

Harper College

SPRING 2001

What would you like to learn?

Imagining

SCHEDULE OF NON-CREDIT COURSES

January 3-May 31

847.925.6300

www.harpercollege.com

Welcome to Harper College

Contents

Spring 2001 Continuing Education Course Schedule

Mission Statement

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

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

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

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

General Information

| | | | | | |
|------|----|--------------|----|------------------|----|
| Maps | 36 | Registration | 34 | Tuition and fees | 33 |
|------|----|--------------|----|------------------|----|

Computer Training

| | |
|-------------------------------------|---|
| PC Software Training | |
| Fundamental Computer Skills | 3 |
| Word Processing | 3 |
| Spreadsheets | 4 |
| Databases | 4 |
| Presentation Software | 4 |
| B.O.S.S Certification | 5 |
| Internet Training | 5 |
| Business Professional Software | 6 |
| Desktop Publishing Technology | 6 |
| TECH - Certified IT Training | |
| Autodesk Premier Training Center | 7 |
| Certified CompTIA Training | 8 |
| Certified Internet Webmaster | 8 |
| Cisco/CCNA | 8 |
| MS Windows 2000 | 8 |
| MCSE and Internet | 9 |
| Microsoft SQL Server | 9 |
| Microsoft Visual Basic | 9 |
| Oracle | 9 |
| Sun Microsystems | 9 |

Professional Development

| | | |
|--|----|--|
| Career Services | | |
| Group Workshops | 10 | |
| Business Communications | | |
| Animation Art | 10 | |
| Customer Service Representative | 11 | |
| Business Management | | |
| Entrepreneur | 11 | |
| International Trade | 12 | |
| Supervisory/Management Development | 12 | |
| Business Professionals | | |
| Certified Financial Planner | 13 | |
| Hospitality Industry | 13 | |
| Meeting and Convention Planning | 13 | |
| Real Estate | 14 | |
| Travel Academy | 14 | |
| Health Care Professionals | | |
| Cardiopulmonary Resuscitation | 14 | |
| Dental Hygiene | 14 | |
| Dietary Manager | 15 | |
| Nursing | 15 | |
| Alternative and Complementary Medicine | 15 | |
| Human Services | | |
| Cosmetology | 15 | |
| Volunteer Management | 15 | |
| Industrial Technology | | |
| Refrigeration | 16 | |

Personal Enrichment

| | | | | | |
|---------------------------------|----|----------------------------|----|--------------------------------------|----|
| The Arts | | Woman's Watch | | Special Interests | |
| Drawing | 17 | Of the Female Persuasion | 22 | Amateur Radio | 27 |
| Painting | 17 | Family and Relationships | 22 | Animal Behavior | 27 |
| Calligraphy | 17 | Parenting | 23 | Astronomy | 27 |
| Ceramics | 17 | Business Women | 23 | Aviation | 27 |
| Sculpture | 17 | Communications | 23 | Personal Finance/Investment | 27 |
| Fabric Art | 17 | Fashion | 23 | Financial Planning Workshops | 27 |
| Jewelry and Glass | 17 | Home and Garden | | Test Preparation | 28 |
| Photography | 18 | Home Arts | 24 | Physical Fitness and Wellness | |
| Special Workshops | 18 | Wine and Dine | 24 | Cardiopulmonary Rehab | 28 |
| Theatre | 18 | Garden and Floral | 25 | Cardiopulmonary Fitness | 28 |
| Film Series | 18 | Learning Voyages | | Aerobics/Aquacise | 29 |
| The Writing Studio | 18 | Educational Tours | 26 | Dance | 29 |
| Special Writing Events | 19 | Community Adventures | 26 | Dance Forms | 30 |
| Foreign Language Academy | 19 | Older Adult | | Horsemanship | 30 |
| Music Academy | | Computer Classes | 26 | Martial Arts | 31 |
| Preschool Music | 20 | Cultural Awareness Classes | 26 | Sports | 31 |
| Adult Music | 20 | Music Classes | 26 | Sports Camps | 31 |
| New Age | | World Studies | 26 | Swimming/Diving | 32 |
| Spirituality | 21 | | | | |
| Mind/Body Connections | 21 | | | | |

Computer Training

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

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

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. **PREREQUISITE:** Introduction to Windows.

0.3 CEU

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. **PREREQUISITE:** Strong user skills in Word, Excel, and PowerPoint.

1.2 CEU

TUITION: \$245.00 FEES: \$24.00

TOUCHTONE NUMBER TT #6634

LCT0340-001, NEC 127, 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.

1.2 CEU

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
LCT0192-004, 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

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

*Certification
Program*

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

Program Requirements

Prerequisites

- Demonstration of keyboarding skills
- Proficiency in using MS Windows

Required Courses

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

Elective Courses (select three)

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

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

*For
more
info
call*

847.925.6300

Computer Training

DESKTOP PUBLISHING TECHNOLOGY

Certification Program

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

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

Program Requirements

Prerequisites

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

Required Courses

QuarkXPress I—Introduction
 QuarkXPress II—Intermediate
 Adobe Illustrator I—Introduction
 Adobe Photoshop I—Introduction
 Introduction to Scanning

Creating Newsletters and Brochures -

Elective Courses (select four)

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

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

For more info call

847.925.6300

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. PREREQUISITE: Introduction to HTML or Introduction to FrontPage, or Creating Web Page with Office 2000. **0.6 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, MON., WED., 3/12-3/14, 1:00 pm-4:15 pm

LCT0190-004, NEC 127, TUES., THUR., 4/3-4/5, 6:00 pm-9:15 pm

LCT0190-005, TBA TBA, TUES., THUR., 5/1-5/3, 1:00 pm-4:15 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. **0.6 CEU**

