NON-CREDIT CONTINUING EDUCATION COURSE SCHEDULE

MAY–AUGUST 2020

Become Your Best Self

CAREER DEVELOPMENT
PERSONAL ENRICHMENT
LIFELONG LEARNING (50+)

we are
HARPER

ce.harpercollege.edu

Harper College **Non-Credit Continuing Education**

Harper College

EARN CREDITS ONLINE

Pursue your educational goals by taking credit classes online. Online learning allows you the opportunity to decide the times and location that works the best for you and your schedule.

Harper College offers over 200 online courses in addition to certificate programs in accounting, business, computer information systems, education and management that can be completed entirely online.

Classes start May 18.
Credit classes: contact 847-925-6506 or visit www.harpercollege.edu/online
Non-credit classes: visit ce.harpercollege.edu

PROJECT MANAGEMENT SPECIALIST

To remain competitive in today's workforce, employees must demonstrate a strong working knowledge of project management and supporting software applications. Harper College's Project Management Specialist is an instructor-led digital badge program which reinforces your comprehensive knowledge in managing all phases of a project from brainstorming, delivering a quality product on schedule and within budget, through to project completion.

Requirements:
- **LPM0001 Project Management Concepts**, starts 6/9
- **LCT0007 Introduction to Microsoft Project 2016**, starts 6/30
- **LPM0003 Practical Project Management**, starts 7/14

INTERACTIVE WEBSITE DESIGNER

The Interactive Website Design digital badge program focuses on front-end web concepts and presents a wealth of technologies to aspiring web developers interested in building interactive websites. Instructor-led courses are equipped with hands-on exercises which teach you to create responsive websites using HTML, CSS, and JavaScript. User-experience design, current trends and design patterns are also highlighted throughout all courses for creating effective page designs and layouts.

Start coding this summer with:
- **LCT0023 Introduction to HTML & CSS**, starts 6/22
- **LCT0027 Intermediate HTML & CSS**, starts 7/20

BECOME more

visit
ce.harpercollege.edu

Summer

Things have sure changed for all of us. We are all thinking in new ways about how to live our lives. In response to these new realities, Harper College is doing the same. We have migrated our adult-serving classes into an online format for the summer term. While we know this learning modality will be different for many students, we think it will bring many new resources and experiences to your learning. We hope it is new, different, and exciting for you.

For our InZone program, we have made the decision to offer June programming in an online format only. Please follow ce.harpercollege.edu for the latest information regarding July and August. Our goal is to deliver the best experience to your youth, full of learning and fun, while being responsive to public directives on social distancing. We anticipate that July and August will be some combination of face to face and online instruction.

Finally, we have made an organizational change at Harper. Continuing Professional Education (ongoing training required to remain certified in certain fields) will have a new process for registration. You will see information on these courses on page 9, or visit harpercollege.edu/pro

Remember that our programming is designed for you. We welcome your feedback and suggestions as we develop new and exciting classes.

Mark D. Mrozinski, Ed.D.
Assistant Vice President for Workforce Development &
Executive Dean of Community Education

CONTINUING EDUCATION GENERAL INFORMATION

Schedule Updates – see ce.harpercollege.edu

Please note that course information changes frequently. You will be sent an email prior to the start of your class which includes the exact dates, times and location of your course. See your Harper CE account (sign in at ce.harpercollege.edu), our website or contact Harper College CE at 847.925.6300 for up-to-date information.

Books and Supplies
Supply lists for courses may be found on individual course pages at ce.harpercollege.edu.

Emergency Text Alert Service
Harper College has implemented a cell phone text alert service that will help keep students, parents, faculty, and staff informed in the event of an emergency on campus or its facilities. To sign up for the Emergency Text Alerts, visit harpercollege.edu. Click on the red Emergency Alert System button on the bottom left; then click the Text Alert Sign Up link and follow the instructions.

Tuition and Fees Information
Tuition and fees are payable at the time of registration and are subject to change without notice.

Drops and Withdrawals
A student must drop a class at least 3 days or more before it begins in order to receive a full refund. There are no refunds for withdrawals.

Appeals: Appeals to the refund policy may be submitted via email to ce@harpercollege.edu.

Refund and Withdrawal Policy
The College reserves the right to cancel any section of any course for any reason including insufficient enrollment. If a class is cancelled, a full refund will be given reflecting the customer's original payment method.

Courses Offered by Third Parties
Tuition waivers do not apply to classes offered by third parties, including courses that begin with the prefix LRN.

Senior Citizen Discount
Seniors can receive discounts on tuition (fees are not discounted) for certain Continuing Education courses (see below). Senior discounts do not apply to courses delivered by a third-party provider.

If a senior citizen discount is available, it will appear as an option in the shopping cart during checkout.

For details, see ce.harpercollege.edu or call 847.925.6300.

Students born on or before 12/31/1948:
Register four days or more prior to the start of eligible courses (see list below) on a SPACE-AVAILABLE BASIS and receive a 50 percent discount on tuition. Does not apply to fees.

Register three days or less before the start of most CE courses on a SPACE-AVAILABLE BASIS and receive a 100 percent tuition discount. Does not apply to fees.

Students born on or after 1/1/1949:
Get a 50 percent tuition discount on eligible courses (see list below) that start on or after your 65th birthday. Does not apply to fees.

Eligible Course Numbers begin with one of these subject codes:
LAA Paranormal/Genealogy
LMU Music
LEI The Arts
LPA Sports Activities
LET Pet Care
LPD Dance
LFA Theater/Performing Arts
LHF DIY
LFS Culinary
LPS Sports
LPE Fitness/Recreation
LIO Holistic Living
LPF Personal Finance
LPL Science
LLA The Writing Studio
LLG Gardening
LLL Languages

Note: Senior citizen discounts do not apply to Lifelong Learning Institute (LLI) courses. LLI is a membership-based program for seniors.

Our Mission
The Harper College Continuing Education and Business Outreach Division enriches its diverse communities by providing quality, professional and accessible education and training. In collaboration with its partners, Continuing Education and Business Outreach inspires the transformation of individual lives, the workforce, and society. We accomplish this through:

Our commitment to the success of each student from registration to evaluation.

Excellence in program content, instructional talent, and the learning environment.

Comprehensive, need-driven programs and activities.

Digital Badges

Harper College Continuing Education is committed to providing you with the tools you need to reach your professional goals. One of the most exciting trends in career training these days is the digital badge movement.

Now, certain courses and training programs will earn a digital badge that you can proudly display in your resume, in an email to a potential employer, or in your social media profiles on LinkedIn, Facebook and elsewhere.

Learn more and start earning your next badge today!
ce .harpercollege .edu,
"Digital Badges"

Business and Careers

Accounting and Finance for Non-Financial Manage 🖱
Business Writing 🖱
Customer Service 🖱
Data Analysis 🖱
Empower Your Career
Grant Writing
Management 🖱
Managing Social Change 🖱
Non-Pro t Administration 🖱
PMI Agile Certi ed Practitioner
Presentation Media 🖱
Productivity and Time Management 🖱
Professional Presence and Branding
Project Management 🖱
Project Management Professional

Project Management Specialist
Six Sigma Green Belt 🖱
Supervisory and Leadership 🖱
Workplace Communication 🖱
Workplace Con 🖱
Workplace Communications Professional

Computers and Technology

Adobe Digital Designer
Adobe Illustrator Specialist
Adobe InDesign Specialist
Adobe Photoshop Specialist
Basic Game Design 🖱
Coding 🖱
Electronic Bookkeeping
Excel 🖱
Interactive Website Design

Education

Online Teaching 🖱

Healthcare Careers

Activity Director

Marketing

Digital Marketing 🖱
Managing Social Change 🖱
Mastering Video Marketing 🖱
Social Media for Business 🖱

Music & Arts

Business Writing
Sound Recording
Writing

Personal Interests

Conversational Spanish

🖱 Indicates Online Digital Badge

> Note: The courses required for any given badge may not be scheduled every term.
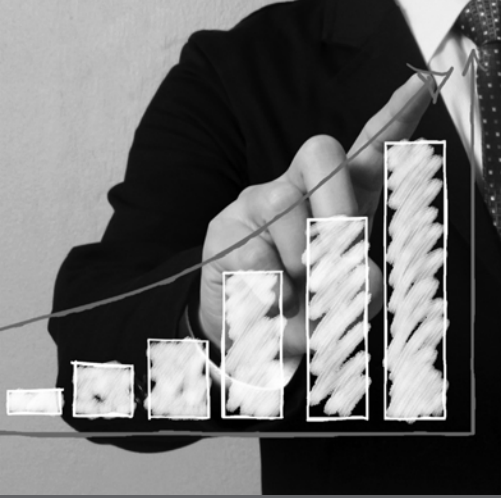
Career Development

Start a new career or build skills for your current one. We have courses and programs covering many fields. Earn digital badges to authenticate your accomplishments for employers and clients.

DON'T MISS
- Activity Director
- Grant Writing

Learn more at
ce.harpercollege.edu,
"Career Development"

■▮ Food Service
Food Service Sanitation Manager

This course provides the approved IDPH 8-hour training plus exam to earn your Illinois food sanitation certification that is valid for years. Food service managers in food establishments are tasked to make sure that food safety and proper food handling are always observed. Learn the standards and regulations to pass the IDPH exam. Purchase your textbook, ServSafe Manager 7th edition with Online Voucher. With prior arrangement the exam can be taken in Spanish. This course is taught by an industry professional.

LRP0001-007   Online
07/21/20-07/28/20 TU TH 8:30 am-11:30 am
Instructor: Lynn M Destry
TUITION FEE: $135

■▮ Grant Writing
Introduction to Grant Writing

Gain an overview of the grant writing process and the components of writing a successful grant proposal. In the nonprofit community, there is a great demand for grant writers who understand the needs in developing a comprehensive grant proposal.

LVM0003-002   Online
06/17/20   WE   5:30 pm-8:00 pm
Instructor: Susanne Brock
TUITION FEE: $140

Advanced Grant Writing

Enhance your skills as a grant writer. Become familiar with how a logic model is used to visualize the planned work and intended results for a grant project. Understand how to successfully secure funding and the criteria funders use to assess if your proposal gets funded or rejected.

LVM0004-002   Online
06/24/20   WE   5:30 pm -8:00 pm
Instructor: Susanne Brock
TUITION FEE: $95

Healthcare Careers

■▮ Activity Director
Basic Orientation for Activity Directors

Successfully completing this blended course meets the 36-hour IDPH requirement for Activity Directors, Activity Aides/Assistants, and others involved with long-term care. This course also teaches participants to develop unique programming to meet the recreational needs of Alzheimer's patients. Students attend class on campus three days and complete online coursework off campus three days. A discount is available for organizations sending two or more employees. Includes all materials.

LAH0005-013   LCC
06/09/20   TU   8:30 am-4:00 pm
Instructor: Deborah Connery
TUITION & FEE: $435.00

■▮ Nursing
NLN Pre-Entrance Exam Preparation

Prepare for the National League of Nursing (NLN) pre-entrance exam (PAX) in this review course. The NLN PAX exam is required if for students seeking admission to most Health Career programs at Harper College. Taught by content experts who will review verbal areas, math, biology, anatomy, chemistry and test taking strategies.

LAH0004-013   Online
05/19/20-06/09/20   TU TH   6:00 pm-9:00 pm
Instructor:
TUITION & FEE: $229.00

LAH0004-014   Online
07/07/20-07/28/20   TU TH   6:00 pm-9:00 pm
Instructor:
TUITION & FEE: $229.00

■▮ HVAC
Refrigerant Handling Exam

Take the EPA Technician Certification exam allowing you to handle and recover refrigerants at all technician levels. Students who need to retake the exam or need additional certifications should register for this course. Passing the exam satisfies the refrigerant certifications and EPA requirements.

