CEU mari, served over pasta or risotto. TUITION: \$90.00 TOUCHTONE NUMBER TT #7655 LFS0040-001, PCE TBA, WED., 1/3-1/13, 7:00 pm-10:00 pm

### SUPERBOWL HOR'DOURVES

Recipes include crostini, bruschetta, pizza swirls, and buffalo wings. Deviled eggs with baby shrimp and more. **0.6 CEU** Deviled eggs with baby shrimp and more. TUITION: \$50.00

TOUCHTONE NUMBER TT #7656 LFS0041-001, PCE TBA, MON., 1/8-1/15, 7:00 pm-10:00 pm

#### POULTRY SPLENDOR

Spice up Chicken using fresh ingredients and herbs. Prepare stuffed Cornish Hens, Chicken Breast Papillote, Chicken Fricassee, Pollo A Forno Alla Campagnola, and Turkey Breast Carrettiera. **0.9 CEU** TUITION: \$75.00 TOUCHTONE NUMBER TT #7660

LFS0045-001, PCE TBA, TUES., 3/6-3/20, 7:00 pm-10:00 pm

### **VEGETARIAN GOURMET**

Prepare and sample Meatless Lasagna with Red and White sauce, Polpettuni in Fresh Tomato sauce, Stuffed Eggplant and Peppers, Stuffed Mushrooms, Artichoke and Asparagus Stew, Risotto Primavera, Pasta Alla 0.6 CEU Norman, and many appetizers. **TUITION: \$50.00** 

TOUCHTONE NUMBER TT #7664 LFS0049-001, PCE TBA, WED., 1/24-1/31, 7:00 pm-10:00 pm

#### SOUPS AND BREADS

Learn a dozen ways to "Soup" up your meals with rib sticking, healthy Main-Course recipes that when teamed with good homemade bread ma 0.6 CEU isfying meal. **TUITION: \$50.00** 

TOUCHTONE NUMBER TT #7665

LFS0050-001, PCE TBA, WED., 2/7-2/14, 7:00 pm-10:00 pm

# **HEART HEALTHY**

Heart Healthy food doesn't have to be boring. Use herbs to flavor dishes, create Verdure Sauce, Pasta con Cauliflower and Broccoli, Portobello Mushrooms with Garlic and Herbs, Brushetta, Eggplant Croquette 0.6 CEU Carrettiera Sauce and more. **TUITION: \$50.00** 

TOUCHTONE NUMBER TT #7666

LFS0051-001, PCE TBA, WED., 2/21-2/28, 7:00 pm-10:00 pm

#### **MEAT LOVERS**

Discover new ways to cook a variety of cuts of Beef, Pork, Veal, and Lamb. Make Beef A la Bourguignonne, Stuffed Meatballs, Pork Loin Chops, Veal Scallops and oven Baked Lamb. **0.9 CEU** Scallops and oven Baked Lamb. TUITION: \$90.00

TOUCHTONE NUMBER TT #7667 LFS0052-001, PCE TBA, WED., 3/7-3/21, 7:00 pm-10:00 pm

# **EUROPEAN GOURMET**

Learn how to prepare Valencian Paella, Frittata, Ragout D'Agneau, Inv. 1.2 CEU Mousaka, and more. TUITION: \$100.00

TOUCHTONE NUMBER TT #7744 LEI0352-001, PCE TBA, TUES., 1/23-2/13, 7:00 pm-10:00 pm

#### FRENCH GOURMET

Begin with French cheeses, fruit and fresh bread, stuffed Veal Napolean, Begin with French cheeses, mult and near broad, standard "Bignee" Cream CogAuVin, French Onion Soup, Beef A La Bourguignonne, "Bignee" Cream 1.2 CEU TUITION: \$100.00

TOUCHTONE NUMBER TT #7745 LEI0353-001, PCE TBA, THUR., 2/1-2/22, 7:00 pm-10:00 pm

# PASTA AND RISOTTO

TOUCHTONE NUMBER TT #7746

For the Love of Pastal Recipes feature Fresh Fettuccini Alfredo, Marinara Sauce over Bucatoni, Salmon Mousse over Penne Pasta, Deep Forest O.6 CEU TUITION: \$50.00

# Wine and Dine, cont.

# MEDITERRANEAN FLAIR

Featured recipes are: Sicilian, Greek, Turkish and other regions. Try your hand at Caponata, Greek Spinach Salad with Goat Cheese, oranges and warm bacon dressing, Pita with Bobaganush, Hummus and much m 0.9 CEU

TUITION: \$75.00 TOUCHTONE NUMBER TT #7748 LEI0356-001, PCE TBA, THUR., 3/1-3/15, 7:00 pm-10:00 pm

# **ITALIAN GOURMET**

There's more to Italian than spaghetti and meatballs. Feast on Brushetta to Veal Saltimbocca to Tiramisu. Prepare stuffed pasta, stuffed me 1.2 CEU pesto and more. TUITION: \$100.00

TOUCHTONE NUMBER TT #7749 LEI0357-001, PCE TBA, THUR., 1/4-1/25, 7:00 pm-10:00 pm

#### FOR THE LOVE OF PIZZA

Prepare deep dish, mediterranean Pizza, Focaccia Bread, Panzerotti with sausage, Fresh Spinach and mushrooms and mini pizzas, appetizer pizza broad with alive all and resemany and cheese. 0.6 CEU bread with olive oil and rosemary and cheese. TUITION: \$50.00 TOUCHTONE NUMBER TT #7750 LEI0358-001, PCE TBA, TUES., 1/9-1/16, 7:00 pm-10:00 pm

#### BISCOTTI

Delicious Italian Cookies can be enjoyed anytime of day. Prepare long, sliced Biscotti-like Napoletani, Anise and Hazelnut Biscotti, Regina Chocolate, Espresso, Amaretti and soft sliced Biscotti with raising 0.3 CEU

TUITION: \$30.00 TOUCHTONE NUMBER TT #7755 LEI0363-001, PCE TBA, THUR., 3/22-3/22, 7:00 pm-10:00 pm

**Garden and Floral** 

#### HOME LANDSCAPE DESIGN I

You can improve the value and beauty of your property by using techniques of effective landscape design. Get help planning the most practical and aes-thetically plagsing landscape for your property. **1.0 CEU TUITION: \$54.00** TOUCHTONE NUMBER TT #5148

LLG8001-080, I 114, WED., 3/14-5/9, 6:00 pm-8:00 pm LLG8001-081, I 114, WED., 3/14-5/9, 8:10 pm-10:10 pm

# **BASIC HORTICULTURE SKILLS**

Gain skills in ornamental horticulture including planting, transplanting, fertil-izing, watering and pruning. Learn about applying skills to trees, shrubs and herbaceous plants in both indoor and outdoor locations. Learn 4.0 CEU and vegetative plant propagation methods. TUITION: \$216.00 FEES: \$75.00 TOUCHTONE NUMBER TT #5802 LLG0055-001, V 109, TUES., THUR., 1/16-5/17, 6:30 pm-9:30 pm

# PRUNING DO'S AND 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 evergreens and deciduous plants 0.2 CEU

TUITION: \$25.00 TOUCHTONE NUMBER TT #5269 LLG0005-001, V 107, TUES., 2/27-2/27, 7:00 pm-9:00 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 contain-er garden!

TUITION: \$30.00 FEES: \$34.00 TOUCHTONE NUMBER TT #6176 LLG0065-001, V 107, THUR., 5/10-5/10, 10:00 am-1:00 pm

# **IKEBANA: INTRODUCTION TO JAPANESE** FLOWER ARRANGEMENT

Ikebana is a design style based on Japanese history and philosophy. Japanese artist, Yaeko Baily, will demonstrate the unique techniques used in Ikebana to create a basic arrangement showing the natural shape of fresh branches and flowers. Also learn to use creative styles that emp 0.1 CEU importance of straight and curved lines and colors. TUITION: \$20.00

TOUCHTONE NUMBER TT #7288 LFL0702-001, V 114, SAT., 4/21-4/21, 1:00 pm-2:00 pm

# Garden and Floral, cont.

# **IKEBANA: BASIC UPRIGHT STYLE**

Japanese artist, Yaeko Baily, will guide you to create your own Moribana, using fresh branches and flowers and Ikebana flower arrangement techniques. Please bring one 9" flat container, 2 frogs (pinholders=kenza 0.1 CEU about 3" wide, and floral scissors to class. TUITION: \$40.00 FEES: \$40.00

TOUCHTONE NUMBER TT #7293 LFL0703-001, V 114, SAT., 5/5-5/5, 1:00 pm-3:30 pm

#### **IKEBANA: VARIATION OF THE BASIC UPRIGHT** STYLE

Japanese artist, Yaeko Baily, will guide you as you create a variation of the upright style of Ikebana flower arrangement techniques. The angle of stems and flowers will be changed and show more movement. Please bring one 9" flat container, 2 frogs (pinholders=kenzan) about 3" wide, and flora 0.1 CEU sors to class.

FEES: \$40.00 **TUITION: \$40.00** TOUCHTONE NUMBER TT #7289

LFL0704-001, V 114, SAT., 5/12-5/12, 1:00 pm-3:30 pm

# **IKEBANA: MODERN STYLE**

Japanese artist, Yaeko Baily, will guide you in the use of Ikebana flower arrangement techniques to create a more modern style that emphasizes straight and curved lines and introduces movement to your arrangement. Please bring one 9" flat container, 2 frogs (pinholders=kenzan) wide, and floral scissors to class. 0.1 CEU TUITION: \$40.00 FEES: \$40.00 TOUCHTONE NUMBER TT #7290

LFL0705-001, V 114, SAT., 5/19-5/19, 1:00 pm-3:30 pm

# **BASIC FLORAL DESIGN**

Learn the basic principles of floral design including classic designs, centerpieces, corsages, boutonnieres, 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 arra and construction mechanics will also be discussed. 3. 3.0 CEU

TUITION: \$162.00 FEES: \$150.00

TOUCHTONE NUMBER TT #6508 LFL8004-001, V 114, MON., 1/22-5/14, 10:00 am-2:20 pm LFL8004-002, V 114, MON., 1/22-5/14, 6:00 pm-10:20 pm

# **VASE ARRANGEMENTS**

Whether they're flowers you cut from your vard, 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 arrangement. Join us for a session and real flow is a sense on fresh flower care. We'll supply everything you need, and you'll go home 0.4 CEU

TUITION: \$30.00 FEES: \$30.00

TOUCHTONE NUMBER TT #5798 LFL0604-001, V 114, THUR., 2/22-2/22, 10:30 am-2:30 pm

# HERBAL WREATHS

Preserve the beauty and scents of nature with dried herbs and flowers. Plan and plant an herb garden and how to dry and care for flowers and herbs 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 109, WED., 4/11-4/11, 6:15 pm-10:15 pm

# **EASTER CENTERPIECE**

Dress up your holiday table with a beautiful arrangement of spring flowers. 0.4 CEU Bunnies and eggs accent this natural design. TUITION: \$30.00 FEES: \$20.00 TOUCHTONE NUMBER TT #5115 LFL0601-001, V 114, THUR., 4/12-4/12, 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 0.4 CEU garden.

TUITION: \$30.00 FEES: \$20.00 TOUCHTONE NUMBER TT #5116 LFL0602-001, V 114, THUR., 4/26-4/26, 6:00 pm-10:00 pm

# MAKING A HAND-TIED BOUQUET

Wildflowers are nature's little treasure. Learn to recognize them and use 0.4 CEU them in an attractive, hand-tied bouquet. TUITION: \$26.00 FEES: \$30.00 TOUCHTONE NUMBER TT #6018 LFL0700-001, V 114, THUR., 2/22-2/22, 6:00 pm-10:00 pm

# HAND TIED BOUQUETS: ADVANCED TECHNIQUE

Learn to make an armature for a hand tied bouquet. We will use curly will low to create a support system for your project. PREREQUISITE: Hand Tier 0.4 CEU Bouquets

TUITION: \$30.00 FEES: \$30.00 TOUCHTONE NUMBER TT #7720 LFL0706-001, V 114, THUR., 3/1-3/1, 6:00 pm-10:00 pm

LEI0354-001, PCE TBA, TUES., 2/20-2/27, 7:00 pm-10:00 pm

# **Learning Voyages**

# **Educational Tours**

Harper College sponsors a variety of educational trips to expand your cultural horizons and travel experience. A Harper College faculty or staff member, who has expertise in culture, history, art, archeology or architecture, leads each trip. For more information, please call 847 925 6593

INDIA: LAND OF MYSTERY

January 2-16, 2001 MEXICO: LAND OF THE AZTECS AND INCAS March 23-April 1, 2001 ITALY May 2001

PASSAGES TO CHINA May 20-June 1, 2001

RUSSIAN WATERS June 2001 MYSTICAL IRELAND:

LAND OF 100,000 WELCOMES August 2001

FRANCE: PARIS AND PROVENCE September 2001

LONDON THEATRE HOLIDAY

December, 2001-January, 2002 PORTUGAL/SPAIN: IBERIAN NEW YEAR HOLIDAY December 27, 2001-January, 2002 GEOLOGY OF NEW ZEALAND AND HAWAII

August, 2002

# TRAVEL PREVIEW

Take a two-hour excursion abroad

on January 26 from 7:00 pm - 9:00 pm

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Catch a glimpse of the educational adventures awaiting you.

