## Continuing Education and Business Outreach

### Computer Training
- Information Technology and AutoCAD Noncredit Courses and Certificates
- Senior Citizen Discounts
- Harper College for Businesses
- Wojcik Conference Center

## Workforce and Economic Development

### Small Business Development Center (SBDC)

## Extension Centers

## Community Services

### Community Orientation and Involvement
- Community Career Services
Continuing Education and Business Outreach

A lifelong pursuit of learning is needed to keep abreast of the knowledge explosion and the influence of social and cultural changes. The Continuing Education division makes available to the community a rich array of courses, seminars and short-term programs that encourage lifelong learning and help students meet their professional, career, civic and personal development goals.

- Noncredit Programs are available in the Community Music Center, Computer Training, Health Care Career Programs, Career Training, Personal Enrichment and Sports and Recreation. Continuing education units (CEUs) can be earned for continuing education courses, satisfying the needs of many professional development requirements.
- Youth programs in sports, enrichment, and music are available for children of all ages throughout the year as well as during our In Zone summer program for students age 8-14.
- Continuing Education instructors are working professionals and experts in their field.
- Courses are offered in a variety of traditional and alternative learning formats that include workshops, seminars and extended training sessions, and on-line courses.
- Continuing Education courses designated “credit” are career skills credit and generally cannot be applied to credit certificates or degrees. No formal application or entrance assessments are required for enrollment in career skills credit classes.
- Courses are scheduled at Harper College extension sites as well as at the main campus.
- The majority of programs provide year-round start dates and are offered during the day, in the evenings and on weekends.

Schedules for Continuing Education courses are published and distributed throughout the year. A full schedule of classes and program information is also available on the Harper Web site at harpercollege.edu/ce. For any questions, please contact Continuing Education at 847.925.6300 or e-mail ce@harpercollege.edu.

Computer Training

Information Technology and AutoCAD Noncredit Courses and Certificates

Harper College’s Continuing Education Computer Training Program specializes in Certified IT Training and education that is designed for individuals who need hands-on technical and project management skills.

The program offers computer and project management training from end user software application classes to internationally recognized information technology and professional certifications. Short-term training classes help you learn efficiently and effectively to further career opportunities or explore new ones. Many classes run on nights or weekends to accommodate daytime work schedules, and many larger certification programs can be completed in just a few months.

Most courses are organized into CE Certificate programs, which are a series of classes that provide comprehensive training in subject areas that lead to professional certifications or a Harper CE Certificate.

Instructor-led training solutions are available in Microsoft, Oracle, Cisco, Java, CompTIA, Project Management, Autodesk (CAD), Social Media, Computer Graphic Arts, Web Design and Development, Adobe, QuickBooks and more!

The Harper College CE Computer Training Department provides training lab rentals in the Northwest Suburbs and Chicago land area. Computer Labs are available at two convenient locations, Schaumburg and Prospect Heights. Our computer labs are fully configurable and equipped with the latest technology, with a choice of operating systems and applications to meet all your technical training needs.

Microsoft Office Specialist exams are offered at the Harper Professional Center located at 650 E. Higgins Road, Suite 9 South in Schaumburg. As an authorized Prometric and Certiport Testing Center, you can take all of your technical certification exams in one convenient location.

For more information, contact a representative at 847.925.6066, E-mail: cecomputers@harpercollege.edu or visit harpercollege.edu/ce.

Senior Citizen Discounts

District residents age 65 and older are eligible for a 100 percent tuition discount on most Continuing Education classes on a space available basis determined by the number of seats open three calendar days prior to the first class meeting. To take advantage of the senior discount seniors should register three calendar days (or less) prior to the start of courses. Senior discounts do not apply to Lifelong Learning Institute courses.

Fees are due at the time of registration.

Seniors may choose to register and pair their own tuition to guarantee a seat in a course. In this case, the Senior Tuition Waiver is not applicable.

The Lifelong Learning Institute at Harper College is dedicated to adult learners age 55+.

The Lifelong Learning Institute at Harper College opens the door to a world of great discussions, innovative classes and new friendships. Our members pursue knowledge for the sheer joy of learning. We offer more than 100 learning opportunities each year including courses, seminars, study groups, trips, tours and lectures – all designed for the adult learner 55+. There is no homework, tests or grades to worry about! For more information, call 847.925.6065.

Harper College for Businesses

Harper College for Businesses provides customized training, education and consulting for business and industry that meets specific needs and can be conducted on-site or on the Harper campus.

As a true partner to the business community, Harper College for Businesses helps organizations translate business strategies into bottom line results through employee development. Harper College for Businesses is a major player in the learning arena. We listen to the needs of organizations and then design solutions that meet those unique needs.
Harper College for Businesses serves as a gateway to the vast resources and learning opportunities that Harper College has to offer. These resources include leading-edge programs and courses, a talented faculty and staff, all complemented by state-of-the-art facilities. As a partner for business learning, we help organizations move forward by:

- Identifying key training needs
- Developing solutions using a consultative partnership approach
- Providing comprehensive, responsive product and service offerings
- Providing flexible, efficient delivery options sourcing only expert workforce instructors and consultants
- Customizing solutions to the needs of the organization
- Developing highly motivated employees who place customer satisfaction first
- Providing leadership in workforce and organizational development

Harper College for Businesses is a service organization—the success of our business partners defines our future.

For more information on how Harper College for Businesses can provide training, education or consulting opportunities that will help you develop your people and/or your organization, please call 847.925.6640 or e-mail training@harpercollege.edu or visit our Web site at harpercollege.biz.