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. **1.2 CEU**

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. PREREQUISITE: 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

Learn to use the features of accounts payable and receivable, check writing and payment processing, and how to generate reports. Instructional materials provided in class. Installation and setup of software on your personal system is recommended prior to class so practice between sessions is possible. PREREQUISITE: Intro to Windows and knowledge of basic business accounting operations. **1.2 CEU**

TUITION: \$245.00 FEES: \$39.00

TOUCHTONE NUMBER TT #5595

LCT0012-001, NEC 127, 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

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. **0.6 CEU**

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. **0.6 CEU**

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. **1.2 CEU**

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. **0.3 CEU**

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

INTRODUCTION TO SCANNING ON THE MACINTOSH

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

TUITION: \$75.00 FEES: \$17.00

TOUCHTONE NUMBER TT #5667

LCT0088-001, NEC 138, 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

Computer Training

MICROSOFT WINDOWS 2000 MCSE

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

Consider these course tracks:

For the IT Professional new to the Windows Core:

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

For the current Windows NT professional:

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

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

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

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

For
more
info
call

1.888.BE-A-TECH

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. PREREQUISITE: Completion or equivalent knowledge of AutoCAD level I and II and 3D Drawing and Rendering for 2000. **0.8 CEU**

TUITION: \$185.00

LVV0008-061, 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-TECH for scheduled course dates. **19.0 CEU**

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 corporate environment. Includes OSI Model, network card configurations, diagnosing network problems, and hands-on practice in setting up a network environment. PREREQUISITE: Training equivalent to A+ Support Technician and Fundamentals of Networking. **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

CIW™ 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 information call 1-888-BE-A-TECH. **4.0 CEU**

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 exam. **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

LCI0001-063, 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 networking technologies that it supports. Contents will include administration and security of a Windows 2000 Network, and an introduction to TCP/IP. PREREQUISITES: Strong Windows skills, basic knowledge of networking environments. **2.4 CEU**

TUITION: \$995.00

LNT0051-061, 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 groups, working with NTFS and more. PREREQUISITES: Completion of course MS 2151. **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

IMPLEMENT/ADMINISTER WINDOWS 2000 DIRECTORY SERVICE (2154)

Gain the knowledge and skills necessary to install, configure, and administer the MS Windows 2000 Active Directory service. Contents include understanding and implementing Group Policy and the tasks required to centrally manage users and computers. PREREQUISITES: Completion of course MS 2153. **4.0 CEU**

TUITION: \$1795.00

LNT0054-059, 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 access to local network users, remote users and remote offices, between private and public networks and partners. PREREQUISITE: Completion of 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 Open 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 environment. **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 as an administrator. **4.0 CEU**

TUITION: \$1795.00

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

Computer Training

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. PREREQUISITE: Completion of MS 1560 or MS2154 and experience as an NT Administrator. **2.4 CEU**

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 distributed 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 administer 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. Prerequisites 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 equivalent working knowledge. **4.0 CEU**

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 of 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 MS1609 and MS2071. **4.0 CEU**

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 IDENTITY 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 #2071 and MOC#2072. **4.0 CEU**

TUITION: \$1795.00

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

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 active use of 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 information on course and prerequisites. **4.0 CEU**

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 application 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 prerequisites. **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 assistance. Course materials provided. **2.4 CEU**

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 assistance. Course materials provided. **4.0 CEU**

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 materials provided in class. Call 1-888-BE-A-TECH for assistance. PREREQUISITE: 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

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 to Oracle 8: SQL and PL/SQL and Oracle8: Database Administration **2.4 CEU**

TUITION: \$1795.00

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 Oracle DBA track. **1.6 CEU**

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

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 other operating systems (such as DOS or VMS). Previous computer and keyboard experience. **3.2 CEU**

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 successful in this course. **4.0 CEU**

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 Shell Programming or equivalent experience. **3.2 CEU**

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, administer mail services and use JumpStart tools to automate a Solaris installation. PREREQUISITE: Completion or equivalent knowledge of competencies covered in Intro to Unix/Shell and Unix System Admin I. Call 1-888-BE-A-TECH for further information. **3.2 CEU**

TUITION: \$1100.00

LUN0003-059, 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**

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.

Professional Development

COMMUNITY CAREER SERVICES

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

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

One-on-One Counseling Sessions

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

Myers-Briggs Type Indicator®

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

Strong Interest Inventory

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

Career Assessment

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

Career Action Planning

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

For the 50+ Worker

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

Resume Service

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

Interviewing Skills

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

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, motivators/demotivators, strengths, weaknesses and personality through a series of assessments. This will definitely help give you direction or confirm a decision! (Myers-Briggs, Self-Directed Search and self-evaluation techniques are used). **0.5 CEU**

FEES: \$90.00

LTC1000-001, IETC 110, 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 technology may be supplemented with a variety of flat art and 3D studio classes (see the Personal Enrichment section for our fill listing). Call 847.925.6026 for more information.

COLOR AND COMPOSITION

Exploration of color theory in wet media and silkscreen paper with the development of compositional skills. Required class for Animation Certificate. **2.4 CEU**

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. PREREQUISITE: Students must have beginning drawing and skeletal anatomy. Required course for the Animation Certificate. **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**

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 without formal instruction. **2.4 CEU**

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 through Adobe Premier and After Effects. **2.4 CEU**

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 Animation Certificate. **2.4 CEU**

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

For more info call 847.925.6293

Professional Development

Animation Art, cont.

ANIMATION DRAMA

Drama and acting for animators.

2.4 CEU

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 of student scripts.

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 and Animal Production.

2.4 CEU

TUITION: \$820.00 FEES: \$30.00

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, critique your first year's work, and obtain direction for 2nd year studies toward your chosen career path.