Faculty tour leaders will guide you, chair-side, on our upcoming educational trips.

Please call 847.925.6593 to let us know you will be attending. We will provide a lecture schedule and let you know the room locations.

# **Community Adventures**

# HORSEBACK RIDING THE TRAILS/LESSONS

Enjoy a hands-on workshop that provides horses, instruction and guides through the hills and scenic countryside of Galena. Saturday evening, spend time with an animal communicator for an introduction to animal communication. Sunday, visit the Mississippi Palisades for some hiking.

TUITION: \$149.00

TOUCHTONE NUMBER TT #7717 LPE0464-001, TBA TBA, SAT., SUN., 5/5-5/6

# Older Adult

# **Computer Classes**

# INTRODUCTION TO MICROSOFT WINDOWS FOR SENIORS

Senior friendly class will help you use the mouse, work with windows, get on-line help, work with programs and documents, copy and move files, use the recycle bin and customize your desktop. Instructional materials are provided in class. **0.9 CEU** 

TUITION: \$80.00 FEES: \$19.00 TOUCHTONE NUMBER TT #6079 LCT0320-001, NEC 101, WED., 2/14-2/28, 1:00 pm-4:15 pm

# **Computer Classes, cont.**

# INTRODUCTION TO MICROSOFT WORD 2000 FOR SENIORS

This class is geared toward seniors and their learning style. Subjects include: creating, saving, editing, and printing documents, selecting text, cut, copy and paste, character, paragraph and document formatting, tabs and tables, and error-checking tools. Instructional materials are provided in class. PREREQUISITE: Introduction to Windows. **0.9 CEU** TUITION: \$80.00 FEES: \$19.00

TOUCHTONE NUMBER TT #6357 LCT0170-001, NEC 101, FRI., 3/2-3/16, 9:0C am-12:15 pm

#### INTRODUCTION TO THE INTERNET FOR SENIORS

Get in on the excitement of the Internet! Learn basic navigational skills and Internet vocabulary. Then spend hands-on computer time searching the Internet, with emphasis on evaluating the usefulness and credibility of Internet sites. Look at Web sites that are of interest and value to Seniors travel and shopping, safety on the Internet, health and fitness information and much more. Beginners welcome! **0.4 CEU** TUITION: \$30.00

TOUCHTONE NUMBER TT #7081 LAC0021-001, F 231, MON., 3/5-3/12, 5:00 pm-7:00 pm LAC0021-002, F 231, WED., 4/4-4/11, 5:00 pm-7:00 pm

# **Cultural Awareness Classes**

#### PLATO REVISITED

The first two hours of each session will be devoted to consideration of excerpts from Plato's dialogues concerning virtue, justice and life after death. The final hour will be a time for sharing of personal experiences. Presenter: Carolyn Sweers.

TUITION: \$36.00 TOUCHTONE NUMBER TT #7707 LSE0107-001, NEC 140, FRI., 2/2-2/16, 1:00 pm-4:00 pm

# **ETHICAL ISSUES FOR TODAY: HONESTY**

Is honesty always the best policy? Is it ever permissible to lie? Is it ever necessary? Or is truth the only course to follow? Join a discussion of a major ethical issue, using examples ranging from daily life to international politics. Presenter: Charlotte Fiechter. **0.2 CEU** TUITION: \$8.00 TOUCHTONE NUMBER TT #6162

LSE0052-001, NEC 132, FRI., 2/23-2/23, 1:00 pm-3:00 pm

#### **EVERYDAY ETHICS**

Explore everyday ethical issues including problems faced in the workplace, in the marketplace and in the home. Discuss cases involving situations ranging from being undercharged in the supermarket to being asked by one's supervisor to do something "dishonest." Presenter: Charlotte Fiechter. 0.2 CEU

TUITION: \$8.00

TOUCHTONE NUMBER TT #7185 LSE0094-001, NEC 132, FRI., 3/2-3/2, 1:00 pm-3:00 pm

### THE EXAMINED LIFE: THREE VIEWS

The first two hours of each session will be devoted to consideration of the views of Socrates, Descartes and the Bhagavad-Gita on finding the purpose of life. The final hour will be a time for sharing of personal experiences. Presenter: Carolyn Sweers. **0.9 CEU** TUITION: \$36.00

TOUCHTONE NUMBER TT #7706 LSE0106-001, NEC 140, FRI., 3/9-3/23, 1:00 pm-4:00 pm

# GODS AND KINGS IN WEST AFRICA AND THE AMERICAS

A presentation on the religion, myth and art of the west African people and the influence of this civilization on the New World. the presentation will include slides, music and videos. Presenter: Martha Simonsen. 0.2 CEU

TUITION: \$8.00

TOUCHTONE NUMBER TT #7708

LSE0108-001, NEC 140, THUR., 3/15-3/15, 1:00 pm-3:00 pm

# **ANCIENT SECRETS FOR LONG LIFE**

Some people live to be over one hundred years old and are very healthy and productive. Ancient Chinese theories about aging and age-related problems will be discussed as well as some basics of Chinese Medicine. You will learn specific nutrition needs and guidelines to keep you well and improve your health. You will also get information on how to balance your diet and exercise to control age-related diseases such as arthritis, osteoporosis, weakness and chronic pain. **0.2 CEU** TUITION: \$20.00

TOUCHTONE NUMBER TT #7267 LAH0211-001, H 208, THUR., 3/22-3/22, 7:00 pm-9:00 pm

# **Cultural Awareness Classes, cont.**

# NATIONALITY PROBLEMS IN THE BALKANS

Examine the historic and contemporary nationality problems in the Balkans, the tinderbox of Europe. Discuss the components of national feeling and the ways in which competing national claims have made co-existence difficult in this area and compare these issues with the US and other countries. Gain a greater understanding of the ingredients of national feeling and issues that prevent competing nationalists from becoming good neighbors. Presenter: Charlotte Fiechter. **0.2 CEU** TUITION: \$8.00

#### TOUCHTONE NUMBER TT #6531

LSE0073-001, NEC 132, FRI., 4/6-4/6, 1:00 pm-3:00 pm

Music Classes

# SYMPHONIES, SUITES AND OTHER FORMS OF ORCHESTRA

Enjoy the musical forms for orchestra as interpreted by composer and lecturer James Kendros. **0.4 CEU** TUITION: \$16.00 TOUCHTONE NUMBER TT #7709 LSE0109-001, NEC 132, THUR., 2/1-2/8, 1:00 pm-3:00 pm

# QUARTETS, SONATAS AND OTHER FORMS OF CHAMBER MUSIC

Enjoy examples of quartets, sonatas, and other forms of chamber music as interpreted by composer and lecturer, James Kendros. **0.4 CEU** TUITION: \$16.00

TOUCHTONE NUMBER TT #7710

LSE0110-001, NEC 132, THUR., 2/15-2/22, 1:00 pm-3:00 pm

# J.S. BACH AND HIS GIFTED SONS

Composer and instructor James Kendros will delight you with his interpretation of the Bach family's contribution to the world of music.

TUITION: \$24.00 TOUCHTONE NUMBER TT #7712 LSE0112-001, NEC 132, THUR., 3/1-3/22, 1:00 pm-3:00 pm

# **MUSIC AND LIFE OF CLARA SCHUMANN**

Composer and lecturer James Kendros will delight you with music and anecdotes from the life of Clara Schumann. **0.2 CEU** TUITION: \$8.00

TOUCHTONE NUMBER TT #7711 LSE0111-001, NEC 132, THUR., 4/5-4/5, 1:00 pm-3:00 pm

# **World Studies Classes**

### **CROSS CULTURAL STUDIES IN ANTHROPOLOGY**

The course is designed the present issues that remain controversial in anthropology today. Students will explore how anthropologists frame and defend interpretations of anthropological evidence and to encourage and promote critical thinking skills regarding anthropological questions, methods and thought. Some topics include: Are humans inherently violent? Did Neanderthals interbreed with modern humans? Was there an important goddess cult in prehistoric Europe? and Should anthropologists become advocates on human rights issues? May be taken for credit as ANT220-001. Presenter: Patricia Hamlen.

TOUCHTONE NUMBER TT #7735 LSE0116-001, J 160, THUR., 2/1-4/26, 12:15 pm-3:45 pm

#### **INTRODUCTION TO SHAKESPEARE**

Introduces Shakespeare's acting company, theater and audience. Discusses his techniques in building scenes, developing characters, handling dialogue. Readings and interpretations will consist of representative comedies, tragedies, histories and problem plays. May be taken for credit as LIT210-002. Presenter: Barbara Njus. 4.0 CEU

TUITION: \$81.00 TOUCHTONE NUMBER TT #7736 LSE0117-001, L 220, MON., 2/5-5/7, 1:15 pm-4:45 pm

# **HISTORY OF LATIN AMERICA**

Survey the political and constitutional history of the principal Latin American nations. Examine movements leading to independence and social and economic events which are pertinent to relationships with the United States. May be taken for credit as HST121-003. Presenter: Gabrielle Toth

4.0 CEU

TUITION: \$81.00 TOUCHTONE NUMBER TT #7733 LSE0115-001, J 251, WED., 2/7-5/2, 12:15 pm-3:45 pm

# World Studies Classes, cont.

#### **ISSUES IN FOREIGN POLICY**

Examine the broad trends of globalization and liberalization and the rationale for liberalizing economic policies around the world, as well as concerns expressed for "victims" of these policies - workers, the poor and the environment. Look at the impact of modern technology and business practices on competitiveness and on resource-based comparative advantage and consider the influence of large multinational corporations and special business interests in shaping international policies. Presenter, Paul Bisek 3.2 CEU

TUITION: \$80.00 TOUCHTONE NUMBER TT #7719 LSE0114-001, TBA TBA, TUES., 3/6-5/1, 10:00 am-2:00 pm

# **Special Interests**

# **Amateur Radio**

# **CRAMMING FOR THE HAM 1**

An overview of electronics and radio test items on the novice and technician amateur radio exams required by the FCC. Topics covered: Overview of amateur radio, basic electronics theory, basic electronics practice and basic radio theory. **0.52 CEU** TUITION: \$20.00

LPE0660-001, H227, SAT., 5/5-5/5, 8:30 am-5:30 pm

# **Animal Behavior**

# INTRODUCTION TO ANIMAL ASSISTED THERAPY

Come to this informational session and see actual demonstrations of different breeds of certified therapy dogs. Therapy dogs are intelligent, sensitive and extremely loving animals that focus on providing assistance to special needs individuals. Find out how you and your dog might qualify to participate in this rewarding volunteer program. Offered in cooperation with FRIENDS Animal Assisted Therapy Foundation. Presented by: J. Bush/N Tomaszewski **0.15 CEU** 

TUITION: \$10.00

TOUCHTONE NUMBER TT #7279 LET0025-001, TBA TBA, SAT., 4/7-4/7, 9:30 am-11:00 am

#### **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 CELU

TUITION: \$60.00 TOUCHTONE NUMBER TT #5925 LET0016-001, NEC 121, SAT., 2/3-3/17, 10:00 am-10:45 am LET0016-002, TBA TBA, SAT., 4/7-5/19, 10:00 am-10:45 am

#### **BEGINNER DOG OBEDIENCE**

Get instruction in all the basic obedience exercises and promote a better relationship between your dog and the family. Learn how to give love and praise, 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., 2/3-3/17, 11:00 am-11:55 am LET0017-002, TBA TBA, SAT., 4/7-5/19, 11:00 am-11:55 am

#### ADVANCED DOG OBEDIENCE

Build upon 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., 2/3-3/17, 12:00 pm-12:55 pm LET0018-002, TBA TBA, SAT., 4/7-5/19, 12:00 pm-12:55 pm

# Astronomy

# PLANETS I: THE SUN AND INNER PLANETS

After an overview of the Solar System, journey from Mercury to Mars with rest stops at Venus, Earth and the Moon. See the results of the Mariner, Venera, Magellan, Apollo and Viking space missions. Review the exceptional findings of the recent Clementine, Lunar Prospector, Mars Pathfinder and Mars Global Surveyor ventures. To put things in perspective, build a portable, but very large, scale model of the Solar System. Weather permitting, we will also observe the night sky at the Harper Observatory with an instructor-provided telescope and binoculars.