LMR0002-029   Online
06/11/20   TH   12:00 pm-3:00 pm
Instructor: Jose Vital
TUITION & FEE: $40.00

LMR0002-030   Online
07/02/20   TH   12:00 pm-3:00 pm
Instructor: Jose Vital
TUITION & FEE: $40.00

LMR0002-031   Online
07/23/20   TH   12:00 pm-3:00 pm
Instructor: Jose Vital
TUITION & FEE: $40.00

CAREER DEVELOPMENT

COMPUTERS & TECHNOLOGY

MAKER LAB

SAFETY

ONLINE COURSES

PERSONAL INTERESTS

MUSIC & ARTS

LIBRARY EVENTS

LIFELONG LEARNING (50+)

■▪ Project Management

Introduction to Microsoft Project 2019

Project managers are responsible for coordinating specific tasks within a time frame. Put together a plan of action and in and organize the details to achieve your goals. Learn to build a new project, track progress and analyze costs. Explore methods of tuning and troubleshooting your project plan for best results. PREREQUISITE: Strong Windows skills and

LCT0007-010   Online
06/30/20-07/07/20   TU   6:00 pm-9:15 pm
Instructor: Susanne Bajt
TUITION & FEE: $239.00

Practical Project Management

Students will learn how to apply project management concepts and use Microsoft Project through a case study. Students will work with an experienced senior project manager, who is certified by the Project Management Institute, on how to put-it-all-together, actually be a Project Manager and develop and implement project plans. PREREQUISITE: Project Management Concepts or equivalent experience and Microsoft Project.

07/14/20-08/04/20   TU   Online
Instructor: Bo Lynne Modzelewski
TUITION & FEE: $349.00

Project Management Concepts

In this course students will learn the basics of project management, including the theory and core methodology they need to manage projects or participate on project teams. NOTE: This course focuses on concepts, not software practice/use, that students must know in order to use any project management software application effectively.

LPM0001-008   Online
06/09/20-06/23/20   TU   6:00 pm-9:15 pm
Instructor: Bo Lynne Modzelewski
TUITION & FEE: $360.00

Project Management Professional

This course is designed for experienced project managers who desire to increase their project management skills, apply a standards-based approach to project management and apply for Project Management Institute, Inc. Project Management Professional Certification. This course offers a job-related approach to successful project management across application areas and industries. PREREQUISITES: Project management experience or successful completion of the Project Management Specialist Program.

LPM0005-008   Online
06/04/20-08/20/20   TH   6:00 pm-9:15 pm
Instructor: Bo Lynne Modzelewski
TUITION & FEE: $1298.00

See our Online Section for ERN courses in Business Management Marketing Technology and more.

Computers and Technology

DON'T MISS
- Excel Pivot Tables
- PMP Exam Prep
- Introduction to Word Press

Learn more at
ce .harpercollege .edu,
"Computers and Technology"

■▪ Fundamental Computer Skills

Introduction to Personal Computers using Windows 10

Become comfortable using a personal computer (PC) and the Windows 10 interface. Explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

LCT0034-007   Online
06/03/20-06/10/20   WE   6:00 pm-9:15 pm
Instructor: Jennie A. Johns
TUITION & FEE: $234.00

Microsoft Office

Introduction to Word 2019

Create, edit, format, save and print documents. Work with margins, page layouts and copy and paste. Students need strong Windows and mouse skills to keep pace with this course. Keyboarding skills are recommended. PREREQUISITE: Introduction to Windows or equivalent experience.

LCT0013-010   Online
06/06/20   SA   9:00 am-4:00 pm
Instructor: Susanne Bajt
TUITION & FEE: $239.00

Intermediate Word 2019

Explore some of the advanced features in Word including tabs, headers, footers, styles, advanced formatting, templates, mail merges and short cuts. PREREQUISITE: Introduction to Word or equivalent experience.

LCT0029-008   Online
06/13/20   SA   9:00 am-4:00 pm
Instructor: Susanne Bajt
TUITION & FEE: $239.00

Advanced Word 2019

Go beyond the basics and become the Word expert at your workplace Learn how to use Word to create forms, long documents, how to display and work with them using macros and collaborating. You also will modify an HTML page in Word. PREREQUISITE: Intermediate Word or equivalent experience.

LCT0037-008   Online
06/20/20   SA   9:00 am-4:00 pm
Instructor: Susanne Bajt
TUITION & FEE: $239.00

Introduction to PowerPoint 2019

Create a presentation, work with outlines, modify the slide master, use the drawing tools, create a chart and customize templates. Learn how to create a slideshow that can be used for effective presentations. See how animation can hold your audience captive. PREREQUISITE: Strong Microsoft Windows skills and knowledge of Microsoft Word is helpful.

LCT0015-009   Online
06/17/20-06/24/20   WE   6:00 pm-9:15 pm
Instructor: Jennie A. Johns
TUITION & FEE: $239.00

Introduction to Excel 2019

Learn the fundamentals of spreadsheets in this course. Formatting cells, ranges, creating formulas, using functions to create and print worksheets will be covered. PREREQUISITE: Introduction to Microsoft Windows or equivalent experience.

LCT0014-015   Online
06/27/20   SA   9:00 am-4:00 pm
Instructor: Susanne Bajt
TUITION & FEE: $239.00

Intermediate Excel 2019

Students will work with some of the advanced features in Excel including: charts, adding and formatting graphic objects and sorting and -tering data. PREREQUISITE: Introduction to Excel or equivalent experience.

LCT0030-014   Online
07/11/20   SA   9:00 am-4:00 pm
Instructor: Susanne Bajt
TUITION & FEE: $239.00

Advanced Excel 2019

Customize workbooks, work with multiple data sources, collaborate with other users and enhance their spreadsheets using charts and graphic objects. PREREQUISITES: Intermediate Excel or equivalent experience.

LCT0038-008   Online
07/18/20   SA   9:00 am-4:00 pm
Instructor: Susanne Bajt
TUITION & FEE: $239.00

Excel 2019 Pivot Tables

PivotTables can be used to summarize, analyze, explore, and present summary data. Learn how to create, customize, format, and present PivotTables. Also use the PowerPivot add-in to create relationships among various data sources to perform powerful data analysis. Prerequisite: Intermediate Excel or equivalent experience.

LCT0042-008   Online
08/08/20   SA   9:00 am-4:00 pm
Instructor: Susanne Bajt
TUITION & FEE: $252.00

Introduction to Access 2019

Learn fundamentals of creating a relational database and explore the different table, form, query and report objects. Generate reports and learn how to extract pertinent data from your database. PREREQUISITE: Introduction to Word, Excel or equivalent experience.

LCT0016-008   Online
07/01/20-07/08/20   WE   6:00 pm-9:15 pm
Instructor: Susanne Bajt
TUITION & FEE: $239.00

⬤Earns a Digital Badge ⬤Online Instruction ⬤Online & Classroom Instruction

■I Programming and Web Development

INTRODUCTION TO GIT VERSION CONTRO L

Learn how to create a basic blog and web pages with WordPress.com. Hands-on exercises walk students through using the Dashboard, creating pages, posts, and custom menus along with adding images, links, videos, and a photo gallery. Course also covers moderating comments, creating user accounts, and simple theme changes. Prerequisite: Familiarity with the PC/Windows environment.

LCT0044-002   Online
06/22/20   MO   6:00 pm-9:15 pm

Instructor: Romario Agolli

TUITION & FEE: $85.00

■I Web Design and Maintenance

Introduction to WordPress

Learn how to create a basic blog and web pages with WordPress.com. Hands-on exercises walk students through using the Dashboard, creating pages, posts, and custom menus along with adding images, links, videos, and a photo gallery. Course also covers moderating comments, creating user accounts, and simple theme changes. Prerequisite: Familiarity with the PC/Windows environment.

LCT0044-002   Online
06/17/20-06/24/20   WE   6:00 pm-9:15 pm
Instructor: Laura Ehrke

TUITION & FEE: $207 .00

Introduction to HTM & CSS

Learn to code your own web page and understand the relationship between HTML CSS. Hands-on training walks you through the purpose, meaning, and proper structure of these foundation front-end languages. Topics include internet and website basics, commonly used HTML tags and CSS declarations, and industry standard best practices. Prerequisite: Must be comfortable typing at least 15 words a minute.

LCT0023-008   HPC
06/22/20-07/13/20   MO   6:00 pm-9:15 pm
Instructor: Jennie A. Johns

TUITION & FEE: $369.00

Intermediate HTM & CSS

Continue your HTML and CSS journey by creating responsive layouts with forms, video, and audio elements. Also, learn how to enhance design creativity with positioning, layers, and other advanced CSS techniques. Prerequisite: Introduction to HTML and CSS or equivalent experience. Must be comfortable typing at least 15 words a minute.

LCT0027-007   HPC
07/20/20-08/10/20   MO   6:00 pm-9:15 pm
Instructor: Jennie A. Johns
TUITION & FEE: $369.00

CAREER DEVELOPMENT

COMPUTERS & TECHNOLOGY

MAKER LAB

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LIBRARY EVENTS

LIFELONG LEARNING (50+)

Safety

FREE SAFETY AWARENESS COURSES FOR BUSINESSES WITH 2-250 EMPLOYEES

Harper's FREE safety awareness training will help you and your business:

- Avoid worker replacement costs
- Reduce employee turnover
- Reduce training expenses
- Avoid insurance premium increases
- Reduce workman's compensation expenses
- Reduce time away from work
- Increase productivity and worker morale
- Improve customer service and quality
- Avoid workplace disruptions
- Avoid loss of productivity

Learn more at
harpercollege .edu/safety

Preventing Slips Trips and Falls: A Training Program for Small Businesses

FREE COURSE

Did you know that 8 of slips, trips, and falls are fatal? According to the Occupational Safety and Health Administration (OSHA), they are also the leading cause of accidents on the job. Begin protecting your workforce by joining our interactive class lead by an OSHA Outreach Trainer to learn how to recognize risk factors, evaluate and control slip, trip and fall hazards. Workers, managers, and supervisors are encouraged to attend.

LSA0001-009			Online
05/12/20	TU	8:00 am-12:15 pm	
Instructor: Robin Coyne			
LSA0001-010			Online
06/19/200	FR	8:00 am-12:15 pm	
Instructor: Tami Gilbert			
			Online
LSA0001-008	FR	8:00 am-12:15 pm	
07/31/20			
Instructor: Tami Gilbert			

TUITION & FEE: $0.00

Introduction to Safety and Health Management for Managers and Supervisors

THIS FREE COURSE IS FOR MANAGERS/SUPERVISORS, HR AND SAFETY MANAGERS

Each year, approximately 6,000 employees in this country die from workplace injuries while another 50,000 die from illnesses caused by exposure to workplace hazards. In this course, you will learn how to effectively implement a comprehensive safety and health management system. You will learn how to address key injury and illness prevention elements and those central issues that are critical to each element's proper management. The course structure includes interactive training and class discussion. Upon completion, you will have a better understanding and working knowledge necessary to implement successful and effective health and safety practices for your company.

LSA0002-007			Online
05/15/20	FR	8:30 am-4:00 pm	
Instructor: Michael Hartman			
LSA0002-008			Online
06/19/20	FR	8:30 am-4:00 pm	
Instructor: Robin Coyne			
LSA0002-006			Online
07/17/20	FR	8:30 am-4:00 pm	
Instructor: Michael Hartman			

TUITION & FEE: $0.00

Fall Hazard Awareness in Construction and General Industry

FREE COURSE

Did you know, in 2018 there were 791 fatalities due to falls? Learning to identify, evaluate and control fall hazards is an important part of a worker's overall safety training. This course will focus on falls to a lower level and include recognizing, analyzing and preventing fall hazards utilizing OSHA's Fall Protection Standards. Identifying fall hazards and determining how to

LSA0003-006			Online
05/27/20	WE	8:00 am-12:15 pm	
LSA0003-002			Online
06/26/20	FR	8:00 am-12:15 pm	
			Online
LSA0003-007	FR	8:00 am-12:15 pm	
07/24/20			
Instructor: Michael Hartman			

TUITION & FEE: $0.00

Electrical Hazard Awareness and Lockout/Tagout

FREE COURSE

On average, three workers die weekly from exposure to electricity and almost half of the workers injured by electricity are away from work for more than two weeks. Reducing accidental exposure to electricity can increase job safety and decrease lost production time. Workers can protect themselves by understanding sources of electric shock, recognizing potential hazards and knowing how to mitigate or avoid electrical hazards. Lockout/Tagout is used to prevent injuries during service or maintenance of equipment from all sources of energy, including electricity. Upon course completion, you will have a better understanding and the working knowledge necessary to recognize electrical hazards.