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 Animation Certificate.

2.4 CEU

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 Graphics Compositing or Post Production.

2.4 CEU

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, Computer Layout and Digital Art.

2.4 CEU

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.

2.4 CEU

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 working equivalent/proficiency.

2.4 CEU

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. PREREQUISITE: Intro to MAYA and MAYA I.

2.4 CEU

TUITION: \$820.00

TOUCHTONE NUMBER TT #7183

LAN0044-081, NEC 240, WED., 3/14-5/9, 6:30 pm-9:30 pm

WEB ANIMATION

Learn the principles of vector animation for Internet use using Macromedia FLASH and Adobe Illustrator and Photoshop.

2.4 CEU

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

Developing speech and sound techniques.

2.4 CEU

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 a prestigious company. Command a highly competitive market salary and work full-time or part-time with incentive opportunities and great benefits. A high school diploma or GED is all you need to get started. Call 847.925.6000 Ext. 7405 to enroll today.

CUSTOMER SERVICE SKILL BUILDING

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

2.4 CEU

TUITION: \$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 the inside to learn what it is really like.

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. Yes! This is where you decide.

3.0 CEU

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

TUITION: \$25.00 FEES: \$12.00

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

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

Three Certificates are offered:

Core Animation

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

Technical Animator

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

Character Animator

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

Prerequisites

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

To apply, contact the Program Specialist at 847.925.6026

For more info call

847.925.6300

Professional Development

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 risk management through the use of insurance.

3.0 CEU
TUITION: \$240.00 FEES: \$15.00
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 portfolio, 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 efficiently coordinate the tax, investment and cash flow implications of a client's financial planning strategies. Income tax ramifications of intrafamily transfers, investments and the disposition of property are some of the topics that will be discussed. Tax planning alternatives and tax traps are also covered.

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

RETIREMENT PLANNING AND EMPLOYEE BENEFITS

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

3.0 CEU
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 fundamentals of federal estate and gift taxation will be discussed. You will also learn about various estate planning techniques such as exclusion and valuation techniques, charitable transfers, and post-mortem planning.

3.0 CEU
TUITION: \$240.00 FEES: \$15.00
LFP0068-001, NEC 140, THUR., 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 expectations and policies. For information, call 847.925.6687.

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

1.9 CEU
TUITION: \$115.00 FEES: \$7.00
TOUCHTONE NUMBER TT #5932
LFS0005-001, H 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 oportunidad de obtener su certificado cuando ud. tome y pase su examinación de la Fundación Educativo de la Asociación Nacional de Restaurantes. Para mas información, puede llamar 847.925.6300, o puede ir a la Oficina de Continuing Education, y traiga su número de Seguridad Social para matricularse.

FOOD SERVICE SANITATION/SPANISH

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

1.6 CEU
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 sanitary environment. Food service personnel will be trained in sanitation procedures culminating in the State approved test administered by the Educational Foundation of the National Restaurant Association. Master cleanliness standards and earn NIFI Sanitation Certification. The NIFI text with the License Application is required.

2.6 CEU
TUITION: \$100.00
TOUCHTONE NUMBER TT #7820
LFS0001-001, A 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, employee hygiene practices and hazard analysis for critical control. A short test will be given. Bring your current Illinois Food Service Sanitation Manager Certificate and photo identification.

0.5 CEU
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. Students should bring recipes for menu items to class.

2.0 CEU
TUITION: \$125.00 FEES: \$15.00
TOUCHTONE NUMBER TT #6063
LFS0007-001, C 103, MON., 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 freelancing as an entrepreneur, you'll gain recognition for the specialized training the Harper College Meeting and Convention Planning Certificate provides. Complete just two nine-week courses to qualify for 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 taught by a certified meeting planner. Cost does not include book.

1.8 CEU
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 preparation are covered to ready you for the five-part CFP certification exam.

Courses offered include:

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

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

Register in 2 easy steps:

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

For
more
info
call

847.925.6300

Professional Development

Meeting and Convention Planning, cont.

MEETING PLANNING II

Get more in-depth discussion and practice in site selection, program planning, negotiating on behalf of clients and tips on working with hotels and convention centers. Students must complete the basic course before enrolling in this class. **2.4 CEU**

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 preclicensing. Call 847.925.6300 for more information.

REAL ESTATE TRANSACTIONS

Get instruction in basic real estate fundamentals to qualify for a real estate license. In order to take the state real estate licensing exam you must: (1) be 21 years of age, (2) satisfactorily complete the Real Estate Transactions course, (3) be a high school graduate or equivalent, (4) be an Illinois resident. For information, call Maria Coons at 847.925.6563. **4.2 CEU**

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 transaction. **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 #6445

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 program is for you. **1.2 CEU**

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 disadvantages to the client, and review various brochures from tour operators. Hotels and other accommodations will be discussed including rating properties and doing a hotel site inspection. Learn about ground transportation, including rail and rental cars. U.S. geography (including Hawaii) will be included. **4.8 CEU**

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

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: LTA0060. **4.8 CEU**

TUITION: \$600.00

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

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. Role play is encouraged. PREREQUISITE: LTA0060 and LTA0062. **2.4 CEU**

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 should be proficient with the use of a mouse. **0.4 CEU**

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 two-rescuer CPR. This course is recommended for the health care professional and as entry level for CPR instructors. **0.6 CEU**

TUITION: \$45.00 FEES: \$15.00

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**

TUITION: \$40.00 FEES: \$12.00

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 class is not for health care provider recognition. **0.6 CEU**

TUITION: \$40.00 FEES: \$12.00

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 questions regarding Alternative Medicine will be introduced. **0.4 CEU**

TUITION: \$45.00

TOUCHTONE NUMBER TT #7625

LDE0903-001, D 172, FRI., 4/20-4/20, 6:30 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 standards. Ideas for implementing appropriate strategies will be explored. Active participation is encouraged. **0.3 CEU**

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 needed to prevent and treat common medical emergencies. **0.3 CEU**

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 the risk of injury. This course provides both a theoretical basis for sharpening instruments and practical, hands-on experience. **0.3 CEU**

TUITION: \$30.00

TOUCHTONE NUMBER TT #7729

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

Professional Development

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 rehabilitation 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 included.