TUITION: \$55.00 FEES: \$7.00 TOUCHTONE NUMBER TT #7285

LPL0308-001, D 149, FRI., 3/2-3/23, 7:30 pm-9:30 pm

# Aviation

# AVIATION: SO YOU WANT TO FLY CAREER SEMINAR

Learn about the opportunities available in this one night FREE seminar. Join aviation professionals in the fields of aviation management, dispatch, inflight service, maintenance and flight to discuss job descriptions, education and training requirements and the employment outlook. TUITION: FREE

LPE0650-001, A145, THUR., 1/25, 7:00 pm-9:00 pm

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# **AVIATION GROUND SCHOOL**

Receive an introduction to the world of aviation. Learn about aerodynamics, function of flight controls, airport and airspace awareness and basic meteorology. The class format is lecture with group participation and a field trip. Successful completion of the class will allow a student to take the Private Pilot written exam. Course materials will be available at the classroom for approximately \$80.

TUITION: \$135.00

TOUCHTONE NUMBER TT #6431 LPE0651-001, A 145, THUR., 2/1-5/10, 7:00 pm-9:00 pm

#### PANEL INSTRUMENT RATING

Individuals with prior aviation experience, gain an understanding of the principals of instrument flight. Some of the topics that will be covered include: aircraft systems, advanced meteorology, the specialized instrument regulations and the instrument airway system. The information will be obtained through a multi-media, lecture environment with an optional field trip to the Chicago Center. Successful completion qualifies the student to take the instrument pilot written exam. Course materials will be provided in the classroom. **2.1 CEU** 

TUITION: \$150.00 TOUCHTONE NUMBER TT #5759 LPE0652-001, A 145, TUES., 1/30-3/13, 7:00 pm-10:00 pm

#### **COMMERCIAL PILOT PROGRAM**

Advanced pilots interested in obtaining Airline Transport. Flight Engineer or Flight Instructor qualifications would benefit greatly from this program. Topics include federal regulations, navigation and weather, advanced aircraft systems and handling airborne emergencies. PREREQUISITE: Private Pilot Certificate **2.1 CEU** 

TUITION: \$235.00 TOUCHTONE NUMBER TT #5684 LPE0653-001, A 145, TUES., 4/3-5/15, 7:00 pm-10:00 pm

# **Personal Finance/Investment**

#### MONEY MANAGEMENT

Learn how to reduce your tax burden, maximize your investment returns and plan for your future financial security in this exciting course. Discuss compound interest, stocks, bonds, mutual funds, limited partnerships and tangible investments such as coins, gems and precious metals. Also included is retirement planning, risk management and estate planning. Develop your own personalized financial plan suited to your income, assets, and objectives. You may bring your spouse or a guest at no extra cost.

TUITION: \$43.00 FEES: \$5.00 LPF0095-001, H 108, TUES., 4/17-5/8, 7:00 pm-9:30 pm

#### **STOCK MARKET STRATEGIES**

Investigate three top performing investment strategies — The William O'Neil, Peter Lynch and Warren Buffet disciplines of evaluating and selecting stocks. Learn how each system works and how each emphasizes various elements of the fundamental and technical attributes of our investment markets. **0.6 CEU** 

TUITION: \$43.00 FEES: \$5.00 TOUCHTONE NUMBER TT #6052 LPF0093-001, L 216, MON., 5/7-5/14, 6:30 pm-9:30 pm

**Personal Finance/Investment** 

#### 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, 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., 2/21-2/28, 6:30 pm-9:30 pm LPF0005-002, C 103, WED., 5/2-5/9, 6:30 pm-9:30 pm

# 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. **0.6 CEU** 

TUITION: \$44.00 FEES: \$5.00

TOUCHTONE NUMBER TT #5995 LPF0013-001, H 227, MON., 2/19-3/5, 7:00 pm-9:00 pm

#### **INVESTING FOR THE 21ST CENTURY**

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

TUITION: \$69.00 FEES: \$7.00 TOUCHTONE NUMBER TT #5043 LPF0077-071, H 108, THUR., 2/8-3/22, 7:00 pm-9:30 pm LPF0077-081, H 108, THUR., 4/5-5/17, 7:00 pm-9:30 pm

#### FINANCIAL STRATEGIES FOR RETIREMENT

Prepare for retirement! Learn how to generate a steady income, protect your assets from erosion, minimize taxes and provide a secure retirement for yourself and your spouse. Make the best use of your employer's retirement plan, evaluate lump sum distribution options and reduce estate taxes through proper estate planning. Explore various types of investments such as municipal bonds, tax-deferred annuities and mutual funds. Study Social Security, Medicare and ways to provide for the cost of potential long term health care, as well as diversification and asset allocation. Develop your own personalized financial plan suited to your income, assets and objectives. You may bring your spouse or a guest at no extra cost.

TUITION: \$57.00 FEES: \$5.00

TOUCHTONE NUMBER TT #7819 LPF0006-001, H 108, TUES, 200-3/13, 7:00 pm-9:30 pm LPF0006-002, 70/4, TUES, 3/20-4/10, 7:00 pm-9:30 pm

# **Financial Planning Workshops**

# FINANCIAL SUCCESS THROUGH DEBT FREE LIVING

Somehow it's so easy to put ourselves into enormous debt. Learn how to get out of debt by controlling your financial future, planning for the future by developing a debt elimination plan, paying off credit card debt, paying off your mortgage, operating on a cash basis, avoiding specific pitfalls and building a realistic retirement goal. **0.3 CEU** TUITION: \$39.00 FEES: \$2.00

TOUCHTONE NUMBER TT #6455

LPF0017-001, MOD 101, WED., 2/28-2/28, 6:30 pm-9:30 pm LPF0017-002, TBA TBA, TUES., 4/17-4/17, 6:30 pm-9:30 pm

# **BEGINNER'S STOCK MARKET**

Learn the ins and outs of investing in today's stock market from an investment expert. Practice basic stock market terminology and discover what to look for when selecting a mutual fund or utility stock. Find out how to research stocks and analyze their growth potential and how to set up a portfolio to meet your investment objectives. **0.3 CEU** TUITION: \$27.00 FEES: \$3.00

TOUCHTONE NUMBER TT #6627

LPF0078-001, D 231, SAT., 2/17-2/17, 9:00 am-12:00 pm

# WILLS, TRUSTS AND ESTATE PLANNING

Be ready with your plan. Learn how trusts, estate taxation, charitable gifts and even insurance can play key roles in your estate planning. 0.3 CEU

TUITION: \$27.00 FEES: \$3.00 TOUCHTONE NUMBER TT #5795 LPF0010-001, J 153, SAT., 3/17-3/17, 9:00 am-12:00 pm 10.0 CEU

# CARDIOPULMONARY REHABILITATION CENTER



# Harper College 8

# **Alexian Brothers Medical Center**



Harper College, in partnership with the Alexian Brothers Medical Center, provides a comprehensive physician-directed cardiopulmonary rehabilitation program for patients with heart and/or pulmonary disease. Staffed by board-certified cardiologist Dr. Roger Nissen, nurses and exercise physiologists certified in cardiac rehabilitation and advanced cardiac life support, this comprehensive program offers:

> Exercise therapy sessions conveniently located at both the hospital and the college.

Small classes with telemetry monitoring to ensure safety and program effectiveness.

Fitness facilities that include a swimming pool, fitness laboratory and large indoor walking track.

A comprehensive nutrition program provided by a registered dietician.

Call 847.925.6468 for more information, to schedule a visit or to arrange for a free videotape of our program to be mailed to your home.

> For more info call

> > 847.925.6300

# Financial Planning Workshops, cont.

# **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 cor-poration can do for your estate, how gifts to children and their educational expenses can be deductible and five solutions to key estate pl 0.3 CEU lems

TUITION: \$27.00 FEES: \$3.00 TOUCHTONE NUMBER TT #5796 LPF0011-001, J 153, SAT., 4/7-4/7, 9:00 am-12:00 pm

# **BUYING AND FINANCING A HOME**

Your home is both a financial investment and a choice of lifestyle. Determine how much you can spend, what types of houses and neighborhoods are best suited to your needs and how to determine a fair price. Discuss the duties of a broker, what to know about "for sale by owner" transactions and sources for mortgages and mortgage alternatives. Standard purcha tracts will also be covered. 0.3 CEU

TUITION: \$37.00 FEES: \$5.00 TOUCHTONE NUMBER TT #5034 LPF0033-001, J 167, SAT., 4/21-4/21, 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 form 0.3 CEU discussed. TUITION: \$37.00 FEES: \$5.00

TOUCHTONE NUMBER TT #6631 LPF0034-001, J 253, SAT., 2/24-2/24, 9:00 am-1:00 pm

# **HOW TO BUY FORECLOSURE PROPERTY**

The number of foreclosures in Illinois is rising. With the right knowledge and your commitment to achieving 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. Discuss the foreclosure p laws affecting foreclosure and how to find these properties. 0.4 CEU TUITION: \$55.00 FEES: \$7.00

TOUCHTONE NUMBER TT #5423 LPF0014-001, H 227, MON., 4/2-4/9, 6:30 pm-9:30 pm

# FINANCIAL PLANNING FOR THE SMALL BUSINESS OWNER

Create your own nest eqg. Learn how to look for large tax deductions and tax- favored growth options. Highlights of options available for selfemployed or small business owners, including SEPs, SIMPLEs, 401Ks and pension/profit sharing plans will be discussed and evaluated. Choose the proper plan, understand the tax benefits and review the invest 0.3 CEU

TUITION: \$27.00 FEES: \$3.00 TOUCHTONE NUMBER \_\_\_\_\_\_TT #7049 LPF0018-001, L 315, MON., 3/5-3/5, 6:30 pm-9:30 pm

**Test Preparation** 

# **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 trategies. The class will cover each content area of the ACT-English, Mathematics, Reading and Science Reasoning. The practice book is 1.5 CEU ed in the fees.

TUITION: \$89.00 FEES: \$20.00 LAS0001-001, L 315, SAT., 2/17-3/17, 9:00 am-12:00 pm LAS0001-002, L 218, SAT., 2/17-3/17, 9:00 am-12:00 pm LAS0001-003, TBA TBA, WED., 2/21-3/21, 6:00 pm-9:00 pm

# **GRADUATE RECORD EXAM REVIEW**

Your graduate school selection may depend on your GRE scores. Take advantage of the opportunity to build your confidence for the test. Review segments include reading comprehension, antonyms, analogies, sentence completion, mathematical review, analytical and logical reasoning and data interpretation. GRE Computer Adaptive Candidates - Customized test prep class scheduling allows you to take advantage of any day testing. There is no longer a need to wait for the quarterly national test dates. The results are immediate and will allow you to make application deadlines. This GRE Exam Review class consists of six (6) three-hour and fifteen minute 1.8 CEU

TUITION: \$314.00 FEES: \$111.00 TOUCHTONE NUMBER TT #5095 LTR0021-001, A 142, MON., WED., 1/22-2/21, 6:00 pm-9:15 pm LTR0021-002, A 142, MON., WED., 2/26-4/2, 6:00 pm-9:15 pm LTR0021-003, A 142, MON., WED., 4/16-5/14, 6:00 pm-9:15 pm

# **Test Preparation, cont.**

# LSAT REVIEW

Law school admi sion can be greatly influenced by your LSAT scores Review segments include analytical reasoning ordering, analytical reason-ing non-ordering, logical reasoning and fallacies, advanced logical/analytical reasoning, reading comprehension and a writing sample. This LSAT car reasoning, reasing comprehension and a fifteen minute meetings. Review class consists of four (4) three-hour and fifteen minute meetings.

TUITION: \$285.00 FEES: \$111.00 LTR0033-001, A 142, MON., WED., 1/22-2/5, 6:00 pm-9:15 pm LTR0033-002, A 142, MON., WED., 2/26-3/19, 6:00 pm-9:15 pm LTR0033-003, A 142, MON., WED., 4/16-4/30, 6:00 pm-9:15 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 and essay writing, both analytical and issue-based. Refresh mathematical skills includand geometry. This GMAT Exam Review class consists of five (5) three- **1.75 CEU** ing data sufficient techniques and problem solving from basic math, algebra

TUITION: \$302.00 FEES: \$111.00

LTR0037-001, A 142, MON., WED., 1/22-2/19, 6:00 pm-9:15 pm LTR0037-002, A 142, MON., WED., 2/26-3/21, 6:00 pm-9:15 pm LTR0037-003, A 142, MON., WED., 4/16-5/9, 6:00 pm-9:15 pm

# **Physical Fitness and Wellness**

# **Cardiopulmonary Fitness**

# **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 through the American College of Sports Medicine. Class times are Monday, Wednesday and Thursday, 6:45, 8:00, 9:00 am and 5:15 pm. Participants receive personalized attention and current health information. A cardiovascular fitness assessment is required prior to enrollment. Cost is \$15 for every 2 weeks (\$7.50 for seniors 60 and older). Participants may register with the Get Fit instructor by calling 847.925.6468.