LSA0004-001			Online
05/20/20	WE	8:00 am-12:15 pm	
LSA0004-002			Online
06/24/20	WE	8:00 am-12:15 pm	
LSA0004-001			Online
07/24/20	FR	8:00 am-12:15 pm	
Instructor: Robin Coyne			

TUITION & FEE: $0.00

SAFETY FIRST

Earns a Digital Badge Online Instruction Online & Classroom Instruction

Continuing Professional Education

Prepare for a new career or advance your expertise in your current profession. Accredited by the ICCB, Harper College Continuing Professional Education programs provide you with career-focused advancement opportunities.

Continuing Professional Education
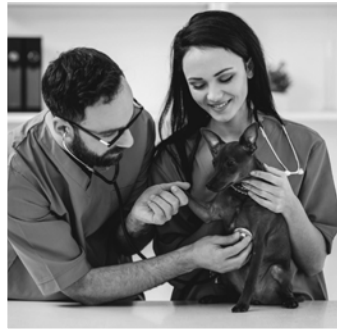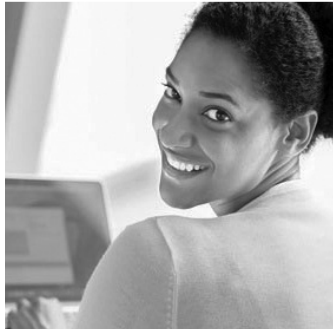
Learn more at

harpercollege.edu/pro

Course Listing:

Healthcare
Online Dental Assisting
Online Pharmacy Technician
RN Refresher

Animal Health
Veterinary Assistant

Technology
AutoCAD: Creating and Presenting 3D Models
Azure Fundamentals
CompTIA Network+
Introduction to Python Programming
Introduction to R Programming
Predictive Analytics Using Big Data
Private Investigation Training
Web Coding Boot Camp

Education
Become a Substitute Teacher

Real Estate
Broker Pre-License

Transportation
Truck Driver Training

1. Demonstrate expertise to employers and clients.
2. Meet industry standards and accreditation.
3. Gain additional proficiencies and skills.

Learn more, attend an information session or register.

VISIT harpercollege.edu/pro

Email cpe@harpercollege.edu

Continuing Professional Education accredited programs listed award 1.6 CEU college credit. To register, submit an application to Harper College then register via harpercollege.edu/pro

Online Courses

Look for additional online courses within this catalog, such as Broker Pre-License, Dental Assistant, and Pharmacy Technician. Search online at ce.harpercollege.edu with Instruction Method filter set as "WEB" (Online, no campus attendance) or "BLN" (Blended, online and campus).

"Taking the online course in digital marketing was a great experience made even better by the chance to interact with students from across the USA. The assignments felt manageable and were designed to help me apply what I was learning directly to my own organization and projects."

"Harper College online courses fit my schedule well. I work and have young kids that are on the go. The online learning system is intuitive and the teachers are helpful, patient, and encouraging. I recommend taking LERN Classes through Harper College Continuing Education."

Learn more at
ce.harpercollege.edu,
"Online Courses"

■ Accounting and Finance Online Courses

Digital Badge In Accounting and Finance for Non-Financial Managers

Every successful manager uses financial information to make effective decisions. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting principles used in most businesses and provides practical techniques for increasing your organization's effectiveness. You will gain a better understanding of resource allocation and how to evaluate financial performance at the strategic and operational levels. Learn the importance of cash flow management as well as budgeting, goal setting, and performance assessment.

This Online Digital Badge requires completion of three courses: Accounting and Finance for Non-Financial Managers; Cash is King and Financial Analysis and Planning for Non-Financial Managers. Three one-month online courses. These courses may be taken individually.

LRN0023-009   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

Accounting and Finance for Non Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. Learn the financial concepts and accounting processes used in most businesses. Focus on practical techniques that will increase your effectiveness and career, such as understanding the seven steps in the accounting cycle and using financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

LRN0004-012   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Cash Is King

Cash management is one of the most important factors in the financial success of your business. D&B reports that 90% of all small business failures are due to poor cash management and inadequate cash flow, leading to more money getting paid out than collected. Non-financial managers usually make the key differences in day-to-day cash flow decision making. Learn how to optimize cash flow, uncover hidden internal and external sources of cash, and how to cultivate solid cash management in your company.

LRN0024-012   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Financial Analysis and Planning for Non-Financial Managers

Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business's reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

LRN0139-005   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

Self-Study: Accounting and Finance Digital Badge

This Digital Badge requires completion of three courses: Accounting and Finance for Non-Financial Managers, Cash is King, Financial Analysis and Planning for Non-Financial Managers These courses may be taken individually.

You may start anytime and end anytime up to one year later. There is no teacher in the classroom and no contact with a teacher. If you at any time prefer contact with a teacher, you may transfer into the teacher-led class at no additional cost.

LRN0159-003   ONLINE
06/01/20-12/31/20
TUITION & FEE: $495.00

■ Business Law Online Courses

Legal Office Administration

Acquire the necessary knowledge and skills needed to become an exceptional legal assistant. This bridge course is designed to provide you with the tools to develop a thorough understanding of legal office procedures including database management, the preparation of legal documentation, research, legal accounting methods, legal analysis, communications, and ethics.

LRN0011-009   ONLINE
06/01/20-06/26/20
TUITION & FEE: $245.00

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.

Your Workplace, Your Employees and the Law

Designed for non-lawyers, this course provides business owners, managers, supervisors, and HR professionals with a roadmap for effectively handling complicated employee-related issues that affect today's legal action-prone work environment. Each class contains guidelines, step-by-step compliance instructions, and practical leadership skills, methods, and techniques plus proven strategies for successfully managing employees and for complying with state and federal workplace laws.

LRN0012-009
07/06/20-07/31/20   ONLINE
TUITION & FEE: $195.00

■ Communication and Conflict Resolution Online Courses

Workplace Communication Digital Badge

Effective communication is more important than ever and is critical to your career advancement and success. Get a comprehensive and intensive preparation with skills and techniques you can put to use immediately. You will be learning from some of our most popular instructors and taking away new how-to-skills that work.

Enrolling in this Digital Badge enrolls you in the following courses: Conflict Management, Negotiation: Get What You Want, and Using Personality Profiles for Better Work Performance.

LRN0030-009
06/01/20-08/28/20   ONLINE
TUITION & FEE: $595.00

Conflict Management

A recent study conducted by the American Management Association revealed that typical managers spend more than 20 percent of their day engaged in or reacting to conflict situations. Out of 25 management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model; discuss case studies in conflict management; and take away successful conflict management strategies for the workplace.

LRN0031-012
06/01/20-06/26/20   ONLINE
TUITION & FEE: $245.00

Negotiation: Get What You Want

Negotiation is a key skill for success in business and everyday life. Learning and practicing the skills to help yourself and others get what they want will improve relationships and increase your odds of success. Discover how to plan, implement and achieve your goals in the bargaining process even with the shrewdest of deal makers. Invest in these skills now and reap a lifetime of rewards.

LRN0032-012
07/06/20-07/31/20   ONLINE
TUITION & FEE: $195.00

Using Personality Profiles for Better Work Performance

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.

LRN0033-011
08/03/20-08/28/20   ONLINE
TUITION & FEE: $295.00

Workplace Conflict Solutions Digital Badge

In today's business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. First, find out how to deal with difficult personalities and broach challenging subjects in the workplace. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace. Finally, find out how to recognize how stress affects you. Develop skills and learn ways in which we can avoid stress and to not let stressors become stress!

This Digital Badge requires completion of three courses: Conflict Management, Dealing with Difficult People in the Workplace and Stress Management in the Workplace. These courses may also be taken individually. Three one month courses.

LRN0104-009
06/01/20-08/28/20   ONLINE
TUITION & FEE: $495.00

Dealing with Difficult People in the Workplace

Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. These skills will guide you to find your voice and communicate effectively in workplace interactions, making day-to-day interactions run smoothly.

LRN0105-012
07/06/20-07/31/20   ONLINE
TUITION & FEE: $245.00

Stress Management in the Workplace

Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. Events happen every day. How we interpret those events can set the stage for how we feel and how we react to others. Reducing stress is as easy as understanding what stress is, understanding what stress is to you, and using that knowledge to restructure your thoughts. Turn stress into a stepping stone, not a stumbling block!

LRN0016-009
08/03/20-08/28/20   ONLINE
TUITION & FEE: $145.00

■ Customer Service Online Courses

Customer Service Digital Badge

Good customer service is essential for all businesses and work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your success. You will also take away some extraordinary customer service techniques you will not find anywhere else.

To earn this Digital Badge, you will complete two courses: Extraordinary Customer Service and Keys to Customer Service.

LRN0056-010
06/01/20-07/31/20   ONLINE
TUITION & FEE: $245.00

CAREER DEVELOPMENT

COMPUTERS & TECHNOLOGY

MAKER LAB

SAFETY

ONLINE COURSES

PERSONAL INTERESTS

MUSIC & ARTS

LIBRARY EVENTS

LIFELONG LEARNING (50+)

Keys To Customer Service

Learning to build your customer service skills will have a powerful impact on your career success as well in other areas of your life. Discover the direct relationship between service skills and career achievement to become an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

LRN0058-012   ONLINE
06/01/20-06/26/20
TUITION & FEE: $145.00

Extraordinary Customer Service

Transform your customer service into something extraordinary and separate yourself from your competition. As a result, more repeat business will improve your bottom line. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You will take away a customer service plan that will help you focus on the key elements of success.

LRN0057-013   ONLINE
07/06/20-07/31/20
TUITION & FEE: $145.00

■ Data Analysis Online Courses

Data Analysis Digital Badge

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies produce vast amounts of data, but it is rare to have someone with the vision and ability to analyze data for trends and make valid predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin by getting a basic understanding of how to analyze data in a business setting. Then, learn how many of your business decisions involve comparing groups for differences. Finally, find out how to perform inquiries useful to your business or organization and communicate the results through graphs and text to your fellow employees and leaders. Whether your business is home based or a large company, this Digital Badge will take you to the next level where important decision-making is concerned.

This Digital Badge requires completion of three courses: Introduction to Data Analysis, Intermediate Data Analysis and Advanced Data Analysis. These courses may also be taken individually.

LRN0059-009   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

Introduction To Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies produce vast amounts of data, but it is rare to have someone with the ability to analyze that data, see trends, and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

LRN0060-013   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Intermediate Data Analysis

Many business decisions involve comparing groups of data for differences. For example, you might examine sales records to see if men and women prefer different product features. Or, you might see whether product recognition survey data relates to subsequent product purchase behavior. The Intermediate Data Analysis course introduces you to the statistical analysis methods behind these group differences and relationships. In addition, you'll learn how to work with ratings and graphs to create user-friendly reports of statistical results.

LRN0061-012   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Advanced Data Analysis

Advanced Data Analysis teaches how to perform valuable inquiries for your business or organization. You acquire skills necessary to communicate these results through graphs and text so that your fellow employees will understand the implications of decisions they make. Take the guesswork out of important decisions and make them based on statistically significant information. Whether your business is home-based or a large company, this class will take you to the next level where important decision making is concerned.