6.4 CEU

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. PREREQUISITE: Registered nurse in Illinois with at least one year long-term care experience.

3.5 CEU

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 literature analysis.

2.8 CEU

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 rehabilitative 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 therapeutic interventions to the special needs population.

0.2 CEU

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 therapies 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 therapies have made a significant impact on management (and even cure). We will discuss the future of pain management in light of the success and safety of the non-traditional medical approaches.

0.2 CEU

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, Reiki, Qigong and others will be discussed.

0.2 CEU

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 satisfactory completion, the student will have received required theoretical and clinical training which will enable him/her to qualify for the state examination.

Cosmetology is a 1,500 hour specialized program. Classes meet on Monday, Wednesday and Thursday evenings from 6:00 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. 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 semesters at \$625.00 per semester). Please note that there is an additional one time "student kit" purchase, which consists of curling irons, mannequins, combs, rollers, manicure kit and other items needed for instruction at a cost of \$610.00, plus an application fee of \$125 payable 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 training 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, 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 more will be covered.

0.5 CEU

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.

0.5 CEU

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 various 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 earning a certificate.

0.3 CEU

TUITION: \$39.00 FEES: \$9.00

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

Professional Development

VOLUNTEER MANAGEMENT

Certification Program

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

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

Required Courses

Level I: Basic

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

Level II: Basic

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

Programs

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

Enrichment Courses (select two)

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

For more info call

847.925.6300

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 prerequisite.

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

0.3 CEU

VOLUNTEER RECRUITMENT

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

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

0.3 CEU

EVALUATING VOLUNTEER PROGRAMS

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

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

0.3 CEU

Level II: Basic Courses

TRENDS IN VOLUNTEER MANAGEMENT

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

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

0.3 CEU

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.

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

0.3 CEU

VOLUNTEER/STAFF RELATIONS

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

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

0.3 CEU

EVALUATING VOLUNTEER PERFORMANCE

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

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

0.3 CEU

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

0.3 CEU

DEVELOPING VOLUNTEER LEADERS

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

TUITION: \$39.00 FEES: \$7.00
TOUCHTONE NUMBER TT #6364
LVM0004-001, L 200, SAT., 5/5-5/5, 9:00 am-12:00 pm

0.3 CEU

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.

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

0.3 CEU

Volunteer Management, cont.

STRATEGIC PLANNING FOR VOLUNTEER ORGANIZATIONS

Receive an overview of concepts, formats and methods for developing strategic plans with volunteer groups.

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

0.3 CEU

NETWORKING

Learn how to walk with confidence into a room full of strangers. Learning and practicing basic networking concepts will help you promote and participate in your organization.

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

0.3 CEU

CREATING COLLABORATION

A pervasive trend for program grants and funding awards suggests that agencies or programs with similar goals cooperate/collaborate in developing comprehensive programs to address community needs. Gain practical skills and working knowledge for building collaborative agreements between organizations. Learn what must be negotiated to achieve successful relationships and outcomes.

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

0.3 CEU

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 aid you in understanding yourself and how you relate to others, how the profile aids you in understanding your team members, and ultimately how these understandings will create a productive and positive work environment.

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

0.3 CEU

BASIC HUMAN RESOURCE MANAGEMENT

Managing people well is integral to your success. Learn the basics of: employment law, the functions that define HR management, the key five steps to successful management, how to work well with individuals, and how you make assumptions about your employees.

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

0.3 CEU

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 test.

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

0.7 CEU

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.

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

0.3 CEU

Personal Enrichment

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. **0.3 CEU**

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, over-stuffed living. **0.6 CEU**

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 tell you. **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.) **0.5 CEU**

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.) **0.5 CEU**

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

AROMATHERAPY

Aromatherapy 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. **0.6 CEU**

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. **1.2 CEU**

TUITION: \$66.00

TOUCHTONE NUMBER TT #7631

LPE0530-070, MOD 103, WED., 1/17-3/7, 6:30 pm-8:00 pm

HARPER
MUSIC
ACADEMY

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

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

Private Instruction for children and adults is available in:-

Piano
Voice
Strings
Guitar
Flute
Oboe
Clarinet
Saxophone
Trumpet
Percussion

Group lessons include:

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

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

Scholarships:

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

For more info
or to request a
registration
packet call

847.925.6300

Personal Enrichment

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 fiancé at no extra cost.

0.5 CEU
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 bag lunch.)

0.5 CEU
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
LKJ0204-001, 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 techniques to guide children's behavior in a positive way.

0.2 CEU
TUITION: \$10.00
TOUCHTONE NUMBER TT #7731
LKJ0205-001, 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.

0.2 CEU
TUITION: \$10.00
TOUCHTONE NUMBER TT #7732
LKJ0206-001, 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 enhance that process.

0.2 CEU
TUITION: \$10.00
TOUCHTONE NUMBER TT #7737
LKJ0207-001, 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.

0.2 CEU
TUITION: \$10.00
TOUCHTONE NUMBER TT #7734
LKJ0208-001, 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.

0.3 CEU
TUITION: \$30.00 FEES: \$5.00
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 better handle the following types of situations: rules, discipline, parental differences, holidays, birthdays, other special occasions, money and court disputes and more.