LHP0002-001, TBA, 1/16-5/31 LHP0002-002, TBA, 1/16-3/22 LHP0002-003, TBA, 3/26-5/31 LHP0002-004, TBA, 1/16-1/25 LHP0002-005, TBA, 1/29-2/8 LHP0002-006, TBA, 2/12-2/22 LHP0002-007, TBA, 2/26-3/8 LHP0002-008, TBA, 3/12-3/22 LHP0002-009, TBA, 3/26-4/5 LHP0002-010, TBA, 4/9-4/19 LHP0002-011, TBA, 4/23-5/3 LHP0002-012, TBA, 5/7-5/17 LHP0002-013, TBA, 5/21-5/31

#### ASSESSMENT

If you are over the age of 40, consider undergoing our medically supervised check up. The check up includes:

- · A physician supervised maximal stress test: during this test the physician and technician monitor 12 lead electrocardiograms, blood pressure response, signs and symptoms. This test is used in the diagnosis of cardiovascular disease and high blood pressure.
- Estimation of cardiovascular endurance/fitness level Body fat determination by skinfolds or bioelectrical impedance An assessment of low back flexibility and abdominal strength
- Blood test for cholesterol, HDL, LDL, triglycerides Lung function (when indicated)
- Consultation which includes individualized recommendations on an effective exercise program and healthy lifestyle modifications Cost: \$280

If you are under the age of 40, consider our fitness assessment to determine ness levels and heart rate and blood pressure responses to exercise. Cost: \$120

To schedule an appointment, please call 847.925.6468. Note: Blood test for cholesterol, HDL, LDL, and triglyceride can be done separately at a cost of \$55.

# **BODY FAT DETERMINATION**

Three different techniques (body calipers, biolectric impedance, or under-water weighing) are available for a fee. Appointments weekdays. Call 847.925.6468 for more information.

# **Aerobics/Aquacise**

### **PHYSICAL FITNESS I**

Take advantage of a structured aerobic and strength training program designed for individuals free of heart, pulmonary and metabolic disorders. Computer-assisted fitness evaluations, guidance in developing an individu-alized 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: \$54.00 FEES: \$20.00 TOUCHTONE NUMBER TT #6321 LPE0195-001, M 162, TUES., THUR., 1/16-5/10, 11:00 am-11:50 am LPE0195-002, M 162, TUES., THUR., 1/16-5/10, 12:15 pm-1:05 pm LPE0195-003, M 162, TUES., THUR., 1/16-5/10, 7:00 pm-7:50 pm LPE0195-216, TBA, 1/29-5/10 LPE0195-217, TBA, 1/13-5/10 LPE0195-218, TBA, 2/26-5/10

### AQUACISE

Get a great workout with this in-water exercise program which emphasizes the development of cardiopulmonary endurance, flexibility, muscle strength, muscle endurance and general movement efficiency. Music guides the exercise program. (The fitness guidelines followed in this course are designed for the healthy individual and are not designed for individuals with known cardiovascular, pulmonary or metabolic diseases. Participants are encouraged to see a physician before embarking on any exercise program. Students do not need to know how to swim.)

TOUCHTONE NUMBER TT #6295

TUITION: \$66.00 SENIORS: \$25.00

LPE0090-002, M 160, SAT., 1/20-5/12, 9:00 am-09:50 am LPE0090-071, M 160, MON., WED., 1/17-3/7, 9:00 am-09:50 am LPE0090-073, M 160, MON., WED., 1/17-3/7, 11:00 am-11:50 am LPE0090-074, M 160, TUES., THUR., 1/16-3/8, 9:00 am-09:50 am LPE0090-075, M 160, TUES., THUR., 1/16-3/8, 10:00 am-10:50 am LPE0090-076, M 160, TUES., THUR., 1/16-3/8, 5:00 pm-5:50 pm LPE0090-081, M 160, MON., WED., 3/12-5/9, 9:00 am-09:50 am LPE0090-083, M 160, MON., WED., 3/12-5/9, 11:00 am-11:50 am LPE0090-084, M 160, TUES., THUR., 3/13-5/10, 9:00 am-09:50 am LPE0090-085, M 160, TUES., THUR., 3/13-5/10, 10:00 am-10:50 am LPE0090-086, M 160, TUES., THUR., 3/13-5/10, 5:00 pm-5:50 pm TUITION: \$16.50 SENIORS: \$6.25

LPE0090-004, M 160, TUES., THUR., 5/15-5/24, 9:30 am-10:20 am TUITION: \$33.00 SENIORS: \$12.50

LPE0090-077, M 160, FRI., 1/19-3/9, 9:30 am-10:20 am LPE0090-087, M 160, FRI., 3/16-5/11, 9:30 am-10:20 am

# **CARDIO KICKBOXING I**

This class blends the ancient art of self-defense, dance, and boxing with energetic music. With no complicated choreography, anyone can take part and benefit from this calorie-burning workout.

# TUITION: \$66.00

TOUCHTONE NUMBER TT #6420 LPE0187-070, M 249, MON., WED., 1/17-3/7, 5:30 pm-6:20 pm LPE0187-071, M 249, TUES., THUR., 1/16-3/8, 11:00 am-11:50 am LPE0187-072, M 249, TUES., THUR., 1/16-3/8, 9:25 am-10:15 am LPE0187-073, M 249, TUES., THUR., 1/16-3/8, 6:30 pm-7:20 pm LPE0187-081, M 249, TUES., THUR., 3/13-5/10, 11:00 am-11:50 am LPE0187-082, M 249, TUES., THUR., 3/13-5/10, 9:25 am-10:15 am LPE0187-083, M 249, TUES., THUR., 3/13-5/10, 6:30 pm-7:20 pm

**CARDIO KICKBOXING II** A continuation of Kickboxing I.

TUITION: \$66.00 TOUCHTONE NUMBER TT #6584 LPE0185-080, M 249, MON., WED., 3/12-5/9, 5:30 pm-6:20 pm

# **CARDIOVASCULAR AND TONING EXERCISE**

This class will work in the circuit style of cardiovascular toning TUITION: \$66.00 TOUCHTONE NUMBER TT #6272 LPE0171-071, M 249, TUES., THUR., 1/16-3/8, 5:30 pm-6:20 pm LPE0171-081, M 249, TUES., THUR., 3/13-5/10, 5:30 pm-6:20 pm

# **DANCE AEROBICS I**

Enjoy vigorous exercise routines choreographed to music. Concentrate on developing cardiovascular, endurance, flexibility, muscular strength and endurance and movement efficiency. **TUITION: \$66.00** 

# TOUCHTONE NUMBER TT #8014

LPE0162-070, M 249, MON., WED., 1/22-3/7, 12:00 pm-12:50 pm

# Aerobics/Aquacise, cont.

# **DANCE AEROBICS II**

Enjoy a wide variety of advanced fitness programs structured to challenge the experienced student. Develop a higher level of cardiovascular pul-monary endurance, flexibility, muscular strength and endurance and movement efficiency. The fitness guidelines followed in this course are designed for apparently healthy individuals and are not designed for individuals with known heart, pulmonary or metabolic disease.

TUITION: \$66.00

TOUCHTONE NUMBER TT #8018 LPE0167-080, M 249, MON., WED., 3/12-5/9, 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 bouncing, jogging and jumping. Students with certain phys-ical limitations, as well as those who want a good workout, can benefit from this class.

TUITION: \$66.00 TOUCHTONE NUMBER TT #8015 LPE0163-070, M 249, TUES., THUR., 1/16-3/8, 4:30 pm-5:20 pm LPE0163-082, M 249, TUES., THUR., 3/13-5/10, 4:30 pm-5:20 pm

# **INTERIM AEROBICS**

A continuation of aerobic exercise between semesters. **TUITION: \$25.00** TOUCHTONE NUMBER TT #5950 LPE0169-001, M 249, TUES., THUR., 5/15-5/31, 12:00 pm-12:50 pm

#### **STEP AEROBICS I**

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

TUITION: \$66.00 TOUCHTONE NUMBER TT #8013 LPE0161-071, M 249, MON., WED., 1/22-3/7, 4:30 pm-5:20 pm

# **STEP AEROBICS II**

Continuation of Step I. TUITION: \$66.00 TOUCHTONE NUMBER TT #8017 LPE0166-081, M 249, MON., WED., 3/12-5/9, 4:30 pm-5:20 pm

#### SPINNING

Spin your way to a better cardiovascular workout on the original Schwinn Spinner exercise bike, constructed like a high performance racing bicycle. Users perform many of the movements used in actual road ride such as standing, sitting, hills, sprints and jumps in an indoor, stationary environ-ment. Certified instructors provide you with guidance, motivation, and a bike-to-music pace environment. This 50-minute workout is designed for all ages (16+) and ability levels.

TOUCHTONE NUMBER TT #6109

# TUITION: \$66.00

LPE0197-066, M 152, TUES., THUR., 1/16-3/8, 6:00 am-06:50 am LPE0197-069, M 152, MON., WED., 1/17-3/7, 12:00 pm-12:50 pm LPE0197-070, M 152, MON., WED., 1/17-3/7, 5:00 pm-5:50 pm LPE0197-071, M 152, MON., WED., 1/17-3/7, 6:00 pm-6:50 pm LPE0197-072, M 152, TUES., THUR., 1/16-3/8, 11:00 am-11:50 am LPE0197-073, M 152, TUES., THUR., 1/16-3/8, 5:30 pm-6:20 pm LPE0197-074, M 152, TUES., THUR., 1/16-3/8, 6:30 pm-7:20 pm LPE0197-080, M 152, TUES., THUR., 3/13-5/10, 6:00 am-06:50 am LPE0197-081, M 152, TUES., THUR., 3/13-5/10, 11:00 am-11:50 am LPE0197-082, M 152, MON., WED., 3/12-5/9, 12:00 pm-12:50 pm LPE0197-085, M 152, MON., WED., 3/12-5/9, 5:00 pm-5:50 pm LPE0197-086, M 152, MON., WED., 3/12-5/9, 6:00 pm-6:50 pm LPE0197-088, M 152, TUES., THUR., 3/13-5/10, 5:30 pm-6:20 pm LPE0197-089, M 152, TUES., THUR., 3/13-5/10, 6:30 pm-7:20 pm TUITION: \$17.00 (INTERIM) LPE0197-003, M 152, MON. WED., 5/14-5/23, 6:00 pm-6:50 pm TUITION: \$33.00 LPE0197-001, M 152, SAT., 1/20-3/10, 9:00 am-09:50 am

LPE0197-002, M 152, SAT., 3/18-5/12, 9:00 am-09:50 am

#### **SPINNING II**

A continuation of Power Spinning I. TUITION: \$33.00 TOUCHTONE NUMBER TT #6 128 LPE0198-001, M 152, SAT., 1/20-3/10, 8:00 am-08:50 am LPE0198-002, M 152, SAT., 3/18-5/12, 8:00 am-08:50 am TUITION: \$66.00

LPE0198-070, M 152, MON., WED., 1/17-3/7, 12:00 pm-12:50 pm LPE0198-071, M 152, TUES., THUR., 1/16-3/8, 11:00 am-11:50 am LPE0198-080, M 152, MON., WED., 3/12-5/7, 12:00 pm-12:50 pm LPE0198-081, M 152, TUES., THUR., 3/13-5/10, 11:00 am-11:50 am

# Aerobics/Aquacise, cont.

# WOMEN'S WEIGHT/TONING TRAINING

Weight training is an important factor in decreasing the bone loss associat-ed with aging (osteoporosis). It can also provide a more attractive body and contribute to a healther lifestyle. Tone and build strength in the muscles with proper use of weight machines and free weights. The first half of the class will be held in the Fitness Center and the second half will be held in the free weight room. Along with your Monday/Wednesday personal instruction, you will be given a pass to use the fitness center one other time per week, any-time 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., 1/17-3/7, 6:30 pm-7:30 pm LPE0199-080, M 162, MON., WED., 3/12-5/9, 6:30 pm-7:30 pm

# **EXERCISE: HIPS, ABS AND THIGHS**

Sculpture the hips, abdominals and thighs through muscle strength and endurance exercises to music. Flexibility and proper stretching techniques are emphasized. A variety of equipment will be used to accomplish these goals. This course is designed for the apparently healthy individual and not for individuals known to have cardiovascular, pulmonary, metabolic diseases and orthopedic problems. Students are encouraged to see a physician before embarking on any exercise program. TUITION: \$66.00