LRN0062-011   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

Self Study: Data Analysis Digital Badge

This Digital Badge requires completion of three courses: Introduction to Data Analysis, Intermediate Data Analysis and Advanced Data Analysis. These courses may be taken individually. You may start anytime and end anytime up to one year later. There is no teacher in the classroom and no contact with a teacher. If you at any time prefer contact with a teacher, you may transfer into the teacher-led class at no additional cost.

LRN0150-004   ONLINE
06/01/20-12/31/20
TUITION & FEE: $495.00

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.

SQL Digital Badge

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer related career fields that pertain to database administration. Learning SQL can also lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst. This Digital Badge will enhance your competitiveness in the field of database administration and data analyst jobs.

This Digital Badge requires completion of three courses: Introduction to SQL, Intermediate SQL and Advanced SQL. The second and third classes are ONLY available with the Digital Badge - they are not offered individually.

Introduction to SQL: Learn how to write SQL code to create and populate database tables and how to write simple SQL queries that are capable of retrieving vast amounts of information from a database. In this course, you will discover the power of the relational database, how to create and manage database tables, and how to use SQL SELECT statements to precisely pinpoint and retrieve data from a database.

Intermediate SQL: Discover how to write powerful SQL queries that enable you to retrieve data from one table or from multiple tables stores in the database simultaneously. In this course, you will learn how to retrieve more meaningful data from one or more tables stored in a database. You will learn how to merge data from multiple columns, how to create calculated fields, and how to order and group the results from a query. You will also learn how to create a single join query or subquery to obtain data from multiple tables simultaneously.

Advanced SQL: Take your SQL query skills to a new level by learning how to write more advanced SQL queries for enhanced decision making. In this course, you will learn how to write advanced subqueries, advanced join queries, and UNION queries that query more than one table. You will learn how to use transaction processing to ensure SQL statements execute completely or not at all and how to create stored procedures that enable you to store SQL statements for execution.

LRN0164-004   ONLINE
06/01/20-08/28/20
TUITION & FEE: $595.00

Introduction To SQL

Learn how to write SQL code to create and populate database tables and how to write simple SQL queries that are capable of retrieving vast amounts of information from a database. You will discover the power of the relational database, how to create and manage database tables, and how to use SQL Select statements to precisely pinpoint and retrieve data from a database.

LRN0165-005   ONLINE
06/01/20-06/26/20
TUITION & FEE: $245.00

LRN0165-006   ONLINE
07/06/20-07/31/20
TUITION & FEE: $245.00

LRN0165-007   ONLINE
08/03/20-08/28/20
TUITION & FEE: $245.00

■ Game Design Online Courses

Basic Game Design Digital Badge

Today, games are recognized as serving many business purposes beyond entertainment. This Digital badge provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By successfully completing this Digital Badge in Basic Game Design, you will have taken the first steps into understanding game design, and being able to create your own games.

This Digital Badge enrolls you in the following two courses: Introduction to Game Design and Intermediate Video Game Design.

LRN0022-009   ONLINE
06/01/20-07/31/20
TUITION & FEE: $395.00

Introduction To Game Design

Games are increasingly recognized as tools that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design, and how it can be applied in your field.

LRN0019-012   ONLINE
06/01/20-06/26/20
TUITION & FEE: $245.00

Intermediate Video Game Design

Worldwide video game sales, including consoles, online, and mobile games, is projected to reach $111 billion this year. Mobile games are the fastest-growing market segment. By 2019, Price Warehouse predicts social and casual game sales will exceed traditional game sales. In this course you will learn the basics of video game design process, the main video game genres, and use a game development application to begin your journey of making games.

LRN0020-012   ONLINE
07/06/20-07/31/20
TUITION & FEE: $245.00

■ Language Skills Online Courses

Spanish for Medical Professionals

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? This Spanish class, designed specifically for healthcare professionals, will help you bridge that gap. Practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. Learn the basics, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. For those who speak some Spanish and need a refresher or speak no Spanish, you will gain the skills to effectively communicate with your Spanish-speaking patients.

LRN0028-009   ONLINE
06/01/20-07/31/20
TUITION & FEE: $290.00

■ Management Online Courses

Management Digital Badge

Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Learn how to improve your management of time and productivity. Finally, get the keys to manage different generations in your workforce.

This Digital Badge requires completion of three required courses: Management Boot Camp, Collaborative Management and Managing Generations in the Workplace. These courses may also be taken individually.

LRN0063-009   ONLINE
06/01/20-08/28/20
TUITION & FEE: $595.00

Management Boot Camp

Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through use of the DiSC personality profile (included). By the end of the course, you will manage with greater confidence and effectiveness on several fronts.

LRN0064-012   ONLINE
06/01/20-06/26/20
TUITION & FEE: $295.00

Collaborative Management

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus, and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

LRN0001-012   ONLINE
07/06/20-07/31/20
TUITION & FEE: $245.00

Managing Generations In The Workplace

Today, several distinct generations are represented in the workforce. Discover what motivates each generation at work, what messages and incentives they value, and how they prefer to communicate. Identify practical strategies to help your manage Boomers, Gen X'ers, and Gen Y'ers more effectively.

LRN0065-012   ONLINE
08/03/20-08/28/20
TUITION & FEE: $175.00

CAREER DEVELOPMENT

COMPUTERS & TECHNOLOGY

MAKER LAB

SAFETY

ONLINE COURSES

PERSONAL INTERESTS

MUSIC & ARTS

LIBRARY EVENTS

LIFELONG LEARNING (50+)

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.

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EVENTS

LIFELONG
LEARNING (50+)

Supervisory and Leadership Digital Badge

For new or experienced managers, supervisors, team leaders and anyone who has been identified as a potential supervisor or manager, the online Supervisory and Leadership Digital Badge will provide practical, easy to understand, and insightful methods for effective delegation, performance management, and performance reviews. You will delve into the specifics of the supervisor's role and responsibilities and acquire strategies that can be applied at your job immediately. Supervising employees in today's fast-paced and demanding business environment is one of the most challenging yet rewarding responsibilities you will have in your career. Employees are your most valuable resource, so ensuring the efficiency of your team is critical to success. Completing this course earns the Supervisory and Leadership Digital Badge.

LRN0036-009   ONLINE
06/01/20-07/31/20
TUITION & FEE: $395.00

Digital Badge In Leadership Development (For Gen Y)

Especially geared for future leaders in the Gen Y generation (born 1980-1999), this Digital Badge provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. At the end of completing this Digital Badge, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear.

This Digital Badge requires completion of three courses: Leadership Principles, Developing your Leadership Skills and Developing Your Professional Career. These courses may also be taken individually.

LRN0140-006   ONLINE
06/01/20-08/28/20
TUITION & FEE: $395.00

Leadership Principles

Especially for Gen Y'ers (born 1980-1999), the course serves as the first of three in a series addressing the development of Generation Y leadership. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Finally, the course offers the opportunity to perform a case study analysis of workplace conflicts that require effective leadership, allowing you to apply your unique leadership characteristics revealed through completing the class.

LRN0118-011   ONLINE
06/01/20-06/26/20
TUITION & FEE: $145.00

Developing Your Leadership Skills

Especially for future and emerging leaders in Gen Y, come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned.

The action takes place in attending meetings, running meetings, interacting with others 1:1, and employing successful techniques to convince and influence others. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do.

LRN0141-006   ONLINE
07/06/20-07/31/20
TUITION & FEE: $145.00

Developing Your Professional Career

Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify those skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or a organization you will gain the knowledge you need to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level.

LRN0142-005   ONLINE
08/03/20-08/28/20
TUITION & FEE: $145.00

Productivity and Time Management Digital Badge

For a growing number of people, maximizing productivity and the use of time is the primary way to increase profitability and organizational success. Businesses are moving from counting hours sitting in a chair to measuring outcomes and results. Boost your productivity by managing your time more effectively. Discover the top ten most effective time management techniques to increase your work outcomes without spending more time. Take home 21st Century techniques and strategies. Find out the exciting productivity e-tools that are available now and utilize technology to boost your productivity. Finally, get the latest best information on documenting your own productivity, and managing the productivity of others.

This Digital Badge requires completion of three courses: Strategies for Productivity and Time Management, Productivity eTools, and Managing Productivity. These courses may also be taken individually. Three one-month courses.

LRN0111-008   ONLINE
06/01/20-08/28/20
TUITION & FEE: $595.00

Strategies for Productivity and Time Management

Time is even more valuable in this century than in the last. How effectively you manage your time and productivity can affect your business and personal life in many ways. You'll get tips and techniques for managing time and increasing productivity you won't get anywhere else. Whether you are managing your own time, or others' time, come away with proven tips to put into practice on Monday morning and every day.

LRN0112-011   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Productivity E-Tools

Find out the top 40 favorite applications and e-Tools of productive workers. Get the latest tools, sites, smartphone and tablet applications to turbocharge your work and simplify your life. Then, discover how to select the right tools for your needs, evaluate your productivity system and develop a framework that gets things done. Learn about different new productivity tools each week, while also blending an evaluation of your own productivity needs. After completing this course you will work more efficiently and uncover more time in your day.

LRN0113-011   ONLINE
07/06/20-07/31/20
TUITION & FEE: $245.00

Managing Productivity

Whether you are measuring and documenting your own productivity or managing the productivity of others, acquire four new management systems and procedures to maximize productivity in your organization — in the office or when working from a distance, including home. After completing this course, you will have a new set of management skills to manage both your own productivity and that of others in the new work environment of this century.

LRN0114-010   ONLINE
08/03/20-08/28/20
TUITION & FEE: $245.00

> **NOTE:** For all LRN online courses, login information will be sent to your email three days prior to the start of class.

Managing Social Change Digital Badge

Discover proven strategies for moving your efforts, and those of others, from advocacy to managing and achieving social change within the workplace and/or community. First, learn to strategically apply various disciplines to cause organizational change as well as develop the personal skills and attitudes organizations need for implementing change. Then find out how to address change in the workplace, including addressing the resistance to change. Finally, leaders from elected officials to the CEO of Apple are encouraging people in the workplace to participate in community and social change. Learn different change strategies to improve your community and society for all.

This Digital badge requires completion of three courses: Change Management Skills, Change in The Workplace and Creating Community & Social Change. These courses may be taken individually. Registering for the Digital Badge includes the three courses for $495.00.

LRN0143-005   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

Change Management Skills

Strategically applying/utilizing the various disciplines in order to cause organizational change and add value is often referred to as 'change management.' Managers and aspiring leaders in the workplace are increasingly being asked to develop the personal skills and attitudes for implementing change as well as a technical understanding of how to apply the tools for change. Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change.

LRN0144-005   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Change In The Workplace

Most people do not like change even when they know that change is inevitable and will happen with or without your consent. A recent Gallup study found that nearly 70% of the American workforce is disengaged from their jobs. They perceive changes in careers to be too difficult to accomplish or they are too old, not skilled enough and may lack the funds to change their skill set. The good news is that those who are willing to embrace change are much more likely to thrive under new conditions. Take home strategies on how to deal with changes in your work environment and even how to introduce changes to your workplace culture.

LRN0145-005   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Creating Community and Social Change

From elected officials to the CEO of Apple, leaders are now urging people in the workplace and community to participate in community and social change to help improve communities and society. Discover how social change happens, and doesn't, and how you can influence change. Then explore working within an established organization versus creating your own group for change. Finally, learn different change strategies and techniques to highlight issues and improve your community and society for all.

LRN0146-004   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

Cyber Security for Managers

Gain the knowledge needed to safeguard your business information. Cyber security is a top priority today. It is critical for everything from online banking and education to social media. Designed for non-technical managers, this course brings you up-to-date on Cyber Security basics and fundamentals including threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, intrusion detection and prevention, basic security architecture, introductory forensics, and cyber terrorism.

LRN0085-012   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Key Essentials for Conducting Workplace Investigations

This course covers key elements for effectively conducting workplace investigations related to harassment, sexual harassment, discrimination, employee retaliation, and management misconduct.