0.5 CEU
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 and self-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 advertising techniques. (Bring a bag lunch.)

0.5 CEU
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 tried-and-true time management tips.

0.6 CEU
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.)

0.5 CEU
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. (Bring a bag lunch.)

0.5 CEU
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 situations. Discover ways to handle valid and invalid forms of criticism. Learn to negotiate effectively. Prerequisite: Assertive Communication (Bring a bag lunch.)

0.5 CEU
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-producing personalities. (Bring a brown bag lunch.)

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 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 age, 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

Personal Enrichment

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 the techniques and tools of the trade. **4.8 CEU**

TUITION: \$108.00 FEES: \$50.00
TOUCHTONE NUMBER TT #7074
LFS0026-001, A 023, THUR., 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 calamari, served over pasta or risotto. **0.9 CEU**

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**

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 Norman, and many appetizers. **0.6 CEU**

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 make a satisfying meal. **0.6 CEU**

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 Croquettes with Carrettiera Sauce and more. **0.6 CEU**

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**

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, Involtini, Mousaka, and more. **1.2 CEU**

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 Napoleon, CogAuVin, French Onion Soup, Beef A La Bourguignonne, "Bignee" Cream Puffs, etc. **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

For the Love of Pasta! Recipes feature Fresh Fettuccini Alfredo, Marinara Sauce over Bucatoni, Salmon Mousse over Penne Pasta, Deep Forest Sauce over Bow Tie Pasta. **0.6 CEU**

TUITION: \$50.00
TOUCHTONE NUMBER TT #7746
LEI0354-001, PCE TBA, TUES., 2/20-2/27, 7:00 pm-10:00 pm

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 more. **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 meatballs, pesto and more. **1.2 CEU**

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 bread with olive oil and rosemary and cheese. **0.6 CEU**

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 Neapolitan, Anise and Hazelnut Biscotti, Regina Chocolate, Espresso, Amaretti and soft sliced Biscotti with raisins. **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 aesthetically pleasing 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, fertilizing, watering and pruning. Learn about applying skills to trees, shrubs and herbaceous plants in both indoor and outdoor locations. Learn about seed and vegetative plant propagation methods. **4.0 CEU**

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 container garden! **0.3 CEU**

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 emphasize the importance of straight and curved lines and colors. **0.1 CEU**

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=kenzan) about 3" wide, and floral scissors to class. **0.1 CEU**

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 floral scissors to class. **0.1 CEU**

TUITION: \$40.00 FEES: \$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) about 3" 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 arrangements and construction mechanics will also be discussed. **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 yard, a gift of flowers or flowers you buy at the store, you'll enjoy knowing how to create a beautiful vase arrangement. Join us for a session and learn how it's done, plus a few tips on fresh flower care. We'll supply everything you need, and you'll go home with a lovely vase of fresh flowers. **0.4 CEU**

TUITION: \$30.00 FEES: \$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 as you create a beautiful wreath to adorn your home. **0.4 CEU**

TUITION: \$30.00 FEES: \$28.00
TOUCHTONE NUMBER TT #5584
LFL0301-001, V 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. Bunnies and eggs accent this natural design. **0.4 CEU**

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 garden. **0.4 CEU**

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 them in an attractive, hand-tied bouquet. **0.4 CEU**

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 willow to create a support system for your project. PREREQUISITE: Hand Tied Bouquets. **0.4 CEU**

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

Personal Enrichment

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

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, 9:00 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. **0.9 CEU**

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. **0.6 CEU**

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. **4.0 CEU**

TUITION: \$81.00

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

Personal Enrichment

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 CEU

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 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.

0.8 CEU

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, in-flight 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

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.

0.7 CEU

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.

0.6 CEU

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 tax-free bonds, utilities, mutual funds, blue chip stocks and real estate.

1.0 CEU

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.

1.0 CEU

TUITION: \$57.00 FEES: \$5.00
TOUCHTONE NUMBER TT #7819
LPF0006-001, H 108, TUES., 2/20-3/13, 7:00 pm-9:30 pm
LPF0006-002, TBA, 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

Personal Enrichment

CARDIOPULMONARY REHABILITATION CENTER



Harper College
&
Alexian Brothers Medical Center



Harper College, in partnership with the Alexian Brothers Medical Center, provides a comprehensive physician-directed cardiopulmonary rehabilitation program for patients with heart and/or pulmonary disease. Staffed by board-certified cardiologist Dr. Roger Nissen, nurses and exercise physiologists certified in cardiac rehabilitation and advanced cardiac life support, this comprehensive program offers:

Exercise therapy sessions conveniently located at both the hospital and the college.

Small classes with telemetry monitoring to ensure safety and program effectiveness.

Fitness facilities that include a swimming pool, fitness laboratory and large indoor walking track.

A comprehensive nutrition program provided by a registered dietician.

Call 847.925.6468 for more information, to schedule a visit or to arrange for a free videotape of our program to be mailed to your home.

For
more
info
call

847.925.6300

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 corporation can do for your estate, how gifts to children and their educational expenses can be deductible and five solutions to key estate planning problems.

0.3 CEU

TUITION: \$27.00 FEES: \$3.00
TOUCHTONE NUMBER TT #5796
LPF0011-001, J 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 purchase contracts 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 forms will be discussed.

0.3 CEU

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 process, the laws affecting foreclosure and how to find these properties.

0.4 CEU

TUITION: \$55.00 FEES: \$7.00
TOUCHTONE NUMBER TT #5423
LPF0014-001, H 227, MON., 4/2-4/9, 6:30 pm-9:30 pm

FINANCIAL PLANNING FOR THE SMALL BUSINESS OWNER

Create your own nest egg. Learn how to look for large tax deductions and tax-favored growth options. Highlights of options available for self-employed or small business owners, including SEPs, SIMPLEs, 401ks and pension/profit sharing plans will be discussed and evaluated. Choose the proper plan, understand the tax benefits and review the investment alternatives.