TOUCHTONE NUMBER TT #7716 LPE0516-070, M 249, TUES., THUR., 1/16-3/8, 8:00 am-08:50 am LPE0516-071, M 249, TUES., THUR., 1/16-3/8, 12:15 pm-1:05 pm LPE0516-080, M 249, TUES., THUR., 3/13-5/10, 8:00 am-08:50 am LPE0516-081, M 249, TUES., THUR., 3/13-5/10, 12:15 pm-1:05 pm

# Dance

# **BALLROOM DANCING I**

Learn the basic steps and position, timing and ability to lead or follow for the Fox Trot, Waltz and either the Cha Cha or Jitterbug. Singles and couples welcome. Possible outing to try your new skills. TUITION: \$63.00

TOUCHTONE NUMBER TT #5963 LPE0200-071, M 244, TUES., 1/16-3/6, 6:30 pm-8:10 pm LPE0200-073, NEC 121, FRI., 1/19-3/9, 7:00 pm-8:40 pm LPE0200-081, M 244, TUES., 3/13-5/8, 6:30 pm-8:10 pm

# **BALLROOM DANCING I/PARTNERS ONLY RATE**

A discounted rate for two people. Please have your partninumber ready when registering. This rate is per person. se have your partner

TUITION: \$58.00 LPE0237-071, M 244, TUES., 1/16-3/6, 6:30 pm-8:10 pm LPE0237-073, NEC 121, FRI., 1/19-3/9, 7:00 pm-8:40 pm LPE0237-081, M 244, TUES., 3/13-5/8, 6:30 pm-8:10 pm

# **BALLROOM DANCING II**

Enjoy this continuation of Ballroom Dancing I, in Fox Trot one-step, Waltz and Jitterbug. PREREQUISITE: Ballroom I or instructor approval. Singles and couples welcome. Possible class outing. TUITION: \$63.00

TOUCHTONE NUMBER TT #5965 LPE0203-081, M 244, TUES., 3/13-5/8, 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: \$58.00 LPE0238-081, M 244, TUES., 3/13-5/8, 8:20 pm-10:00 pm

# **BALLROOM DANCING III**

Learn advanced steps of Fox Trot one-step, Waltz and Jitterbug and learn the basic steps of Tango, Rümba, and Cha Cha. Singles and couples both welcome. PREREQUISITE: Ballroom I or instructor approval. TUITION: \$63.00 TOUCHTONE NUMBER TT #5967

LPE0204-070, M 244, TUES., 1/16-3/6, 8:20 pm-10:00 pm

# BALLROOM DANCING III/PARTNERS ONLY RATE

Learn the advanced steps in Fox Trot one-step. Waltz, Jitterbug and the basic steps in Tango, Rumba and Cha Cha. This is a per person rate. Please have your partner's social security number ready. TUITION: \$58.00

LPE0239-070, M 244, TUES., 1/16-3/6, 8:20 pm-10:00 pm

#### WEDDING DANCING

Dance at your wedding! Get ready for that fun-filled family occasion with the Wedding Reception Dance. Learn the Fox Trot, Waltz, Jitterbug, Lindy, Polka and other fun dances for an upcoming wedding or party. Perfect for wedding party members, family and friends. Singles and couples welcome. Possible class outing. Two sessions only.

TUITION: \$32.00

TOUCHTONE NUMBER TT #6253 LPE0231-001, M 249, SAT., 4/21-4/28, 9:00 am-12:00 pm

# Dance, cont.

#### SWING I

Learn the All-American dance - call it East Coast Swing, Jitterbug, Lindy or Rock and Roll. It's as new as the current music of the MILLENNIUM and as timely as the music of the 40's, 50's, 60's, 70's and 80's. Practice basic foot-work and turns and gain the foundation for other jitterbug classes at Harper. Singles and couples welcome. Class outing including.

TUITION: \$63.00 TOUCHTONE NUMBER TT #6351 LPE0213-070, M 244, MON., 1/22-3/5, 6:30 pm-8:10 pm LPE0213-080, M 244, MON., 3/12-5/7, 6:30 pm-8:10 pm

# **SWING I/PARTNERS**

A discounted rate for two people. Please have your partner's Social Security number ready when registering. This rate is per person. TUITION: \$58.00

LPE0242-070, M 244, MON., 1/22-3/5, 6:30 pm-8:10 pm LPE0242-080, M 244, MON., 3/12-5/7, 6:30 pm-8:10 pm

#### **SWING II**

Learn all the steps and moves of East Coast Swing to attract attention and applause. Many turns and variations included. PREREQUISITE : Swing I or previous experience in Swing, Jive, Jitterbug, or Lindy. Singles and coup welcome. Class outing included.

TUITION: \$63.00

TOUCHTONE NUMBER TT #6264 LPE0214-070, M 249, WED., 1/17-3/7, 8:15 pm-9:55 pm

#### SWING II/PARTNERS

A discounted rate for two people. Please have your partner's Social Security number ready when registering. This rate is per person. TUITION: \$58.00

LPE0243-070, M 249, WED., 1/17-3/7, 8:15 pm-9:55 pm

#### LATIN NIGHTCLUB DANCING

Learn the popular Latin nightclub favorites Salsa, Merengue and introduc-tion to Cumbia at the Palatine main campus and learn the Samba, Salsa and Merengue at the Northeast Center in Prospect Heights. Feel the rhythm as you learn to move to the Latin beat. Get ready for your cruise, vacation or Latin dance clubs. Techniques for leading and following will be included. Singles and couples welcome. Possible class outing. TUITION: \$63.00

TOUCHTONE NUMBER TT #5805 TPE0255-070, M 249, MON., 1/22-3/5, 8:15 pm-9:55 pm LPE0255-071, M 249, FRI., 1/19-3/9, 6:35 pm-9:55 pm LPE0255-072, M 249, FRI., 1/19-3/9, 8:10 pm-9:40 pm LPE0255-080, M 249, MON., 3/12-5/7, 8:15 pm-9:55 pm LPE0255-081, M 249, FRI., 3/16-5/11, 6:35 pm-8:05 pm LPE0255-082, M 249, FRI., 3/16-5/11, 8:10 pm-9:40 pm

#### LATIN NIGHTCLUB DANCING/PARTNERS

Partners Only Rate per person. Please have your partner's social security number ready when registering. Programming the same as Latin Nightclub Dancing

TUITION: \$58.00

TOUCHTONE NUMBER TT #6066 LPE0257-070, M 249, MON., 1/22-3/5, 8:15 pm-9:55 pm LPE0257-071, M 249, FRL, 1/19-3/9, 6:35 pm-8:05 pm LPE0257-072, M 249, FRL, 1/19-3/9, 8:10 pm-9:40 pm LPE0257-080, M 249, MON., 3/12-5/7, 8:15 pm-9:55 pm LPE0257-081, M 249, FRI., 3/16-5/11, 6:35 pm-8:05 pm LPE0257-082, M 249, FRI., 3/16-5/11, 8:10 pm-9:40 pm

#### LINE DANCING

Learn the current line dances as well as the old favorites. This class is a mixture of oldies, classics and the latest in line dancing. Class outing included.

TUITION: \$63.00 TOUCHTONE NUMBER TT #7608 LPE0220-070, M 249, FRI., 1/19-3/9, 5:00 pm-6:30 pm LPE0220-081, M 249, FRI., 3/18-5/12, 5:00 pm-6:30 pm

# **NIGHTCLUB DISCO HUSTLE**

Disco Hustle is back with a bang! The dance of the disco era is making a big comeback with a contemporary 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. Singles and Couples welcome. Recommended: Some previous dance experience.

TUITION: \$63.00

TOUCHTONE NUMBER TT #8008 LPE0218-070, M 249, WED., 1/17-3/7, 6:30 pm-8:10 pm LPE0218-080, M 249, WED., 3/14-5/9, 6:30 pm-8:10 pm

# WEST COAST SWING I

Learn West Coast swing, the latest dance craze that is popular in both coun-try/western and contemporary settings. The tempo is slower than East Coast Swing and is made up of 6-count and 8-count patterns offering unlim-ited opportunities to explore movement. PREREQUISITE: Some previous dance experience. Singles and Couples welcome. Class outing. TUITION: \$63.00

TOUCHTONE NUMBER TT #6376 LPE0217-080, M 249, WED., 3/14-5/9, 8:15 pm-9:55 pm

# **Dance Forms**

# DANCE PERFORMANCE

This class is intended for members of the Harper College Dance Company, for the express purpose of producing and participating in dance perfor-mances. PREREQUISITE: Students must audition for the Harper College Dance Company or have the instructor's consent. Call the Physical Education Division at 847.925.6466 for audition times and other information

**TUITION: \$87.00** 

TOUCHTONE NUMBER TT #6298 LPE0253-001, M 249, FRI., 1/19-5/11, 10:00 am-11:40 am

#### **FLAMENCO DANCE**

Learn the fundamentals and steps of flamenco dancing. Emphasis will be on body pose and arm movements as well as familiarization with Spanish music. Choreography of "sevillanas," a four-part dance, will be started. Dance experience is helpful, but not necessary. Required attire for females: tights, lectards, flamenco or character shoes and full skirt, if possible. Dequired attire for males: testit, sweathers and fill skirt, if possible. Required attire for males: t-shirt, sweatpants and flamenco boots. TUITION: \$58.00

TOUCHTONE NUMBER TT #5388 LPE0418-070, M 249, TUES., 1/16-3/6, 1:15 pm-2:15 pm LPE0418-071, M 249, SAT., 1/20-3/10, 1:50 pm-2:50 pm LPE0418-072, M 249, TUES., 1/16-3/6, 2:20 pm-3:20 pm LPE0418-080, M 249, TUES., 3/13-5/8, 1:15 pm-2:15 pm LPE0418-081, M 249, SAT., 3/17-5/12, 1:50 pm-2:50 pm LPE0418-082, M 249, TUES., 3/13-5/8, 2:20 pm-3:20 pm

#### **FLAMENCO II**

Learn the 12-and 4-count compases (Rumba. "Sevillanas" will be reviewed in every class. In addition, begin to learn techniques for playing the cas-tanets. Character or Flamenco shoes (without nails) and a full skirt are required. Castanets can be purchased from the instructor. PREREQUI-SITE: Flamenco I or previous experience in Flamenco. TUITION: \$72.00

TOUCHTONE NUMBER TT #6105 LPE0428-070, M 244, MON., 1/22-3/5, 8:20 pm-9:35 pm LPE0428-080, M 244, MON., 3/12-5/7, 8:20 pm-9:35 pm

#### FLAMENCO-III

Continue what you learned in Flamenco II. Students must know the 12count compas. Cover Zapateado, Rumba steps and diverse choreography involving other compases. Sevillanas and use of castanets will be reviewed at each class. Flamenco shoes without nails and a full Flamenco skirt will be needed.

**TUITION: \$81.00** 

TOUCHTONE NUMBER TT #6438 LPE0430-070, M 249, THUR., 1/18-3/8, 7:30 pm-9:00 pm LPE0430-080, M 249, THUR., 3/15-5/10, 7:30 pm-9:00 pm

#### **CASTANETS...ADVANCED BEGINNER**

This is a two semester class that is a follow up to the castanet fundamen-tals already learned in Classical Spanish Dance and/or Flamenco II classes. Castanet language will be put into practice by blending the sounds of castanets with many music rhythms, beginning with rhythmic Spanish Pop and Folk music and ending with Classical Spanish music TUITION: \$58.00

TOUCHTONE NUMBER

TT #7217 LPE0432-070, M 237, SAT., 1/20-3/10, 3:00 pm-4:00 pm LPE0432-080, M 237, SAT., 3/15-5/12, 3:00 pm-4:00 pm

### INTERMEDIATE CASTANETS

Continue to use castanets with music on a more sophisticated level. Classical and Spanish Folk music for dancing will be used. Students should be able to use castanets on their own with any type of music they choose at the completion of this class.

**TUITION: \$58.00** 

TOUCHTONE NUMBER TT #6692 LPE0431-070, M 232, THURS., 1/22-3/5, 6:30 pm-7:20 pm LPE0431-080, M 232, THURS., 3/12-5/7, 6:30 pm-7:20 pm

# **SPANISH DANCE/TEENS AND ADULTS**

This intermediate level class is for teens and adults who take dance seriously. The intense classical dance training lasts one and one-half hours and includes barre work, the fundamentals and choreography of classical and neo-classical and folk from Spain. Castanets will be practiced in every class (they may be purchased from the instructor). Required attire for females: tights, leotards, ballet shoes, flamenco or character shoes without nails. Required attire for males: t-shirt, sweatpants, ballet slippers and character or flamenco boots without nails. PREREQUISITE: Two years of ballet or training in any other classical dance form.