LRN0125-007   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

■ Marketing Online Courses

Digital Marketing Digital Badge

Get a great introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, non-profits, and agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors can provide the latest most advanced information and answer your toughest questions.

This Digital Badge requires completion of three courses: Improving Email Promotions, Boosting Your Website Traffic, and Online Advertising.

These three classes may also be taken individually.

LRN0037-009   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

Improving Email Promotions

Discover new ways to improve your email promotions, including when and what to email, and testing email copy. Learn how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Acquire ways to improve your email promotion and responses for testing and tracking. This course is suitable for users of all levels.

LRN0038-012   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Boosting Your Web Site Traffic

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization (SEO) to get greater visibility and exposure in Google searches. You will also learn from an SEO expert how to redesign your web site copy to increase your visitors and results. No experience necessary.

LRN0039-012   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Online Advertising

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works and find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary. Instructor is an online ad expert and can answer advanced level questions.

LRN0040-011   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

CAREER DEVELOPMENT

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Self Study: Digital Marketing Digital Badge

You may start anytime and end anytime up to one year later. There is no teacher in the classroom and no contact with a teacher. If you at any time prefer contact with a teacher, you may transfer into the teacher-led class at no additional cost.

This Digital Badge requires completion of three courses: Improving Email Promotions, Boosting Your Website Traffic, and Online Advertising.

These three classes may also be taken individually.

LRN0158-003   ONLINE
06/01/20-12/31/20
TUITION & FEE: $495.00

Social Media for Business Digital Badge

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks.

This Digital Badge requires completion of three courses: Introduction to Social Media, Marketing Using Social Media and Integrating Social Media in Your Organization.
These three courses may also be taken individually.

LRN0052-010   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

Introduction To Social Media

Get involved in the move from in-person to online communication. Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing.

LRN0053-013   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Marketing Using Social Media

Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks, including Twitter, LinkedIn and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers and clients and keep them interested in your organization. You will find out the advantages and disadvantages of each, and learn what is right for your particular organization.

LRN0054-013   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Integrating Social Media In Your Organization

Take away a practical strategy and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site. Your instructor will help you choose which social network tools are right for your situation, and then integrate them into your website to develop a social networking strategy for your organization.

LRN0055-012   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

Self-Study: Social Media for Business

You may start anytime and end anytime up to one year later. There is no teacher in the classroom and no contact with a teacher. If you at any time prefer contact with a teacher, you may transfer into the teacher-led class at no additional cost.

This Digital Badge requires completion of three courses: Introduction to Social Media, Marketing Using Social Media and Integrating Social Media in Your Organization. These three courses may also be taken individually.

LRN0156-003   ONLINE
06/01/20-12/31/20
TUITION & FEE: $495.00

Mastering Video Marketing Digital Badge

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also activates an emotion trigger that plain text cannot do.

This Digital Badge requires completion of two courses: Video Marketing and YouTube for Business. These two courses may also be taken individually.

LRN0045-007   ONLINE
06/01/20-07/31/20
TUITION & FEE: $395.00

Video Marketing

Sight, sound and motion are much more compelling than static words on a page. Discover how to use simple online videos to bond with your viewer, drive traffic to your website, boost business and build brand awareness. Learn how to use Google and YouTube with your video to market your business 24/7.

LRN0046-010   ONLINE
06/01/20-06/26/20
TUITION & FEE: $245.00

YouTube for Business

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people.

Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

LRN0047-010   ONLINE
07/06/20-07/31/20
TUITION & FEE: $245.00

Entrepreneurial Marketing

To succeed in today's marketplace, entrepreneurs must know how to market their product or service. Learn a step-by-step approach to attract and keep customers, all within a realistic budget. Emphasizing customer-driven marketing analysis, you will learn how to build a strong brand, select the tactics that best fit your brand, and implement your marketing plan. Whether starting a business or growing an existing one, you will gain practical marketing tips and tools to improve your marketing efforts.

LRN0035-006   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

Facebook for Business

Find out what goes on behind the scenes on Facebook pages and how to increase your changes of getting your message seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. You should already have started a page on Facebook and have some basic knowledge of the platform. You will learn the most current updates Facebook has made.

LRN0050-014   ONLINE
07/06/20-07/31/20
TUITION & FEE: $245.00

Google Analytics

For non-technical users, this course shows you how to profit from understanding how your website visitors behave on your site. Using the free, worldwide standard tool, Google Analytics, you will see visitor traffic from a variety of different perspectives and learn how to calculate return on investment (ROI) for your online advertising. Increase conversions and sales by learning what works for your website visitors. A must for anyone serious about leveraging more success from their website.

LRN0072-013   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Podcasting

Businesses are turning to podcasting to grow their brands and connect with customers. People with a niche hobby are turning podcasts into businesses. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

LRN0018-007   ONLINE
06/01/20-06/26/20
TUITION & FEE: $245.00

■ Microsoft Office Online Courses

Digital Badge In Excel

Microsoft Excel is the most widely-used spreadsheet tool in the world. Discover how menu items, commands, settings, and processes affect the look of your Excel worksheets and workbooks. Learn how various data types can be best represented and formatted using different Excel options and techniques. This Certificate will help you discover how to attractively present your data in reports, slide shows, and more, with confidence.

This Digital Badge requires completion of three courses: Mastering Microsoft Excel, Intermediate Excel, and Advanced Excel. These three courses may also be taken individually.

LRN0091-009   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

Mastering Microsoft Excel

Microsoft Excel is the most widely used spreadsheet tool in the world. Keep your Excel skills current with this class, as it change with the features of Excel over time. Learn how to construct an Excel worksheet, populate it with content, and edit it for delivery in a variety of business situations. Master the options that will take your Excel worksheet from a collection of plain, drab numbers to an engaging multimedia presentation.

LRN0013-012   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Intermediate Excel

Have you ever wondered why Excel is one of the most powerful applications used today by many businesses? Excel is one of the most important applications that you can study now to take your skills to the next level!

This course will help you increase your efficiency by learning how to organize, display and calculate your data into useful information. Find out how you can consolidate your data proficiently into readable rows and columns using different table designs and styles. Create a unique style for yourself to improve your spreadsheet appearance to make the content easier to understand for your target audience. Learn from the trainer on how beneficial it is to become more productive in generating different everyday business functions. Discover how easily pivot tables can be created to quickly summarize large amounts of data. Through this course, these tasks will make your work outstanding and unique in what you do.

LRN0116-014   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Advanced Excel

We are faced with different types of business decisions each day that can change the data we work with along with our financial outcomes. Have you ever wondered what type of workplace skills you can learn to make wiser decisions? Learning Advanced Excel contains these tools that can help you prepare your worksheets accurately, examine your data for authentication, and then find those answers to your most difficult questions. This course will help you learn these required business functions along with the tools required to analyze data efficiently within the workplace. Save time for yourself by protecting your valuable data and know with assurance that the entered data is accurate without any errors. By completing the course, discover how to attractively visualize your data into meaningful information with confidence.

LRN0117-013   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

■ Non-Profit Online Courses

Non-Profit Administration Digital Badge

Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for non-profits, and program evaluation for nonprofits, with our Digital Badge in Non-Profit Administration.
You will come away with the latest best information from instructors who train people in non-profits. This Digital Badge requires completion of two courses: Revenue Generation for Non-Profits and Program Evaluation for Non-Profits. These courses may be taken individually.

LRN0147-005   ONLINE
06/01/20-08/28/20
TUITION & FEE: $595.00

Revenue Generation For Non-Profits

Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results.

After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus. Two-month course.

LRN0148-005   ONLINE
06/01/20-07/31/20
TUITION & FEE: $495.00

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.

CAREER
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TECHNOLOGY

MAKER LAB

SAFETY

ONLINE
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PERSONAL
INTERESTS

MUSIC & ARTS

LIBRARY
EVENTS

LIFELONG
LEARNING (50+)

Program Evaluation for Non-Profits

Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation. One-month course.

LRN0149-006
08/03/20-08/28/20
TUITION & FEE: $245.00

ONLINE

■ Presentation Skills Online Courses

Presentation Media Digital Badge

Presentation media are key to communication, sales, speeches and any other effective presentation today. Whether your presentation is online or in-person, presentation media not only enhance your message, but often make your message successful.

You will be exposed to a powerful, concise way to present information using Infographics. Learn the finer points of Photoshop for presentations. Then, discover the design elements to creating visual presentations for success using any media.

Take away critical skills for both training yourself and others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media.

This Digital Badge requires completion of three courses: Infographics, Photoshop for Presentations and Graphic Design for Visual Presentations. These courses may also be taken individually.

LRN0073-009
06/01/20-08/28/20
TUITION & FEE: $495.00

ONLINE

Infographics

After taking this course in "Infographics", students will be exposed to a powerful, concise way to present information. The course begins with a history of Infographics and the types of infographics used in Business, Education and Industry. You will be exposed to Pinterest and other web-based sources of infographics. The course proceeds to an exposure to various user-friendly infographic creation websites. Students will learn the basics of designing infographics and be able to make their own simple infographic.

LRN0076-013
06/01/20-06/26/20
TUITION & FEE: $195.00

ONLINE

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.

Photoshop for Presentations

Acquire the skills to navigate all the basic Photoshop tools and features. Gain both foundational and advanced understanding of the professional standard in photo image editing software and practice the most commonly used methods for managing text, working with layers, and managing image file properties. You will find out the purpose of each editing tool and walk away with the skills to use it. Improve your skills and advance your proficiency at your own pace.

LRN0074-012
07/06/20-07/31/20
TUITION & FEE: $195.00

ONLINE

Graphic Design for Visual Presentations

Make your visual presentations look professional and communicate your brand values and messages more effectively. Get the latest, most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away skills to create an effective and beautiful visual presentation on any presentation software program that you choose.

LRN0075-011
08/03/20-08/28/20
TUITION & FEE: $195.00

ONLINE

■ Project Management Online Courses

Project Management Digital Badge

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure.

This Digital Badge requires completion of three courses: Introduction to Project Management, Project Management Processes and Project Management Knowledge Areas. These courses may also be taken individually.

LRN0077-011
06/01/20-08/28/20
TUITION & FEE: $495.00

ONLINE

Introduction to Project Management

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule and budget can be communicated to stakeholder for quick resolution, including project cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. We hope you will choose Project Management as a career.

LRN0078-013
06/01/20-06/26/20
TUITION & FEE: $195.00

ONLINE

Project Management Processes

Acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge (PM-BOK) Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work. Come away with a solid foundation of the five processes to learn and use when any type of project occurs in your employment arena.

LRN0079-013
07/06/20-07/31/20
TUITION & FEE: $195.00

ONLINE

Project Management Knowledge Areas

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation.

This course introduces the student to the 10 Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes.

LRN0080-012
08/03/20-08/28/20
TUITION & FEE: $195.00

ONLINE

Self Study - Project Management Digital Badge

You may start anytime and end anytime up to one year later. There is no teacher in the classroom and no contact with a teacher. If you at any time prefer contact with a teacher, you may transfer into the teacher-led class at no additional cost.

This Digital Badge requires completion of three courses: Introduction to Project Management, Project Management Processes and Project Management Knowledge Areas. These courses may also be taken individually.

LRN0155-003
06/01/20-12/31/20
TUITION & FEE: $495.00
ONLINE

Strategic Project Management Skills For Human Resources Professionals

Project management skills and processes are critical tools in meeting an organization's strategic management objectives. Successful human resource professionals must develop and demonstrate skills in leadership, organization, planning, and understanding of the essential aspects of project management. This course is designed to broaden your understanding of project management principles, develop skills needed to successfully facilitate projects, and develop an understanding of the potential risks that often prevent successful project implementation.

Login information will be sent to your email address three days prior to the start of class.