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 strategies. The class will cover each content area of the ACT—English, Mathematics, Reading and Science Reasoning. The practice book is included in the fees.

1.5 CEU

TUITION: \$89.00 FEES: \$20.00
LAS0001-001, L 315, SAT., 2/17-3/17, 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 meetings.

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 admission can be greatly influenced by your LSAT scores. Review segments include analytical reasoning ordering, analytical reasoning non-ordering, logical reasoning and fallacies, advanced logical/analytical reasoning, reading comprehension and a writing sample. This LSAT Review class consists of four (4) three-hour and fifteen minute meetings.

1.3 CEU

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 including data sufficient techniques and problem solving from basic math, algebra and geometry. This GMAT Exam Review class consists of five (5) three-hour and fifteen minute meetings.

1.75 CEU

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 certified through the American College of Sports Medicine. Class times are Monday, Wednesday, and Thursday, 6:45, 8:00, 9:00 am and 5:15 pm. Participants receive personalized attention and current health information. A cardiovascular fitness assessment is required prior to enrollment. Cost is \$15 for every 2 weeks (\$7.50 for seniors 60 and older). Participants may register with the Get Fit instructor by calling 847.925.6468.

LHP0002-001, TBA, 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 fitness levels and heart rate and blood pressure responses to exercise.
Cost: \$120

To schedule an appointment, please call 847.925.6468.

Note: Blood test for cholesterol, HDL, LDL, and triglyceride can be done separately at a cost of \$55.

BODY FAT DETERMINATION

Three different techniques (body calipers, bioelectric impedance, or underwater weighing) are available for a fee. Appointments weekdays. Call 847.925.6468 for more information.

Personal Enrichment

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 individualized exercise prescription and professional supervision. The course follows the exercise testing and training guidelines published by the American College of Sports Medicine. Prior to beginning the program, a physician supervised exercise stress test is required for men over 40, women over 50 and all individuals regardless of age who have multiple cardiovascular risk factors. The stress test will be waived, however, if a written physician clearance can be obtained. Continuing education students must attend the orientation sessions and participate in a minimum of 50 minutes in the fitness center twice per week. Pre and post-assessments are highly recommended but not required. The fitness center is open Monday through Thursday 10 am-8 pm and Saturdays from 10-4pm.

TUITION: \$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-9:50 am

LPE0090-071, M 160, MON., WED., 1/17-3/7, 9:00 am-9:50 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-9:50 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-9:50 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-9:50 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 pulmonary endurance, flexibility, muscular strength and endurance and movement efficiency. The fitness guidelines followed in this course are designed for apparently healthy individuals and are not designed for individuals with known heart, pulmonary or metabolic disease.

TUITION: \$66.00

TOUCHTONE NUMBER TT #8018

LPE0167-080, M 249, MON., WED., 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 physical 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 environment. 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-6:50 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-6:50 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-9:50 am

LPE0197-002, M 152, SAT., 3/18-5/12, 9:00 am-9:50 am

SPINNING II

A continuation of Power Spinning I.

TUITION: \$33.00

TOUCHTONE NUMBER TT #6128

LPE0198-001, M 152, SAT., 1/20-3/10, 8:00 am-8:50 am

LPE0198-002, M 152, SAT., 3/18-5/12, 8:00 am-8:50 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 associated with aging (osteoporosis). It can also provide a more attractive body and contribute to a healthier 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, anytime it is open. All rules and regulations of the fitness center must be followed.

TUITION: \$79.00

TOUCHTONE NUMBER TT #6214

LPE0199-070, M 162, MON., WED., 1/17-3/7, 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-8:50 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-8:50 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 partner's Social Security number ready when registering. This rate is per person.

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, Rumba, 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

Personal Enrichment

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 footwork 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 couples 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 introduction 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
LPE0255-070, 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-8:05 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, FRI., 1/19-3/9, 6:35 pm-8:05 pm
LPE0257-072, M 249, FRI., 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., 3/16-5/11, 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 country/western and contemporary settings. The tempo is slower than East Coast Swing and is made up of 6-count and 8-count patterns offering unlimited 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 performances. 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, leotards, flamenco or character shoes and full 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 castanets. Character or Flamenco shoes (without nails) and a full skirt are required. Castanets can be purchased from the instructor. PREREQUISITE: 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 12-count 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 fundamentals already learned in Classical Spanish Dance and/or Flamenco II classes. Castanet language will be put into practice by blending the sounds of castanets with many music rhythms, beginning with rhythmic Spanish Pop and Folk music and ending with Classical Spanish music.

TUITION: \$58.00

TOUCHTONE NUMBER TT #7217
LPE0432-070, M 237, SAT., 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/LEVEL III

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
LPE0440-003, FCS, SUN., 4/29-6/10, 8:30 am-10:00 am
LPE0440-004, FCS, SUN., 1/21-3/4, 10:30 am-12:00 pm
LPE0440-005, FCS, SUN., 3/11-4/22, 10:30 am-12:00 pm
LPE0440-006, 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

Personal Enrichment

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 heavy-coated horses can have too much hair. The long hair and excessive sweating can be unhealthy for a number of reasons. Come find out why and try your hand at clipping.

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 introductory Aikido class with an introduction to defense against various hand strikes and weapon attacks.

TUITION: \$54.00

TOUCHTONE NUMBER TT #7216

LPE0177-070, M 161A, THUR., 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 self-defense techniques. Includes proper training methods, physical conditioning techniques and rules and regulations for contests.