**TUITION: \$76.00** TOUCHTONE NUMBER TT #5389 LPE0419-071, M 249, SAT., 1/20-3/10, 12:15 pm-1:45 pm LPE0419-081, M 249, SAT., 3/18-5/12, 12:15 pm-1:45 pm

# JAZZ DANCE I

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

TUITION: \$87.00 TOUCHTONE NUMBER TT #5978 LPE0267-001, M 249, MON., 1/22-5/7, 6:30 pm-8:10 pm

# **Dance Forms, cont.**

# **MODERN DANCE I**

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

TUITION: \$87.00 TOUCHTONE NUMBER TT #6297

LPE0260-001, M 249, MON., WED., 1/22-5/9, 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 improve their performance. The eight-session workshop will be taught by a well-known dance performer from Chicago. TUITION: \$87.00

TOUCHTONE NUMBER TT #6302 LPE0250-071, M 249, SAT., 1/20-3/10, 10:30 am-12:10 pm

#### **MODERN JAZZ DANCE I**

Learn a formal dance routine choreographed to current music or a popular movie score. Enjoy warming up and toning muscles while acquiring contemporary dance skills and jazz techniques **TUITION: \$52.00** 

TOUCHTONE NUMBER TT #5966

LPE0240-071, M 249, TUES., 1/16-3/6, 7:30 pm-9:00 pm

Horsemanship

# **ENGLISH HORSEMANSHIP/LEVEL I**

Beginning riders will learn the basic riding techniques of walking, trotting and flat work in hunt seat. Safety procedures are stressed. Hands-on horse grooming is taught, including hoof care, bathing, basic healthcare and tack care. A demonstration for parents of learned skills will be held on the last day of camp. Ages 7-15. FEES: \$145.00

TOUCHTONE NUMBER TT #6326

LPE0368-001, FCS, SUN., 1/21-3/4, 3:00 pm-5:00 pm LPE0368-002, FCS, SUN., 3/11-4/22, 3:00 pm-5:00 pm LPE0368-003, FCS, SUN., 4/29-6/10, 3:00 pm-5:00 pm

# **ENGLISH HORSEMANSHIP/LEVEL II**

Focus on becoming more proficient in walking, trotting and cantering. Hands-on grooming and tack care are included. PREREQUISITE: Completion of Level I twice or a minimum of 12 hours on horseback. Ages 7-15

FEES: \$145.00

TOUCHTONE NUMBER TT #6328 LPE0370-001, FCS, SUN., 1/21-3/4, 3:00 pm-5:00 pm LPE0370-002, FCS, SUN., 3/11-4/22, 3:00 pm-5:00 pm LPE0370-003, FCS, SUN., 4/29-6/10, 3:00 pm-5:00 pm

**ENGLISH HORSEMANSHIP/LEVELJII** 

This camp offers more intense flat work in hunt seat and beginning low jumps, as well as hands-on grooming and tack care. A demonstration for parents of learned skills will be held on the last day of camp. Ages 8-15. FEES: \$145.00

TOUCHTONE NUMBER TT #5969

LPE0366-001, FCS, SUN., 1/21-3/4, 1:00 pm-3:00 pm LPE0366-002, FCS, SUN., 3/11-4/22, 1:00 pm-3:00 pm LPE0366-003, FCS, SUN., 4/29-6/10, 1:00 pm-3:00 pm

# **ENGLISH RIDING AND JUMPING LEVEL IV**

A greater focus on jumping position and low courses of jumping, as well as gymnastics over fences and practice drilling are included in this camp. A simulated horse show competition will be held on the final day. Students will be evaluated on their performance as in a real horse show. Ages 8-15. FEES: \$145.00

TOUCHTONE NUMBER TT #7077 LPE0386-001, FCS, SUN., 1/21-3/4, 1:00 pm-3:00 pm LPE0386-002, FCS, SUN., 3/11-4/22, 1:00 pm-3:00 pm LPE0386-003, FCS, SUN., 4/29-6/10, 1:00 pm-3:00 pm

### ADULT HORSEMANSHIP

Beginners or those with some riding experience work in the walk, trot and canter. Each class will begin with grooming and preparing your horse for your lesson.

#### TUITION: \$120.00

TOUCHTONE NUMBER TT #6639 LPE0440-001, FCS, SUN., 1/21-3/4, 8:30 am-10:00 am LPE0440-002, FCS, SUN., 3/11-4/22, 8:30 am-10:00 am LPE0440-002, FCS, SUN., 4/29-6/10, 8:30 am-10:00 am LPE0440-004, FCS, SUN., 4/29-6/10, 8:30 am-12:00 pm LPE0440-005, FCS, SUN., 3/11-4/22, 10:30 am-12:00 pm LPE0440-005, FCS, SUN., 4/29-6/10, 10:30 am-12:00 pm LPE0440-007, FCS, SUN., 4/29-6/10, 10:30 am-12:00 pm LPE0440-007, FCS, THUR., 1/25-3/8, 7:00 pm-8:30 pm LPE0440-008, FCS, THUR., 3/15-4/26, 7:00 pm-8:30 pm LPE0440-009, FCS, THUR., 5/3-6/14, 7:00 pm-8:30 pm LPE0440-010, FCS, SUN., 1/21-3/4, 11:30 am-1:00 pm LPE0440-011, FCS, SUN., 3/11-4/22, 11:30 am-1:00 pm LPE0440-012, FCS, SUN., 4/29-6/10, 11:30 am-1:00 pm

# Horsemanship, cont.

# **ADULT HORSEMANSHIP LEVEL II**

Continue your work in the walk, sitting and posting trot, and cantering in hunt seat. Hands-on horse care includes health, bathing, hoof, tack care, etc. PREREQUISITE: Students with a minimum of 12 hours of lessons. FEES: \$120.00

TOUCHTONE NUMBER TT #7226 LPE0439-001, FCS, SUN., 1/21-3/4, 10:00 am-11:30 am LPE0439-002, FCS, SUN., 3/11-4/22, 10:00 am-11:30 am LPE0439-003, FCS, SUN., 4/29-6/10, 10:00 am-11:30 am

# EQUINE BEHAVIOR AND MODIFICATION

Equine behavior modification using the horse's natural behavior patterns. Emphasis will be placed on intelligence level, vision, emotions, hearing, attention span of the horse and how different bits work. Participate in demonstrations on 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 class is for any novice rider, horse owner or those thinking about purchasing a horse. This will be a hands on program talking about a variety of equine issues.

TUITION: \$95.00 TOUCHTONE NUMBER TT #6649

LPE0442-001, FCS, TUES., 4/17-5/8, 7:00 pm-8:45 pm

#### **CLIPPING A HORSE**

Clipping should be done for the health, comfort and appearance of the horse. A horse or pony with a thick coat, winter or summer, will overheat quite easily when asked to work hard. In summer, many naturally heavycoated horses can have too much hair. The long hair and excessive sweat-ing can be unhealthy for a number of reasons. Come find out why and try your hand at clipping.

TUITION: \$25.00 LPE0389-001, FCS, SAT., 4/28-4/28, 2:00 pm-3:45 pm

**Martial Arts** 

#### AIKIDO

In Japan, a nation of many martial arts, only one art is chosen for instruction to elite police and military personnel: Aikido. Gain a solid foundation for future Aikido study in this introductory course including the philosophy and principles of Aikido, correct falling technique, and basic Aikido defensive theory and technique. Repeat students will have the opportunity to receive more advanced training, including traditional swordsmanship, staff technique, and defense against various weapon attacks.

TUITION: \$54.00

TOUCHTONE NUMBER TT #5010 LPE0176-070, M 161A, THUR., 1/18-3/8, 6:00 pm-7:15 pm LPE0176-080, M 161A, THUR., 3/15-5/10, 6:00 pm-7:15 pm

# **AIKIDO II**

A continuation of the introductory Aikido class. Emphasis will be placed on developing dynamic body movement and timing. Refinement of falling techniques will be stressed. Expand upon the variety of techniques learned from the introduction Aikido class with an introduction to defense against various hand strikes and weapon attacks.

# **TUITION: \$54.00**

TOUCHTONE NUMBER TT #7216 LPE0177-070, M 161A, THUR., 1/18-3/8, 7:30 pm-8:45 pm LPE0177-080, M 161A, THUR., 3/15-5/10, 7:30 pm-8:45 pm

#### JUDO I

Gain a basic understanding and practical application of judo and selfdefense techniques. Includes proper training methods, physical condition-ing techniques and rules and regulations for contests. TUITION: \$82.00

TOUCHTONE NUMBER TT #5939 LPE0178-001, M 161A, WED., 1/17-5/9, 6:30 pm-8:10 pm

#### JUDO II

Receive an orientation and instruction in all aspects of judo and self-defense with greater emphasis on Randori and preparation for competition. PRE-REQUISITE: LPE0178 or consent of instructor.

**TUITION: \$82.00** TOUCHTONE NUMBER TT #6296 LPE0179-001, M 161A, WED., 1/17-5/9, 8:15 pm-10:00 pm

Experience the pleasures of a clear mind, calm breathing and strong body through the exercises of T'ai Chi Ch'uan or Yoga. Look under Mind/Body Connections in our New Age section.

# Martial Arts, cont.

# JU-JUTSU I

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

TUITION: \$82.00

TOUCHTONE NUMBER TT #5943 LPE0181-001, M 161A, MON., 1/22-5/7, 6:00 pm-7:40 pm

#### **JU-JUTSU II**

Enjoy a continuation of ju-jutsu (Miyama Ryu) built upon the skills obtained in Ju-Jutsu I with a broader range of more advanced techniques and applications. PREREQUISITE: Ju-Jutsu I.

TUITION: \$82.00

TOUCHTONE NUMBER TT #8020 LPE0183-001, M 161A, MON., 1/22-5/7, 7:50 pm-9:30 pm

#### Sports

# POWER BOATING SKILLS

Acquire the basic knowledge of boating skills including 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 LPE0074-001, MOD 101, THUR., 2/8-3/22, 7:30 pm-9:30 pm

#### BOWLING

Enjoy an all-levels class with beginners grouped separately for special attention. Learn etiquette, scoring and techniques according to ability. Intramural competition is offered.

TUITION: \$82.00 TOUCHTONE NUMBER TT #5949 LPE0150-001, HBL, MON., 1/22-5/7, 1:00 pm-2:30 pm

#### **GOLF WORKSHOP**

Analyze your golf swing using individual videotaping. Group work station instructions will cover long game/long irons and woods, short game/pitch and run, short irons chip and run, sand shots, fairway/greenside bunkers and putting. Enrollment is limited.

TUITION: \$35.00 FEES: \$75.00 TOUCHTONE NUMBER TT #6319

LPE0020-002, PCGC, SUN., 5/19-5/19, 9:00 am-2:00 pm

#### GOLF I

Learn the principles of golf and practice at a driving range. Bring a five iron to the first class. Students will rent buckets of balls at driving range prices. Class ratio is 10 to 1.8 sessions.

# **TUITION: \$75.00**

TOUCHTONE NUMBER TT #5956 LPE0004-002, HWGC, MON., WED., 4/23-5/23, 4:45 pm-6:15 pm LPE0004-003, HWGC, MON., WED., 4/23-5/23, 6:30 pm-8:00 pm LPE0004-007, HWGC, TUES., THUR., 4/24-5/24, 7:10 pm-8:40 pm TUITION: \$105.00

LPE0004-009, HWGC, TUES., THUR., 4/24-5/24, 6:25 pm-8:05 pm

# **GOLF II**

For players beyond beginning ability level, improve your play in this problem-solving course with highly individualized problem analysis and correc-tion 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 prices.

**TUITION: \$75.00** 

# TOUCHTONE NUMBER TT #5957

LPE0007-001, PCGC, MON., WED., 4/23-5/23, 5:15 pm-6:45 pm LPE0007-002, PCGC, MON., WED., 4/23-5/23, 6:55 pm-8:25 pm LPE0007-005, PCGC, MON., WED., 4/23-5/23, 5:30 pm-7:00 pm LPE0007-006, PCGC, MON., WED., 4/23-5/23, 7:10 pm-8:40 pm

# **GOLF: CHIPPING AND PUTTING**

Receive individual instruction, within a small group, on problem solving with chipping and putting, grip, stance, set up, swing and ball flight. TUITION: \$30.00

TOUCHTONE NUMBER TT #8000 LPE0011-001, PCGC, SAT., 5/5-5/5, 8:00 am-09:50 am LPE0011-002, PCGC, SUN., 5/13-5/13, 10:00 am-11:50 am LPE0011-003, PCGC, SAT., 5/19-5/19, 1:00 pm-2:50 pm

# Sports, cont.

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### **GOLF: IRONS**

Receive individual instruction, within a small group, on problem solving grip, stance, set up, swing and ball flight using irons only. TUITION: \$30.00

TOUCHTONE NUMBER TT #8001

LPE0012-001, PCGC, SAT., 5/5-5/5, 10:00 am-11:50 am LPE0012-002, PCGC, SUN., 5/13-5/13, 1:00 pm-2:50 pm LPE0012-003, PCGC, SAT., 5/19-5/19, 8:00 am-09:50 am

# **GOLF: WOODS**

Receive individual instruction, within a small group, on grip, stance, set up, swing and ball flight using woods only.