LRN0126-007
07/06/20-07/31/20
TUITION & FEE: $245.00
ONLINE

■ Sales Online Courses

Strategic Selling With Social Media

This course helps experienced and new sales people to leverage powerful social media solutions to save time and money throughout the sales cycle. Learn to sell 24 hours-a-day—even while you sleep. Create more opportunities and close more sales in less time. Develop stronger customer relationships leading to greater cross-selling opportunities. Earn more referrals with no fear of rejection. Supercharge your selling with social media best practices.

LRN0088-012
06/01/20-06/26/20
TUITION & FEE: $195.00
ONLINE

Getting Started In Sales

Finding new clients or customers can be challenging. Reaching out to them and actually making a sale is a whole other thing. Whether you are a beginner, new to the sales process, or a seasoned professional who loves closing deals, the foundation of your success will be understanding the basic selling process and freeing your mind of negativity. Save time, money, and effort with these tried-and-true sales techniques, which have a history of delivering proven results.

LRN0089-012
07/06/20-07/31/20
TUITION & FEE: $195.00
ONLINE

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.

■ Six Sigma Online Courses

Six Sigma Green Belt Digital Badge

Six Sigma professionals are in strong demand by organizations around the world. Our online Six Sigma Green Belt training teaches problem-solving skills using the DMAIC (Define, Measure, Analyze, Improve and Control) model. Six Sigma Green Belts act as trained specialists in their organizations to help improve project effectiveness and efficiency. Participants are strongly encouraged to have a real-world project in mind as they complete the course. Instructors and mentors work closely with you as you work your project.

This Digital Badge requires completion of three courses: Introduction, Intermediate and Advanced Six Sigma Green Belt. These courses may also be taken individually.

LRN0100-009
06/01/20-08/28/20
TUITION & FEE: $495.00
ONLINE

Introduction To Six Sigma Green Belt

Six Sigma methods have been successfully deployed in many industries and organizations. This challenging Introduction to Six Sigma Green Belt course teaches critical skills required for Six Sigma practitioners. This first course in the certification program explains the basic terms and proven Six Sigma problem-solving methods, team building tools, and descriptive statistics that are the basis for the statistical tools that contribute to the success of improvement projects and to the overall success of your organization. Topics covered include Lean Principles, Failure Mode Effects Analysis, Team Tools, Project Charters, and Basic Statistical Tools. The instructor uses the flipped classroom technique and expects participants to go beyond the classroom and use the internet and other resources to learn the material.

LRN0101-012
06/01/20-06/26/20
TUITION & FEE: $195.00
ONLINE

CAREER DEVELOPMENT

COMPUTERS & TECHNOLOGY

MAKER LAB

SAFETY

ONLINE COURSES

PERSONAL INTERESTS

MUSIC & ARTS

LIBRARY EVENTS

LIFELONG LEARNING (50+)

CAREER
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EVENTS

LIFELONG
LEARNING (50+)

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.

Intermediate Six Sigma Green Belt

This Intermediate Six Sigma Green Belt course builds on the ideas and skills learned in the Introduction to Six Sigma Green Belt course. In this course, participants will learn process analysis, data collection and analysis, probability and valid statistical conclusions, and hypothesis testing. Many participants find this course to be the most challenging of the certification courses.

LRN0102-012   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Advanced Six Sigma Green Belt

Topics in this course include hypothesis testing, design of experiments, and statistical process control. Participants will have to apply the concepts learned in the Introduction and Intermediate Six Sigma Green Belt courses. The instructor will share many handouts, spreadsheets, and web links containing tools participants will use while completing Six Sigma projects.

LRN0103-011   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

Lean Six Sigma

In today's world, operating lean is a critical part of business success. Lean Six Sigma teaches a process for attacking many types of inefficiencies: non-value adding wastes caused by defects, non value-adding information and materiel flows, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required.

LRN0015-008   ONLINE
08/03/20-08/28/20
TUITION & FEE: $245.00

■ Technical Skills Online Courses

Mastering Computer Skills for The Workplace

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave class with a set of skills that are a workplace requirement in today's fast paced ever-changing environment and will enable your future career success.

LRN0005-009   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Programming for Non Programmers Digital Badge

With virtually every organization now involved or even dependent on programming, managing or working with programmers is now an important part of your toolkit. If you wish to communicate technically with programming teams or wish to code a bit yourself, this Digital Badge is for you. Begin by learning about how programming works, including processes, timelines and how projects are planned. Then learn the basic concepts of programming, so you can communicate more effectively with programmers and techies. Finally, pick up the communication strategies to make your projects more successful, creating a win-win situation for both you and your programmers.

This Digital Badge requires completion of three courses: How Programming Works; Basic Programming Concepts and Communicating with Programmers. These courses may also be taken individually.

LRN0132-007   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

How Programming Works

Virtually every business and organization is now heavily dependent on computer programs. Managing or working effectively with programmers is now an important part of your toolkit. This course gives you a basic understanding, as a non-programmer, on how programming works including the programming process, typical project timelines, and ways you can help your technical team achieve project success. Learn what you need to know as a non-programmer to successfully work with or manage programming project budgets, personnel, and timelines.

LRN0133-008   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Basic Programming Concepts

If you wish to communicate technically with programming teams or wish to code a bit yourself, this course is for you. Most programming languages have many similarities. Knowing what's common between all programming languages will help non-programmers communicate more efficiently with programmers and help aspiring programmers get started or transition into a new programming language.

LRN0134-008   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Communicating With Programmers

Discover win-win tips on communicating with programmers to make your projects go more smoothly and efficiently. Just one tip may make the difference between a timeline being met or a misunderstanding being clarified. Every occupation has some unique characteristics, terms, approaches, ways of thinking, and professional motivations. Come away with strategies for communicating with your techie, consultant, or tech team for a successful working relationship.

LRN0135-007   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

Coding Digital Badge

Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one's chances of becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language.

This Digital Badge requires completion of three courses: CSS Fundamentals, HTML Fundamentals and Introduction to Coding. These courses may also be taken individually.

LRN0151-005   ONLINE
06/01/20-08/28/20
TUITION & FEE: $595.00

Introduction To Coding

After taking this course in Introduction to Coding, you will be introduced to the basics of computer programing and various programing languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. Students will learn the basics of HTML, CSS, and Java Script in this course, as well as the practical uses for each.

LRN0152-005   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

HTML Fundamentals

This course covers all the basics of HTML coding language. You will learn building simple web pages by hand coding, using HTML tags to create paragraphs, heading, lists, links, insert images, tables and more. We also cover creating a simple multi-page website with images, text and a navigation bar.

LRN0153-005   ONLINE
07/06/20-07/31/20
TUITION & FEE: $245.00

CSS Fundamentals

In this introductory course, you will learn how to style web pages using Cascading Style Sheets (CSS) coding language. Topics include using inline, internal, and external CSS, web typography, formatting text, working with web colors, using Google fonts, working with id and class selectors, working with elements, creating page layouts using elements and CSS box model.

LRN0154-004   ONLINE
08/03/20-08/28/20
TUITION & FEE: $245.00

■ Training and Education Online Courses

Online Teaching Digital Badge

Whether you are new or experienced with online teaching, get the best instruction from the foremost authorities in this Digital Badge that thousands have taken for both fundamental and advanced training. Learn how to build an online course or improve one that currently exists. Learn to foster online discussion and encourage student interaction. The three required courses cover traditional assessment and online testing, and will give you both the fundamentals and advanced tips and techniques. Your instructors are authors, speakers and consultants in online learning and teaching.

The Digital Badge requires completion of three courses: Fostering Online Discussion, Designing Online Instruction and Advanced Teaching Online. These courses may also be taken individually.

LRN0068-009   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

Advanced Teaching Online

In the 21st century, half of all learning will be online. The opportunities are tremendous for both teachers and students. Discover how to plan, develop and teach an online course. Take home a ten-step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Plus, find out how self quizzes enhance learning. See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. An instructor's book, Advanced Teaching Online, is included.

Technical Requirements: Access to Flash needed for audio and slide presentations.

LRN0067-012   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Designing Online Instruction

Learn about the online instructional environment and how to envision your online course, develop a web course, plan phases of design and development, implement design guidelines, and more. Discover the principles behind the adoption of innovative educational technologies and the nature of the online learning environment. Study the phases of design and development and learn how to manage effective design models that motivate student-to-student interaction. Get the latest information on copyright issues, assessment and evaluation.

LRN0070-012   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Fostering Online Discussion

Being engaged with your online learners throughout the course is one of the three biggest challenges for online teachers. It is also one of the three most important things you can do to take your course to the next level, making it a superior learning experience for your learners. Experience how to excel at the concepts and practice of 'continual engagement' in teaching. Discover how to build student success through your interactions, giving online learners feedback, and communicating with them about everything from subject matter to delicate issues to grading. You will take away advanced and practical how-to tips from one of the foremost authorities on fostering online discussion, and you will experience first-hand how to build great interaction and engagement in the online environment.

LRN0069-011   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

Substitute Teacher Preparation

Substitute teachers must be able to gain student respect and use a portfolio of ideas and workable presentations. Successful substitutes get called a second and third time. Understand what is expected of a substitute and how to maximize your value to a school. Learn how to develop a sub notebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more. With information applicable to any U.S. state, this course will provide you with the information you need to be successful at any level in any school and become a valuable asset to any school system.

LRN0027-009   ONLINE
07/06/20-07/31/20
TUITION & FEE: $145.00

■ Web Design Online Courses

Web Design Digital Badge

Online users say a website's design is the number one criteria for deciding on the credibility of a company. Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. Find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. Explore CMS frameworks and industry standard technologies and frameworks.

The Web Design Digital Badge requires completion of three courses: Introduction to Web Design, Intermediate Web Design, and Advanced Web Design. These courses may also be taken individually.

LRN0107-008   ONLINE
06/01/20-08/28/20
TUITION & FEE: $595.00

Introduction To Web Design

Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. Throughout the course you will get the info you need to plan and design effective web pages. Come away knowing how to implement web pages by writing HTML and CSS code. And discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics, and images.

LRN0108-011   ONLINE
06/01/20-06/26/20
TUITION & FEE: $245.00

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.

CAREER DEVELOPMENT

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MUSIC & ARTS

LIBRARY EVENTS

LIFELONG LEARNING (50+)

Intermediate Web Design

Anyone wanting to find out how to create effective and dynamic websites and web applications will want to take this course. You may already be a webmaster or a graphic designer creating static websites but wishing to take your skills to the next level. You will acquire the fundamentals of the most popular Web 2.0 technologies. You will take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized.

LRN0109-010   ONLINE
07/06/20-07/31/20
TUITION & FEE: $245.00

Advanced Web Design

Acquire advanced techniques in web design. Upon completion of this course, you will have a thorough knowledge of web design and development. Topics include the responsive design process, advanced layout and design features using the Bootstrap framework, exploration of CMS frameworks, and industry standard technologies and frameworks.

LRN0110-010   ONLINE
06/08/20-07/03/20
TUITION & FEE: $245.00

LRN0110-011   ONLINE
08/03/20-08/28/20
TUITION & FEE: $245.00

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.

Wordpress Digital Badge

WordPress is the most popular content management system (CMS) for website and blog design. After successfully completing the WordPress Digital Badge, you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress.

This Digital Badge requires completion of three courses: Website Setup, WordPress Fundamentals, and Advanced WordPress. ONLY available as a Digital Badge. Courses are NOT offered individually.

Website Setup
You will learn all the initial steps and required elements for establishing a website: registering a domain name, selecting a hosting company, pointing your domain to the host, and getting ready for design and develop your site in WordPress.

Wordpress Fundamentals
WordPress is the most popular content management system (CMS) for website and blog design. After successfully completing this course, you will know how to build a simple WordPress website or blog. Topics include an introduction to CMS, WordPress installation and setup, page and content creation, site administration, themes (selection, purchase, installation and setup), and working with widgets and plugins.