TUITION: \$82.00

TOUCHTONE NUMBER TT #5939

LPE0178-001, M 161A, WED., 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. PREREQUISITE: 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 correction in the following areas: woods off tee, woods off grass, long irons, short irons and shots, recovery and putting. Students will rent buckets of balls at driving range 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-9:50 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.

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-9:50 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-9:50 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

TOUCHTONE NUMBER TT #7613

LPE0342-001, M 163, MON., TUES., WED., THUR., 3/26-3/29, 10:00 am-

12:30 pm

GIRLS INDOOR VOLLEYBALL CAMP

Girls receive instruction for individual play, team strategy and rules and regulations for both indoor and sand volleyball. Plenty of court time is provided. All equipment is supplied.

TUITION: \$35.00

TOUCHTONE NUMBER TT #7604

LPE0318-001, M 163, MON., TUES., WED., THUR., 3/26-3/29, 1:00 pm-

3:30 pm

Personal Enrichment

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.

TUITION: \$85.00 FEES: \$55.00

TOUCHTONE NUMBER TT #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 lessons 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:

Spanish

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

French

LLL0301-001, SAT., 1/21-5/5, 10:30 am-11:20 am

For more information, please call 847/925-6000, ext. 7415.

Instructions for Reading Continuing Education Schedule

Course Name

BASIC PC SKILLS

TOUCHTONE NUMBER TT #5792

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

0.3 CEU

Continuing Education Units

Touchtone Number

Course Number, Location and Room Number, Day, Dates, and Time

Important Phone Numbers

Register with personal assistance
847.925.6300

Register or pay by Touchtone
847.925.1010

Information Desk
847.925.6292

Extension Information Center
847.925.6001

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

Register by e-mail

www.harpercollege.com

Click on **Continuing Education** from the Harper home page. A complete up-to-date Continuing Education class listing is online. Visit our web site for more details and program information.

Register with Personal Assistance

Call 847.925.6300

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

On Campus

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

Instructions for Reading Continuing Education Schedule

Course Name

BASIC PC SKILLS 0.3 CEU

TOUCHTONE NUMBER TT #5792

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

Continuing Education Units

Touchtone Number

Course and Section Number, Location and Room Number, Day, Dates, and Time

Register or Pay using Touchtone 847.925.1010

Monday thru Thursday 8:00 am – 8:00 pm
Friday 8:00 am – 4:30 pm

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

Touchtone numbers (ex: TT1234) , if available, are listed in the Schedule of Non-Credit Courses along with each course. Not all courses have touchtone numbers.

Helpful Hints for using Touchtone:

You will be prompted to enter your social security number and date of birth along with touchtone number and class section number when registering for a class. If you plan to make payment, please have your credit card handy. To insure that your transaction is properly recorded, please be sure to listen to all instructions and prompts. If you have a question or problem, call 847.925.6300 and our Registration Assistants will be happy to assist you.

Mail/Fax Registration Form Spring 2001

CONTINUING EDUCATION
1200 W. Algonquin Road,
Palatine, IL 60067-7398
(FAX) 847.925.6810

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

Touchtone or personally-assisted registration will guarantee immediate placement in an open class.

Please print or type clearly.

CONTINUING EDUCATION
Do not use for registration for college credit classes.

Student SS# _____ Date _____

First Name _____ M. I. _____

Last Name _____

Home Address _____ Apt # _____

City _____ State _____ Zip _____

Home Phone () _____ Business Phone () _____

Gender Male Female Date of Birth: Month _____ Date _____ Year _____

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

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

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

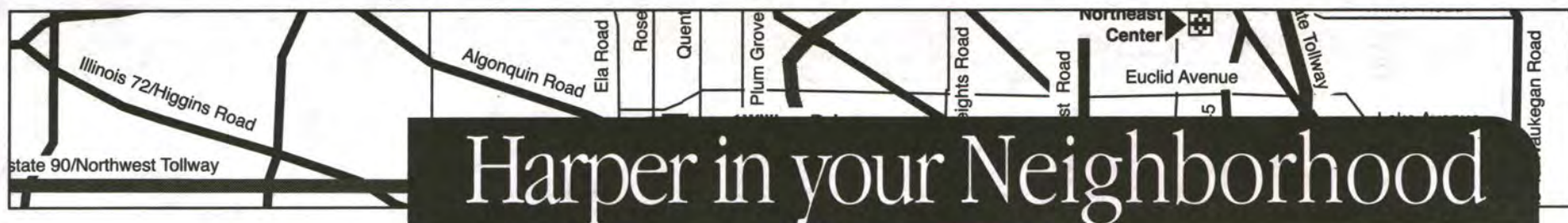
Course # _____ Section _____ Title _____ Class Total \$ _____

Registration Fee _____ Non-Refundable \$ 10.00

Total \$ _____

Send checks made payable to Harper College Business Office, to Attn: Business Office, at the above address. Please include your social security number on your check. Payment is due 14 days after registration or four days prior to first class, whichever is first.

check money order MasterCard Discover Visa Expiration date _____
Card number _____ Signature _____



Harper in your Neighborhood

Northeast Center (NEC)

Northeast Center, cont.

Barrington High School (BHS)

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

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

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 Training
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

Art

Portraiture
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/Sonata/Chamber Music
Music & Life/Schuman
Bach/Gifted Sons

Physical Fitness

Yoga
Tai Chi
Ballroom I and Ballroom w/Partners
Cardiac Rehabilitation

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/Millennium

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

Palatine High School (PHS)

Continuing Education Courses

Color Photography

Wheeling High School (WHS)

Continuing Education Courses

Camera Technology/Photo I
Nature Photography
Financial Strategy/Retirement

For more information, call the Extension Information Center at 847.925.6001

Detailed course descriptions may be found within the appropriate section of the course schedule.