#### TUITION: \$30.00 TOUCHTONE NUMBER

TT #8043 LPE0013-001, PCGC, SAT., 5/5-5/5, 1:00 pm-2:50 pm LPE0013-002, PCGC, SUN., 5/13-5/13, 8:00 am-09:50 am

LPE0013-003, PCGC, SAT., 5/19-5/19, 10:00 am-11:50 am

# **COMPETITIVE RACQUETBALL**

Enjoy competitive practice in this continuation of Racquetball. TUITION: \$66.00

TOUCHTONE NUMBER TT #5944 LPE0069-071, M 155, MON., WED., 1/17-3/7, 6:30 pm-7:20 pm LPE0069-072, M 155, MON., WED., 1/17-3/7, 7:30 pm-8:20 pm LPE0069-081, M 155, MON., WED., 3/12-5/9, 6:30 pm-7:20 pm LPE0069-082, M 155, MON., WED., 3/14-5/9, 7:30 pm-8:20 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 tips. 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., 5/2-5/16, 5:30 pm-7:00 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., 5/2-5/16, 5:30 pm-7:00 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: \$59.00

TOUCHTONE NUMBER TT #5953

LPE0158-001, TENN 001, SAT., 4/28-5/19, 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: \$59.00

TOUCHTONE NUMBER TT #5954

LPE0160-001, TENN 001, SAT., 4/28-5/19, 8:30 am-10:00 am

# **Sports Camps**

# **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. TUITION: \$35.00

Girls receive instruction for individual play, team strategy and rules and reg-ulations for both indoor and sand volleyball. Plenty of court time is provided.

TOUCHTONE NUMBER TT #7613

TOUCHTONE NUMBER TT #7604

All equipment is supplied.

3:30 pm

TUITION: \$35.00

LPE0342-001, M 163, MON., TUES., WED., THUR., 3/26-3/29, 10:00 am-12:30 pm

LPE0318-001, M 163, MON., TUES., WED., THUR., 3/26-3/29, 1:00 pm-

**GIRLS INDOOR VOLLEYBALL CAMP** 

# Swimming

# LIFEGUARD TRAINING

This American 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, breaststroke and side-stroke for at least 100 yards each. Prospective participants choose their strokes for the remaining 200 yards. Submerge to a minimum depth of seven feet and bring a 10-pound diving brick to the surface, tread water for two minutes using legs only, with arms folded across the chest and hands under armpits

FEES: \$55.00 TUITION: \$85.00

TOUCHTONE NUMBER TT #5623

IOUCHTONE NUMBER 11 #5623 LPE0152-001, M 160, FRI., 6:00 pm-10:00 pm, SAT., 8:00 am-8:00 pm, SUN., 8:00 am-6:00 pm, 2/2-2/4 LPE0152-002, M 160, FRI., 6:00 pm-10:00 pm, SAT., 8:00 am-8:00 pm, SUN., 8:00 am-6:00 pm, 4/20-4/22 LPE0152-003, M 160, FRI., 6:00 pm-10:00 pm, SAT., 8:00 am-8:00 pm, SUN., 8:00 am-6:00 pm, 4/27-4/29

LPE0152-004, M 160, FRI, 6:00 pm-10:00 pm, SAT., 8:00 am-8:00 pm, SUN., 8:00 am-6:00 pm, 5/4-5/6

LPE0152-005, M 160, FRI., 6:00 pm-10:00 pm, SAT., 8:00 am-8:00 pm, SUN., 8:00 am-6:00 pm, 5/18-5/20

LPE0152-080, M 237, WED., 3/14-5/9, 6:50 pm-10:40 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 on the following day. **TUITION: \$40.00** 

TOUCHTONE NUMBER TT #6130 LPE0138-001, M 213A, THUR., 1/25-1/25, 8:35 pm-10:15 pm

# WATER SAFETY INSTRUCTOR (WSI)

Provide instruction in both Instructor Candidate Training and Water Safety Instruction. PREREQUISITE: 17 years old or older on the first day of class. Student must possess a current basic level certificate in the Red Cross specialty area in which the student wishes to pursue an instructor rating. Demonstration of Community Water Safety skills knowledge, swim 50 yards of the following strokes with swimmer-level skill accuracy: front crawl, back crawl, elementary backstroke, sidestroke and breaststroke, swim 10 yards using the butterfly stroke, standing front dive from deck.

TUITION: \$95.00 FEES: \$65.00 TOUCHTONE NUMBER TT #7233 LPE0140-001, M 213A, WED., 1/17-3/7, 6:10 pm-10:10 pm

# **CPR RECERTIFICATION FOR LIFEGUARD**

For those students who have completed the Red Cross Lifeguard training class or need to be recertified in CPR. Be prepared to take a written and a skills test in either CPR for Child/Adult or for the professional rescuer. Allow approximately 30 minutes to take the written exam. Please bring a pocket mask with you. There will be NO training.

# **TUITION: \$25.00**

TOUCHTONE NUMBER TT #5994 LPE0148-001, M 213A, TUES., 1/23-1/23, 8:35 pm-10:15 pm

# **AMERICAN RED CROSS INFANT/PRESCHOOL AQUATIC PROGRAM**

Children will learn water safety practices, "water adjustment" and swimming readiness skills and socialization while enjoying the water with parental involvement. This program is not designed to teach children to become accomplished swimmers. Children must wear either plastic pants over their diaper or swimming diapers.

**TUITION: \$48.00** TOUCHTONE NUMBER TT #7177 LPE0560-070, M 160, SAT., 1/20-3/10, 8:30 am-09:00 am LPE0560-080, M 160, SAT., 3/17-5/12, 8:30 am-09:00 am

# Swimming, cont.

# LEARN TO SWIM

Children learn to swim with confidence in our safe, enjoyable classes run by American Red Cross standards. Students will be pre-tested and post-tested for placement. Placement in levels is determined by the lead instructor at the pre-test. Student/instructor ratio is 4 to 1. Ages 4-13. TOUCHTONE NUMBER TT #5293

TUITION: \$54 25

LPE0149-001, M 160, MON., WED., 1/17-2/7, 12:30 pm-1:20 pm LPE0149-002, M 160, MON., WED., 1/17-2/7, 1:30 pm-2:20 pm LPE0149-003, M 160, MON., WED., 1/17-2/7, 2:30 pm-3:20 pm LPE0149-005, M 160, MON., WED., 1/17-2/7, 4:10 pm-5:00 pm TUITION: \$62.00

LPE0149-007, M 160, TUES., THUR., 1/16-2/8, 12:30 pm-1:20 pm LPE0149-008, M 160, TUES., THUR., 1/16-2/8, 1:30 pm-2:20 pm LPE0149-009, M 160, TUES., THUR., 1/16-2/8, 2:30 pm-3:20 pm LPE0149-010, M 160, TUES., THUR., 1/16-2/8, 4:10 pm-5:00 pm LPE0149-011, M 160, MON., WED., 2/12-3/7, 12:30 pm-1:20 pm LPE0149-012, M 160, MON., WED., 2/12-3/7, 1:30 pm-2:20 pm LPE0149-013, M 160, MON., WED., 2/12-3/7, 2:30 pm-3:20 pm LPE0149-034, M 160, MON., WED., 2/12-3/7, 4:10 pm-5:00 pm LPE0149-014, M 160, TUES., THUR., 2/13-3/8, 12:30 pm-1:20 pm LPE0149-015, M 160, TUES., THUR., 2/13-3/8, 1:30 pm-2:20 pm LPE0149-016, M 160, TUES., THUR., 2/13-3/8, 2:30 pm-3:20 pm LPE0149-017, M 160, TUES., THUR., 2/13-3/8, 4:10 pm-5:00 pm LPE0149-018, M 160, MON., WED., 3/12-4/11, 12:30 pm-1:20 pm LPE0149-019, M 160, MON., WED., 3/12-4/11, 1:30 pm-2:20 pm LPE0149-020, M 160, MON., WED., 3/12-4/11, 2:30 pm-3:20 pm LPE0149-021, M 160, MON., WED., 3/12-4/11, 4:10 pm-5:00 pm LPE0149-022, M 160, TUES., THUR., 3/13-4/12, 12:30 pm-1:20 pm LPE0149-023, M 160, TUES., THUR., 3/13-4/12, 1:30 pm-2:20 pm LPE0149-024, M 160, TUES., THUR., 3/13-4/12, 2:30 pm-3:20 pm LPE0149-025, M 160, TUES., THUR., 3/13-4/12, 4:10 pm-5:00 pm LPE0149-026, M 160, MON., WED., 4/16-5/9, 12:30 pm-1:20 pm LPE0149-027, M 160, MON., WED., 4/16-5/9, 1:30 pm-2:20 pm LPE0149-028, M 160, MON., WED., 4/16-5/9, 2:30 pm-3:20 pm LPE0149-029, M 160, MON., WED., 4/16-5/9, 4:10 pm-5:00 pm LPE0149-030, M 160, TUES., THUR., 4/17-5/10, 12:30 pm-1:20 pm LPE0149-031, M 160, TUES., THUR., 4/17-5/10, 1:30 pm-2:20 pm LPE0149-032, M 160, TUES., THUR., 4/17-5/10, 2:30 pm-3:20 pm LPE0149-033, M 160, TUES., THUR., 4/17-5/10, 4:10 pm-5:00 pm

#### CHILD INDIVIDUALIZED SWIM LESSONS

Children learn to swim with confidence in our safe, enjoyable classes run by American Red Cross standards. Please call 847.925.2422 to set up a time for your child's individualized swim lessons. There will be five one-hour lessons scheduled at a time convenient for you.

FEES: \$80.00 LPE0561-001, M 160, MON., TUES., WED., THUR., 1/16-5/10, 3:00 pm-7:00 pm

# ADULT INDIVIDUALIZED SWIM LESSONS

Learn to swim with confidence in our safe, enjoyable classes run by American Red Cross standards. Please call 847.925.2422 to set up a time for your individualized swim lessons. There will be five one-hour swim ons scheduled at a time convenient for you and the pool. FEES: \$80.00

LPE0565-001, M 160, MON., TUES., WED., THUR., 1/16-5/10, 3:00 pm-7:00 pm

# Swimming, cont.

# ADULT GROUP SWIM LESSONS

Learn to swim with confidence in our safe, enjoyable classes run by American Red Cross standards. This class runs for 12 weeks, two times per week. Please call 847,925,2422 to set up a time convenient for you. TUITION: \$99.00

LPE0566-001, M 160, MON., WED., 2/14-5/9, 2:55 pm-4:05 pm LPE0566-002, M 160, TUES., THUR., 2/13-5/10, 5:55 pm-7:05 pm

# **ADULT SEMI-PRIVATE SWIM LESSONS**

Learn to swim with confidence in our safe, enjoyable classes run by American Red Cross standards. Please call 847.925.2422 to arrange dates and times for semi-private swim lessons. The semi-private rate requires 2-3 people scheduled at the same time. Your lessons will be arranged at a convenient time for you and the pool. FEES: \$45.00

LPE0567-001, M 160, MON., TUES., WED., THUR., 1/16-5/10, 3:00 pm-7:00 pm

#### LANGUAGE LAND

Now your pre-school child can learn to speak a foreign language in a fun way! Our language program will pave the way with engaging songs, games, dance and art projects. Introduce your child to a whole new world:

LLL0300-001, SAT., 1/21-5/5, 10:30 am-11:20 am LLL0300-002, WED., 1/17-5/2, 10:10 am-11:00 am LLL0300-003, THUR., 1/18-5/3, 1:30 pm-2:20 pm

LLL0301-001, SAT., 1/21-5/5, 10:30 am-11:20 am For more information, please call 847/925-6000, ext. 7415.

Course Name	Important Phone Numbers Register with personal assistance
BASIC PC SKILLS 0.3 CEU TOUCHTONE NUMBER TT #5792 Continuing Education Units LCT0300-001, NEC 110, MON., 1/25-1/25, 6:00-9:15 pm Touchtone Number	847.925.6300 Register or pay by Touchtone 847.925.1010 Information Desk 847.925.6292
Course Number, Location and Room Number, Day, Dates, and Time	Extension Information Center 847.925.6001

# Tuition and Fees

# FEES, PAYMENT AND POLICIES

# **Tuition and Fees Payment Policies**

Tuition and fees must be received by the Business Office no later than 14 days from the date of registration or four days prior to the start of the class, whichever is sooner. If payment is not received by the deadline, students will be dropped from the class. When registering within four days of the start of class, students should take their paid receipt to the first class.