Advanced Wordpress
This class is for those who have learned how to setup a WordPress website. Now it's time to learn the many advanced options and features of WordPress. You will learn how to modify WordPress web pages by hand-coding and simple yet effective search engine optimization (SEO) techniques that improve your website ranking. Also covered are on-going site maintenance and site security.

LRN0092-009   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

■ Writing Online

Business Writing Digital Badge

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. This digital badge will take you to the next level where business writing is a skill for personal and organizational success.

This Digital badge requires completion of these three courses: Business Writing, Effective Copywriting and Writing News and Press Releases. These courses may also be taken individually.

LRN0160-003   ONLINE
06/01/20-08/28/20
TUITION & FEE: $495.00

Business Writing

Take away the key practices you need to develop and hone your business writing communication effectively and successfully. Get the best practices for crafting effective, professional business documents. Find out how to avoid grammatical pitfalls. And acquire business writing principles that will be good for years to come.

LRN0161-003   ONLINE
06/01/20-06/26/20
TUITION & FEE: $195.00

Effective Copywriting

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

LRN0162-003   ONLINE
07/06/20-07/31/20
TUITION & FEE: $195.00

Writing News and Press Releases

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.

LRN0163-003   ONLINE
08/03/20-08/28/20
TUITION & FEE: $195.00

Personal Interests

Personal interests courses feed your passions and are just plain fun! Enroll with a friend or meet new friends .

WHAT'S NEW?
- **ust Say OM**
- Stress Less

DON'T MISS
- Language Classes
- Yoga
- **Fencing**

Learn more at
ce .harpercollege .edu,
"Personal Interests"

■ı Dance

Latin Nightclub Dance

This class is for adults who are interested in learning the basic patterns of Latin dances that are danced in clubs in the Chicago area: salsa, merengue, bachata, cha-cha, and rumba. Complete beginners as well those with some experience will benefit from this tour of Latin dance moves. Adults 18 and up. Singles are welcome in addition to couples.

LEI0023-013   Online
06/01/20-06/29/20   MO   6:30 pm-8:00 pm
Instructor: Diane Smith
TUITION & FEE: $139.00

West Coast Swing Dance

West Coast Swing is one of the fastest-growing dance genres in the world This beginner course will take you through the basic 6 and 8 beat patterns of West Coast Swing. The main goal of this course is to teach you enough about patterns and techniques which will allow you to dance more towards the tempo and tone of each song. You have the choice to dance an entire song with familiar or unfamiliar partners while incorporating all the fundamentals. The class is open to adults and older teens of any skill level, and no experience is necessary, although prior dance experience helps. This class is open to singles and couples.

LEI0025-011   Online
06/01/20-06/29/20   MO   8:00 pm-9:30 pm
Instructor: Diane Smith
TUITION & FEE: $139.00

■ı Fencing

Intermediate/Advanced En Garde Fencing Garde Fencing

This online course will focus on tactical use of handwork and footwork in epee fencing. Each lesson will begin with a warm up session followed by footwork. Demonstrations of handwork will be analyzed with a focus on the manipulation of the epee through the phases of a specific action; equally, footwork will also be looked at critically. This course will provide a deeper understanding of the relationship between your point, blade, handwork, and footwork, and those of your opponent in a fencing bout. If you have taken a fencing class before, you'll find this course to be essential to reach a higher level of proficiency in the art of epee fencing.

LPS0004-001   Online
05//30/20-07/25/20   SA   10:00 am-11:00 am
Instructor: Rene E. Castellanos
TUITION & FEE: $99.00

■ı Holistic Living

Just Say OM

There is much talk these days of the healing power of meditation. It can help you tap into your unlimited potential, becoming the best that you can be. The medical community now recognizes meditation's tremendous benefits in preventative health care. Meditation can bring greater clarity to everything you do, helping you to respond positively, instead of reacting mindlessly. Meditation is also a prime pump for love and compassion toward yourself and others. It is also proven to help overcome additive or self-destructive behaviors. Join us in this life-altering session where a variety of contemplative techniques will be explored.

LIO0019-001   Online
07/29/20   WE   6:30 pm-8:00 pm
Instructor: Mary Beth Janssen-Fleischman
TUITION & FEE: $25 .00

Perfect Health: The Chopra Center for Well-Being Ayurvedic ifestyle Program

In this   five-step exploration of mind-body med- icine and Ayurveda (a holistic medical system practiced by millions of people around the globe), you'll learn instruction in the practical tools and techniques to begin using in your daily life.

LIO0001-005   Online
08/15/20-08/16/20   SA SU   9:30 am-4:00 pm
Instructor: Mary Beth Janssen-Fleischman **TUITION & FEE: $169.00**

Stress Less

The World Health Organization has announced that stress is now a worldwide epidemic and it can be a killer when uncontrolled. It is said that 85-90 of doctor visits are attributable to stress. Stress can be toxic and at the root of a variety of chronic and acute diseases. It is vital to be able to differentiate between positive and negative stress, identify the stressors that you come into contact with, and powerfully diffuse them physically, mentally, emotionally, and environmentally. We will discover the variety of practices including meditation, positive affirmations and creative visualization, healing breath and movement and sensory modulation techniques.

LIO0018-001   Online
07/22/20   WE   6:30 pm-8:00 pm
Instructor: Mary Beth Janssen-Fleischman
TUITION & FEE: $25 .00

Yoga

Experience the benefits of yoga including improved physical fitness, mental clarity, greater self-understanding, tension relief and general well-being. Designed for those new to yoga, you will learn about postures, meditation, relaxation techniques and more. Wear comfortable clothing and bring a yoga mat.

LPE0008-019   LCC
06/10/20-07/29/20   WE   6:30 pm-8:00 pm
Instructor: Ralph S. Nicksarlian
TUITION & FEE: $125 .00

Earns a Digital Badge **Online Instruction** **Online & Classroom Instruction**

■ Languages

Conversational Italian I

Conversational Italian I is for beginners. Start with the alphabet, numbers and greetings to learn the essentials of pronunciation as well as basic grammar and vocabulary needed to greet people, talk about yourself and express needs. By the end of the course you will have some knowledge of the culture and should be able to speak at least 10 percent of your conversation in this language.

LLL0015-007 Online 7:00 pm-9:00 pm
06/02/20-07/21/20 TU
Instructor: Pieranna Fanella
TUITION & FEE: $199.00

Conversational Italian III

You ve completed Conversational Italian I and II, or from another program you ve become comfortable engaging in a simple dialogue by using proper grammar with present and past tense. Enroll in Conversational Italian III for proficiency in past tense and begin to learn future tense. By the end of the course you will be comfortable in conjugating new words and you should be able to compare how your knowledge in the language grew from 25 to at least 45 percent of your conversation.

LLL0017-003 Online 7:00 pm-9:00 pm
06/01/20-07/20/20 MO
Instructor: Pieranna Fanella
TUITION & FEE: $199.00

Conversational Japanese I

Conversational Japanese I is for beginners. Start with the Japanese syllabary hiragana, numbers and greetings to learn the essentials of pronunciation as well as basic grammar and vocabulary needed to greet people, talk about yourself and express needs. By the end of the course you will have some knowledge of the culture and should be able to speak at least 10 percent of your conversation in this language.

LLL0012-008 Online 7:00 pm-9:00 pm
06/01/20-07/20/20 MO
Instructor: Setsuko Hanaoka
TUITION & FEE: $199.00

Conversational Spanish I

Conversational Spanish I is for beginners. Start with the alphabet, numbers and greetings to learn the essentials of pronunciation as well as basic grammar and vocabulary needed to greet people, talk about yourself and express needs. By the end of the course you will have some knowledge of the culture and should be able to speak at least 10 percent of your conversation in this language.

LLL0002-025 Online 7:00 pm-9:00 pm
06/01/20-07/20/20 MO
Instructor: Rene E. Castellanos
TUITION & FEE: $199.00

Conversational Spanish II

After you complete Conversational Spanish I (or if you learned basic skills in this language from prior study) take Conversational Spanish II. You're comfortable with some grammar and especially present tense, now learn how to communicate what you have done via past tense. Build on your basic linguistic skills as you explore more topics related to life and travel. By the end of the course you will possess an increase in ability to speak the language, from 10 percent to at least 25 percent of your conversation.

LLL0003-016 Online 7:00 pm-9:00 pm
06/02/20-07/21/20 TU
Instructor: Rene E. Castellanos
TUITION & FEE: $199.00

Conversational Spanish III

You've completed Conversational Spanish I and II or from another program you've become comfortable engaging in a simple dialogue by using proper grammar with present and past tense. Enroll in Conversational Spanish III for proficiency in past tense and begin to learn future tense. By the end of the eight-week course you will be comfortable in conjugating new words and you should be able to compare how your knowledge in the language grew from 25 percent to at least 45 percent of your conversation.

LLL0004-010 Online 7:00 pm-9:00 pm
06/04/20-07/23/20 TH
Instructor: Rene E. Castellanos
TUITION & FEE: $199.00

Conversational Spanish Online

This online component of the Conversational Spanish Digital Badge incorporates quizzes, practice tests, writing and grammar exercises. This course requires that you are also enrolled in Conversational Spanish I, II, III or IV and cannot be taken alone.

LLL0006-012 Online
06/01/20 MO 5:00 pm-6:25 pm
06/02/20-07/20/20 ONLINE
Instructor: Rene E. Castellanos
TUITION & FEE: $129.00

Discusion en Espanol

Usted ya se siente a gusto con su abilidad de hablar en espanol, pero todavia no tiene la fluidez deseada? Would you like to explore the language and culture more in depth? If you have recently completed Conversational Level III or Accelerated Level II at Harper College, join the Discusion en espanol course In this eight-week course, the presence of the teacher will ensure that you are correctly using what you have learned and will help you gain additional knowledge into the cultural aspects of the people and countries that use Spanish. Submerge yourself in Spanish conversation with current events and incorporation of lectures, movies, art and other cultural subjects. Inscribase hoy

LLL0018-008 Online 7:00 pm-9:00 pm
06/03/20-07/22/20 WE
Instructor: Rene E. Castellanos
TUITION & FEE: $199.00

CAREER DEVELOPMENT

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LIFELONG LEARNING (50+)

■ High School

Debate Camp

Debate, and especially the ability to communicate effectively to an informed audience, is a basic requirement in all academic disciplines. Whether you have no experience or are a seasoned veteran, you will benefit from becoming a better debater. This camp is an immersive experience that cannot be duplicated in the regular high school year. You will develop skills in goal development, event instruction, critical thinking, research expectations, case writing with individualized instructor revisions, block writing, responsive activities, tournament preparation, and competitive practice. Ages 14-18.

LHS0002-004   MO TU Harper Main Campus
07/20/20-07/24/20 WE TH FR 10:45 am-3:30 pm
Instructor: John Stanislaw
TUITION & FEE: $249.00

■ Test Preparation

ACT/SAT Practice Test

In this three-hour prerequisite class, students take a full-length ACT or SAT practice exam to establish their baseline score. Sylvan analyzes the score, reviews the results with students and parents, and makes recommendations about preparation options. If a student would like to take both the ACT and SAT in a Practice 101 class, they should enroll in two separate ACT/SAT Practice 101 classes. Students must complete a Practice 101 class to be eligible to enroll in an ACT or SAT Exam Prep course. Classes may meet at Sylvan Centers in Schaumburg or Lake Zurich.