**Wojcik Conference Center**

The Wojcik Conference Center contains a 250-seat state-of-the-art auditorium and dining room, and smaller conference rooms that can be rented for meetings, training, and special events.

For more information on the Conference Center, or to book space, please call 847.348.5100.

### Workforce and Economic Development

The Workforce and Economic Development Department oversees all aspects of workforce development activities including the interface between Harper College and the Workforce Board of Northern Cook County in meeting the current and projected economic needs of the community and labor force. The Workforce and Economic Development Department exercise overall administrative responsibilities for the Small Business Development Center and the outreach to small and medium-sized businesses. Also provides overall administrative leadership for the Career Stimulus program which assists individuals with the opportunity to explore careers through workshops, seminars, networking, and educational options.

The Career Stimulus program addresses the many needs of individuals involved in job searching. It is not a one-size-fits-all program because each job seeker brings their own unique set of needs and priorities with them. The program leverages many of the college’s resources to provide different avenues the job seeker can utilize to create a successful search strategy:

- Monthly meetings offer motivational speakers, job search techniques, personal success advice and networking, all in an atmosphere of hope, direction and respect.
- Networking and accountability groups encourage engagement and connection with others in career transition, leading to sharing of business contacts and knowledge useful to promote a successful job search.
- Career coaches help job seekers examine their attitudes, skills and barriers in a supportive and non-judgmental environment. Job seekers expand their awareness of what is possible and learn the value of accountability.
- The Career Resource Center offers assessments and interpretation of results, access to internet career programs and research material.
- An evolving database linking career seekers with volunteer, mentor, and internship opportunities.
- Short-term academic programs, continuing education training, and degree-granting programs to help job seekers meet the demands of 21st century jobs.

If you want more information, contact the Workforce and Economic Development Department at 847.925.6438.

### Small Business Development Center

Small Business Development Center supports those with entrepreneurial interests with training, business plan development and resources. The Illinois Small Business Development Center at Harper College offers no-cost, confidential, one-on-one guidance and workshops to help small business owners achieve marketing, financial and operational success.

For more information or to make an appointment with a small business advisor, please call 847.925.6520 or e-mail sbdc@harpercollege.edu.

### Extension Centers

Harper College operates two major sites and more than 50 neighborhood centers as a convenience to students. A wide variety of credit and continuing education courses are available at these extension centers. Sites include:

- Northeast Center (NEC), Prospect Heights
- Harper Professional Center (HPC), Schaumburg

Northeast Center (NEC), the largest of the extension centers, is located at 1375 South Wolf Road in Prospect Heights. This center features 20 classrooms and 11 computer labs. Offerings at the NEC include a daytime general education transfer curriculum, nonnative literacy, general education development (GED), the expanding Fast Track option, and a variety of professional and personal development courses. The Lifelong Learning Institute for adults 55+ is housed at the NEC and provides more than 100 learning opportunities at various off campus locations.

Located in the Harper Professional Center (HPC), the CE Computer Training Program is centrally located to serve businesses in the Schaumburg area, and provides easy access for students. Certified training in the latest technologies for IT professionals meets the demands of the high-tech industry. The HPC is an authorized Prometric Testing and Certiport Center, offering on-line testing for
CONTINUING EDUCATION, WORKFORCE AND COMMUNITY SERVICES

hundreds of students per year. The Small Business Development Center is also located at the Harper Professional Center (HPC), as well as the accelerated Fast Track courses for degree seeking adults.

For information about classes held at any of the extension sites, call the Extension Information Center at 847.925.6001. Office hours are Monday–Friday, 8 a.m.–9:30 p.m. and Saturday, 8 a.m.–3:30 p.m.

Community Services

Community Orientation and Involvement

From the beginning, College supporters have been committed to the concept of an institution oriented to its community. Harper has enjoyed a heartening involvement and interest by members of the community who continue to give countless hours to accomplish key phases of the College’s programs.

Advisory committee members selected from the community for their expertise and knowledge give support to Harper on career programs, management training seminars for business and industry, women’s programs, senior citizens’ programs, public relations, the College’s long-range plan and fund raising.

Community leaders serve as directors of the Harper College Educational Foundation, which provides scholarships and supports special projects to enhance the educational programs of the College.

In the early 1990s, the College enhanced its efforts to provide educational and training opportunities to employees of companies throughout the district. An Education Service Agreement allows employees of in-district companies to attend Harper at in-district tuition. Harper College for Businesses provides customized on-site training in everything from basic skills to new technologies. In addition, classes continue to grow in areas of English as a Second Language, citizenship preparation and Adult Educational Development.

During the summer of 2000, Harper College held “Discovery Sessions” with various community members, business leaders and students and talked about some of the key challenges facing the College to “discover” what the community really wanted from Harper. The Community Response Team (CRT), which was subsequently formed, presented several recommendations to the Board of Trustees which identified science, technology and health care as top priorities for the College to address.

At its special board meeting on August 16, 2000, the Harper College Board of Trustees was presented with the first comprehensive long-range Campus Master Plan in the history of the College. The plan, which represents a vision for the next 12 years and included the CRT’s priorities, is a dynamic plan intended to guide the College into the future. It will be revised periodically to see that it still reflects the needs of the College and the community it serves.

As Harper plans for the future, input will be sought constantly and reevaluated to enable the College to continue to be accountable to the community it serves.

Community Career Services

Community Career Services provides fee-based individual career counseling for community members. Offerings include:

- Individual career counseling for job or career change or to improve current career skills
- Career assessment instruments to help identify your interests, personality strengths and unique talents
- Resume and interviewing skill preparation.

Community Career Services is located in the Student Center, Building A, Room A347. For further information, call 847.925.6293.