Additional charges for out-of-district residents may apply. Tuition and fees are subject to change without notice.

Note: There is a non-refundable \$10.00 registration fee per student per semester.

# Senior Citizen Discount

District residents age 65 and older are eligible for a 100 percent tuition discount for most Continuing Education classes on a space available basis. Available space is determined by the number of class seats open three days before the start of classes. Seniors wishing to take advantage of the discount should register three days prior to the start of class. Tuition discounts are offered on the student's initial enrollment in the class. Students may not drop and re-enroll to obtain the senior citizen discount.

Get Fit, Aquasize and classes in the Older Adult section dedicated to seniors already reflect a discounted price and do not qualify for the 100 percent tuition discount. Seniors also have the option to pay full tuition to guarantee a seat in any class. All refund policies and registration fees apply to all senior citizen enrollments.

You may qualify for an early 100 percent tuition discount, increasing your chances of obtaining a class space, based on meeting requirements for income thresholds. An application is required and may be obtained in the Office of Student Financial Assistance or by calling 847.925.6248.

# **Appropriate Age**

Continuing Education courses are designed for those age 16 and older, with the exception of special offerings and camps for kids and teens. Some classes may be inappropriate for students under 16 and enrollment will be at the discretion of the Program Coordinator for the course. Students under 16 must be accompanied by a registered adult to enroll. Please call . 847.925.6300 for more information.

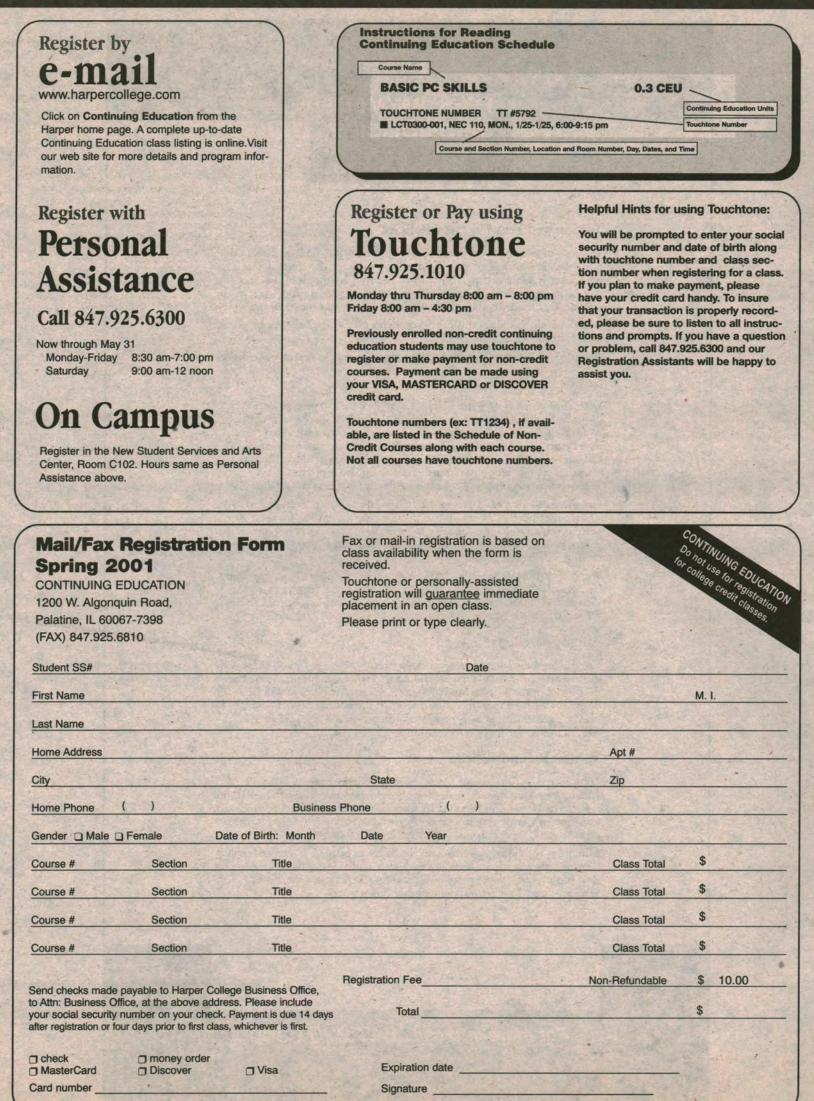
# **Tuition Refund Policies**

100 percent of tuition and fees is refunded when students officially withdraw no later than three days prior to the start of the class. The \$10.00 registration fee is non-refundable. Official withdrawals may be processed in person in Continuing Education Registration, located in C102 in the New Student Services Center or by calling 847.925.6300.

Minimum enrollments are required for classes to be held. No refunds will be made when students officially withdraw within three days prior to the start of the class. (Some programs, including TECH and the Travel Academy, may have refund policies that differ.)

For more info call 847.925.6300

# Continuing Education Registration





# Northeast Center (NEC)

Child Learning Center Preschool Program Award-winning learning and enrichment center welcomes children aged three to five

# Nonnative Literacy Program Nonnative Literacy I,II,III,IV

# **Pre-GED/GED Classes**

Pre-GED Reading Skills Pre-GED English Skills Pre-GED Math Skills GED Writing Skills & Literature GED Mathematics GED Social Studies and Science Citizenship Training

# **Continuing Education Courses**

Computer Training Fundamentals

> Beginning Computer Keyboarding Basic PC Skills File Management PC Windows Environment Introduction Windows Environment MS Windows/Seniors Upgrade/Repair Computer

# **Office Suite**

Word 97 Excel 97 PowerPoint 97 Access 97 Word 2000 MS Word 2000/Seniors Excel 2000 Powerpoint 2000 Access 2000 Business Professional Software Quickbooks 2000 Workshop/Quickbooks 2000 Peachtree Accounting

MS Project 2000

# Internet Training

Getting Started on the Web Research on the Web Marketing on the Web Internet as a Business Tool E-Mail Basics Outlook 2000 Web Page Design Build Own Website Web Design Office 2000 Frontpage 2000 Dreamweaver HTML Publiching Tachendam

Desktop Publishing Technology Preview Desktop Publishing Introduction to MacIntosh Scanning on the MacIntosh Adobe Photoshop Adobe Illustrator Quark Express Newsletter/Desktop Publishing Desktop Publishing Assessment Macromedia Director Powerpoint on MacIntosh Typography/Desktop Pub

For more information, call the Extension Information Center at 847.925.6001

# Northeast Center, cont.

**TECH (Technical Education and Consulting** @ Harper) Autodesk/AutoCAD Training CompTIA/A+ PC Technician and Network+ Certified Webmaster Cisco/CCNA Microsoft Certification Training Novell Training Oracle DBA Tr aining Unix System Administration **Professional Development** Certified Financial Planner Financial Planning/Insurance **Investment Planning** Income Tax Planning Retirement Planning/Employee Benefits Estate Planning **Customer Service Customer Service Skills Real Estate** Contracts & Conveyances Advanced Principles of Real Estate **Real Estate Finance** Property Management Brokerage Administration Travel Academy Introduction to Travel/Careers Domestic Air Travel Tours Cruises International Travel Apollo Computer Training Where in the World? Workshop on the Web for Travel Meeting Planning **Personal Enrichment** 

# Animal Behavior Animal Behavior

Puppy Kindergarten Beginning Dog Obedience Advanced Dog Obedience

# Portraiture

Art

Fundamentals of Watercolor Independent Art Lab Foreign Language Academy Conversational French I and II Language Land: Spanish

Music Academy Kindermusik

**Older Adults** MS Word 2000/Seniors MS Windows/Seniors Ethical Issues Today Nationality Problems **Everyday Ethics** Examined Life 3: 3 Views Plato Revisited Gods/Kings West Africa/America Symphony/Suite Orchestra Quartet/Sonta/Chamber Music Music & Life/Schuman **Bach/Gifted Sons Physical Fitness** Yoga Tai Chi Ballroom I and Ballroom w/Partners Cardiac Rehabilitation

Detailed course descriptions may be found within the appropriate section of the course schedule.

# Barrington High School (BHS)

Continuing Education Courses Draw & Sketch Fundamental Watercolor

Darkroom/Photo II Composition/Design Home Style/Design Feng Shui/Harmony Spanish I Conversational French I

Conversational French II

# Conant High School (CHS)

# **Continuing Education Courses**

Introduction to Woodworking Woodworking II

# Antique Restoration

# Elk Grove High School (EGHS)

# **Continuing Education Courses**

Customs Brokers Exam Basic Importing Import Regulations Advanced Import Regulations Export Bank/Letters Export Document: Incoterms Export Product/Millennnium

# Illinois Employment and Training Center – Northwest Suburban (IETC)

# **Continuing Education Courses**

Career Assessment Beginner Computer Keyboarding Word 97 Excel 97 Powerpoint 97 Access 97 Introduction PC Windows Environment Spencerian Calligraphy Spanish I Spanish Refresher Spanish for Medical Personnel Conversational French I & II Tai Chi Yoga

# Patatine High School (PHS)

Continuing Education Courses Color Photography

# Wheeling High School (WHS)

Continuing Education Courses Camera Technology/Photo I Nature Photography Financial Strategy/Retirement

# Convenient Classes – Close to Home

# **Area and Extension Site Map**



# 1. Barrington High School - BHS • \* 616 West Main Street Barrington, Illinois 60010

• CREDIT \* CONTINUING EDUCATION

- 2. Conant High School CHS \* 700 East Cougar Trail Hoffman Estates, Ilinois 60194
- 3. Edgebrook Community Center at Baldwin Greens EBCC 1926 Edgebrook Drive Palatine, Ilinois 60067
- 4. Elk Grove High School EGHS . 600 West Elk Grove Boulevard Elk Grove Village, Illinois 60007
- 5. Hoffman Estates High School HENS ★ 1100 West Higgins Road Hoffman Estates, Illinois 60195
- 6. Illinois Employment and Training Center (Northwest Suburban) IETC \* 723 West Algonquin Road Arlington Heights, Illinois 60005

- 7. Northeast Center NEC \* 1375 South Wolf Road Prospect Heights, Illinois 60070
- 8. Northeast Palatine Community Center NPCC = 1585 Rand Road Palatine, Illinois 60067
- 9. Palatine High School PHS \* 111 North Rohlwing Road Palatine, Ilinois 60067
- 10. Police Neighborhood Resource Center PNRC e 2275 West Algonquin Parkway Rolling Meadows, Illinois 60008
- 11. Wheeling High School WHS ★ 900 South Eimhurst Road Wheeling, Illinois 60090

Engineering and Applied Technology Center (Room numbers beginning with G or H) CAD and Manufacturing Center Technology, Mathematics and Physical Sciences Division Offices

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

(Room numbers beginning with L)

Bookstore Drama Lab Liberal Arts Division Office Three Dimensional Art Studio

Wellness and Sports Center Room numbers beginning with M Human Performance/Cardiac Rehab Labs Wellness and Human Performance Division Office

 Music Instruction Center (Room numbers beginning with P) (Room numbers beg Music Women's Program

12. Winston Park Jr. High School - WPJH • \* 900 East Palatine Road Palatine, Illinois 60067

For more information or directions to our extension sites. contact the Extension Information Center, 847.925.6001.

# **Campus Map**



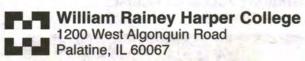
- Student and Administration Center (Room numbers beginning with A) Assessment Center Board Room Business Office Career Center Cockrell Dining Hall Dining Room ining Room inancial Assistance ealth Service formation Center lulticultural Affairs, Student Drop-In Center Student Activities Student Development Division Office
- Public Safety Center
   (Room numbers beginning with B) (Room numbers beginni Physical Plant Division Office Public Safety Shipping and Receiving
- New Student Services and Art Center (Room numbers beginning with C) Admissions
- enter for New Students/ Orientation Continuing Education
- 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
- Instructional Delivery Center
   (Room numbers beginning with E)
- 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
- Sarvices Center (Room numbers beginning with S) Park Management Shop Roads and Grounds Shop (Room numbers beginning with T)

Modular Building

O Observatory

- V Plant Science Center (Floom numbers beginning with V) Plant Science Technology Park and Golf Operations Flower Shop
- Instructional Conference Center
- Performing Arts Center

For directions to the main campus, call the Direction Hotline at 847.925.6000, ext.7470. For assistance in locating rooms, buildings or parking, contact the Information Desk, 847.925.6292. Hours: Mon-Thur: 8:00 am-8:00 pm Fri: 8:00 am-12:00 pm Sat: 8:30 am-12:00 pm



THIS IS HARPER COLLEGE

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