Convenient Classes – Close to Home

Area and Extension Site Map

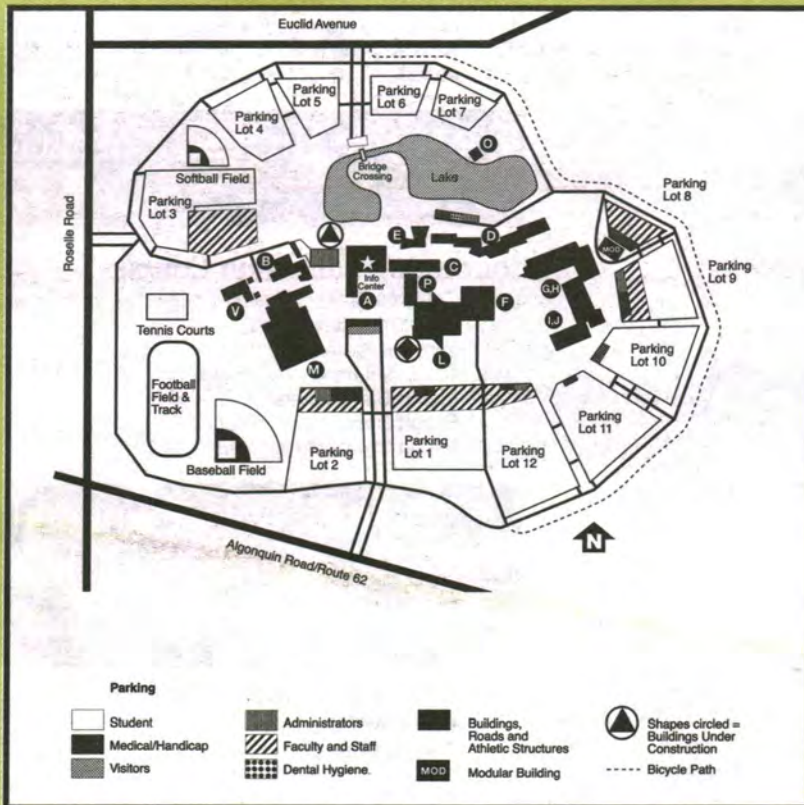


● CREDIT ★ CONTINUING EDUCATION

1. **Barrington High School - BHS** ●★
616 West Main Street
Barrington, Illinois 60010
2. **Conant High School - CHS** ★
700 East Cougar Trail
Hoffman Estates, Illinois 60194
3. **Edgebrook Community Center at Baldwin Greens - EBCC** ●
1926 Edgebrook Drive
Palatine, Illinois 60067
4. **Elk Grove High School - EGHS** ●★
600 West Elk Grove Boulevard
Elk Grove Village, Illinois 60007
5. **Hoffman Estates High School - HEHS** ●★
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 Rohlfing Road
Palatine, Illinois 60067
10. **Police Neighborhood Resource Center - PNRC** ●
2275 West Algonquin Parkway
Rolling Meadows, Illinois 60008
11. **Wheeling High School - WHS** ●★
900 South Elmhurst Road
Wheeling, Illinois 60090
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



- A Student and Administration Center**
(Room numbers beginning with A)
Assessment Center
Board Room
Business Office
Career Center
Cockrell Dining Hall
Dining Room
Financial Assistance
Health Service
Information Center
Multicultural Affairs
Student Drop-in Center
Registrar
Student Activities
Student Development Division Office
- B Public Safety Center**
(Room numbers beginning with B)
Physical Plant
Division Office
Public Safety
Shipping and Receiving
- C New Student Services and Art Center**
(Room numbers beginning with C)
Admissions
Art
Center for New Students/
Orientation
Continuing Education
- D Science, Math and Health Careers Center**
(Room numbers beginning with D)
Access and Disability Services
Dental Hygiene Clinic
Life Science and Human Services Division Office
Academic Advising & Counseling
- E Instructional Delivery Center**
(Room numbers beginning with E)
- F Academic Resource Center**
(Room numbers beginning with F)
Academic Enrichment and Language Studies Division Office
Adult Educational Development
English as a Second Language
Learning Achievement Program
Library
Media Services
- GH Engineering and Applied Technology Center**
(Room numbers beginning with G or H)
CAD and Manufacturing Center
Technology, Mathematics and Physical Sciences Division Offices
- I Business and Social Science Center**
(Room numbers beginning with I or J)
Business and Social Science Division Office
Child Care Center
Center for Multicultural Affairs, Academic Advising and Counseling
Theatre and Box Office
- L Liberal Arts Center**
(Room numbers beginning with L)
Bookstore
Drama Lab
Liberal Arts Division Office
Three Dimensional Art Studio
- M Wellness and Sports Center**
(Room numbers beginning with M)
Human Performance/Cardiac Rehab Labs
Wellness and Human Performance Division Office
- MOD Modular Building**
- O Observatory**
- P Music Instruction Center**
(Room numbers beginning with P)
Music
Women's Program
- S Marketing Services Center**
(Room numbers beginning with S)
- T Park Management Shop
Roads and Grounds Shop**
(Room numbers beginning with T)
- V Plant Science Center**
(Room numbers beginning with V)
Plant Science Technology
Park and Golf Operations
Flower Shop
Greenhouse
- ▲ Instructional Conference Center**
- Performing Arts Center**

For directions to the main campus, call the Direction Hotline at 847.925.6000, ext.7470.

For assistance in locating rooms, buildings or parking, contact the Information Desk, 847.925.6292.

Hours: Mon-Thur: 8:00 am-8:00 pm Fri: 8:00 am-12:00 pm Sat: 8:30 am-12:00 pm

William Rainey Harper College
1200 West Algonquin Road
Palatine, IL 60067

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