LAS0003-030   Sylvan LRC
06/06/20   SA   10:00 am-1:00 pm
Instructor: Staff
TUITION & FEE: $19.99

LAS0003-031   Sylvan LRC
06/07/20   SU   11:00 am-1:00 pm
Instructor: Staff
TUITION & FEE: $19.99

LAS0003-032   Sylvan LRC
06/13/20   SA   10:00 am-1:00 pm
Instructor: Staff
TUITION & FEE: $19.99

LAS0003-033   Sylvan LRC
06/14/20   SU   11:00 am-1:00 pm
Instructor: Staff
TUITION & FEE: $19.99

LAS0003-034   Sylvan LRC
06/20/20   SA   10:00 am-1:00 pm
Instructor: Staff
TUITION & FEE: $19.99

LAS0003-035   Sylvan LRC
06/21/20   SU   11:00 am-1:00 pm
Instructor: Staff
TUITION & FEE: $19.99

Sylvan ACT Exam Prep

It's proven that students can increase their ACT scores in a matter of weeks. Harper partners with Sylvan Learning to offer the ACT exam prep on the College campus. With small group instruction, practice tests, and the SylvanPrep online tool, students cover all areas of the ACT exam. Sylvan guarantees increased scores when students attend a minimum of 80 of scheduled in-class time and complete eight hours of online instruction. Students are awarded six complimentary hours of Sylvan instruction if they do not meet this goal. Prerequisite: LAS 0003 ACT/SAT Practice 101.

LAS0001-012   Sylvan LRC
07/19/20-08/30/20   SU   2:00 pm-6:00 pm
Instructor: Staff
TUITION & FEE: $489.00

Sylvan SAT Exam Prep

It's proven that students can increase their SAT scores in a matter of weeks. Harper partners with Sylvan Learning to offer the SAT exam prep on the College campus. With small group instruction, practice tests, and the SylvanPrep online tool, students cover all areas of the SAT exam. Sylvan guarantees increased scores when students attend a minimum of 80 of scheduled in-class time and complete eight hours of online instruction. Students are awarded six complimentary hours of Sylvan instruction if they do not meet this goal. Prerequisite: LAS 0003, ACT/SAT Practice 101.

LAS0002-009 Sylvan   LRC
07/12/20-08/23/20   SU   2:00 pm-6:00 pm
Instructor: Staff
TUITION & FEE: $489.00

■▪ 2-Dimensional Art

Creative Lettering

This course will introduce you to various informal, fun and funky lettering styles that can be used in many types of creative uses, such as correspondence, gifts and special art pieces. Traditional pens, as well as markers and alternative tools, will be used to stretch your creative imaginations and make small projects. Whether you're new to calligraphy or have some prior experience, this class will offer new possibilities for you to add creative lettering in your art

LEI0042-003   Online
06/15/20-06/29/20   MO   7:00 pm-9:00 pm
Instructor: Lisa Kivland
TUITION & FEE: $99.00

Drawing for Beginners

Learn the fundamentals of drawing and sketching which you can apply to other mediums. Using a unique and highly effective approach, the instructor will guide you through the process of how to draw simple objects from real life. Working primarily with pencil, you will develop skills in composition, shading and one and two-point perspective. You will develop an understanding of light and shadow while drawing a variety of objects of various materials. This course is designed for beginners, but it is also suitable for artists seeking a refresher.

LEI0002-009   Online
06/04/20-07/23/20   TH   7:00 pm-9:30 pm
Instructor: Nonna L. Mynatt
TUITION & FEE: $199.00

Mosaic Style Painting Workshop

This workshop is designed for any skill level who would like a better understanding of texture, treatment, light, and shade. We will be using Acrylic paints in this class and students will be given an image to work with. The instructor will guide you step by step through the techniques. To begin, you will outline your canvas by tracing the image and transferring that on to the canvas. You will get to take home a painting after the workshop. See supply list online.

LEI0068-002   Online
07/10/20   FR   1:00pm-3:30 pm
Instructor: Sarah Nasir
TUITION & FEE: $49.00

Oil and Acrylic Painting: Beginning

While you learn the fundamentals of painting with both acrylic and oil paint, you will be creatively challenged to develop your skills. If you are a beginning student, you will work initially with oil (a more forgiving medium) before trying your hand with acrylic paint. Our instructor uses an individualized approach to teaching which stresses demonstration and practice of the techniques needed to achieve your desired result. Completion of Drawing 101: Beginning or a similar experience is encouraged. Download Supply List

LEI0001-013   Online
06/08/20-07/27/20   MO   7:00 pm-10:00 pm
Instructor: Alfredo Martinez
TUITION & FEE: $225.00

Painting Mughal Miniatures

We will be using either Gouache or watercolor brush markers in this class. Pick your choice of medium to work with. You will be provided with four paintings of subjects. Some tracing of the image will be allowed if needed. We will be painting with Gouache or watercolor markers and then putting in the details of the design of Mughal art and architecture with pen or markers. You will get to take home at least four complete paintings if every painting is done within two classes. While you learn the fundamentals of painting with Gouache or watercolor markers and pen, you will be creatively challenged to develop your skills. Our instructor uses an individualized approach to teaching which will demonstrate and let you practice the techniques needed to achieve your desired result. Some understanding of drawing and painting is required. You may also work with acrylic paints if you wish. See supply list online.

LEI0070-001   Online
06/08/20-07/27/20   MO   6:30pm-8:30 pm
Instructor: Sarah Nasir
TUITION & FEE: $169.00

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Painting the Seasons in Acrylics

This class is designed for any skill level who would like a better understanding of texture, treatment, light, and shade. We will be using Acrylic paints in this class. You will pick one of your favorite outdoor locations, like a barn, a garden, a log cabin, patio furniture--whatever your desire as outdoor scenery. We will start with the summer season painting, and gradually change to the fall, then winter, and then spring season. We will use one image outline and repeat the same image on all four canvases for all four seasons. The idea is to understand how the imagery, colors, texture, light, and shades change according to the season. In this class, we will be tracing the same image on four different canvases with transfer paper onto the canvas. You will get to take home four complete paintings of all four seasons of summer, fall, winter, and spring. Every painting will be completed in two classes. See supply list online.

LEI0067-002   Online
06/04/20-07/23/20   TH   6:00 pm-8:30 pm
Instructor: Sarah Nasir
TUITION & FEE: $199.00

Watercolor for Beginners

Designed for the beginning student or those seeking a refresher, this course will help you learn the skills and techniques needed to create beautiful watercolor paintings. You will learn to mix and blend colors, control water and use brush strokes for different effects. Information about the proper use of various watercolor paints, papers and brushes will also be presented. It is recommended that you complete Drawing 101: Beginning or have similar skills before taking a watercolor class.

LEI0004-003   Online
06/02/20-07/21/20   TU   7:00 pm-9:30 pm
Instructor: Nonna L. Mynatt
TUITION & FEE: $199.00

■▮ 3-Dimensional Art

Pottery: Beyond the Beginning

Learn more advanced techniques used to enhance the clay form through a series of videos and online interaction with Janice Kostelny. Janice will go beyond the basics to cover techniques and processes that are designed to push artists in developing their own style because it is the little details that distinguish one potter from another. In addition to learning some new techniques, you will move your work toward being truly individual and unique.

1- Rollers and Stamps: Demonstrate how to make your own creative marks.
2- Sgraffito
3- Inlay
4- Slip Trailing
5- Feathering
6- Underglazes

LEI0071-002   Online
06/08/20-07/15/20
WE 4:30-5:30 pm
Instructor: Janice C. Kostelny
TUITION FEE: $149.00

Pottery: Beginning Hand Building Techniques

Through a series of demonstration videos and online interaction with Janice Kostelny, you will learn about clay as an artistic medium, and be introduced to beginner techniques used to make hand-built clay forms. The unique terminology that ceramicists use to talk about clay will be explained as it emerges. You will learn how to set a basic workspace in your home and last, but not least, safety measures when working with clay will be discussed.

1- Pinch: demo pinch pot technique.
2- Coiling: demo hand-rolling coils and coil pot construction.
3- Soft Slab: demo making a cup with a handle.
4- Soft Slab: Demo using a hump mold to form a bowl.
5- Soft Slab: Demo using a slump mold to make a platter.
6- Hard Slab: Demo construction of a lidded box.

LEI0072-002   Online
06/10/20-07/15/20
WE 3:30-4:30 pm
Instructor: Janice C. Kostelny
TUITION FEE: $149.00

Clay Relief with Self-Drying Clay

Spend your time exploring something new and unique in the beautiful perfectly artistic setting. No prior art experience is required. Learn the most fascinating of all sculptural art forms - Relief sculpture with the guidance of our expert instructors. Through a hands-on approach, participants will create figures that protrude from the background while still being attached to it. Participants will work through the process of drawing onto the clay and building up to high or low relief while being able to develop sculpting skills. So, come enjoy trying your hands at this aromatic playful dirt. While our hands are busy in the process of bringing our imagination to this earthy art form, our brains remain focused and engaged in the details of the craft. This whole journey of working with simple material in natural tranquil surroundings is therapeutic. You will be provided with an image to work with. We are going to outline the image by tracing and then transferring it on the clay surface.

LEI0069-002   Online
06/09/20-06/11/20 TWR 2:00 pm-4:30pm
Instructor: Sarah J. Nasir
TUITION FEE: $125.00

■▮ Photography

Beginning Photography

Get comfortable with how your camera works and get the best photographs possible. This course will help you understand ISO, shutter speeds, f-stops,   exposure, and white balance. You will explore the use of different lenses, good composition and how dramatic lighting can make your photos more exciting. You will be introduced to the concepts of photographing people along with objects. Classroom instruction and hands-on practice through assignments will help you learn to get the most from your photographs. Finally, we will touch on how to best print your digital photos. You must have a 35mm SLR digital camera with manual capability (interchangeable lens mirrorless cameras are accepted). Please, no point-and-shoot, or cell phone cameras.

LEI0032-015   Online
06/15/20-08/03/20 MO 9:00 am-11:00 am
Instructor: James Martin
TUITION & FEE: $199.00

LEI0032-016   Online
06/15/20-08/03/20   MO   6:30 pm-8:30 pm
Instructor: James Martin
TUITION & FEE: $199.00

Creating Art through Unconventional Photography

A well-known phrase is a picture is worth a thousand words'. But what does that really mean? And how can we use photography to make creative art photographs? Every environment and every moment offers infinite possibilities for creating compelling artistic photographs. The creative process requires visualization, connecting with your own views of the world and the art of seeing photographically. This course will cultivate your own personal way of seeing the world through experimentation, practice and an overview of the history of art photography. The   product will be that you will have at least one matted and framed

LEI0043-004   Online
06/11/20-07/30/20   TH   7:00 pm-9:00 pm
Instructor: Harold Rail
TUITION & FEE: $199.00

Night Photography

Our inclination is to use flash photography whenever there is insufficient light for making good photographs, but there are many creative approaches to creating visually interesting and unique photographs after dark. This class will explore night photography camera techniques, the art of visualizing night photographs, using alternative light sources, and understanding the technical aspects of shooting night photography. You will have at least one complete matted and framed image at the end of the session.

LEI0027-006   Online
06/17/20-08/05/20   WE   7:00 pm-9:00 pm
Instructor: Harold Rail
TUITION & FEE: $199.00

Small Town Street Photography

You don't need to go into the big city to practice Street Photography. Even suburban towns offer interesting and photogenic perspectives - it is simply a process and practice of looking at the familiar with fresh eyes. You will alternate between photographing as a class on location in nearby towns and classroom sessions to evaluate the experiences and critique images. Each student will have at least one matted and framed image   in the class.

LEI0026-005   Online
06/15/20-08/03/20 MO 11:30 am-1:30 pm
Instructor: Harold Rail
TUITION & FEE: $199.00

Introduction to Photoshop Elements

Adobe Photoshop Elements is a popular and powerful tool for editing digital photos. This course familiarizes you with its features and will help you use the software   . Learn how to share and store photos, as well as import, organize and improve the quality of your photos right on your desktop. Hands-on exercises and tips will have you up and running quickly. The class takes place in a computer lab where Elements 2016 is installed on every computer.

LEI0009-003   Online
06/09/20-06/30/20   TU   7:00 pm-9:00 pm
Instructor: Stuart Willis
TUITION & FEE: $149.00

Practical Photoshop

If you feel that Photoshop is intimidating, this may be the class for you. Structured to be interactive and to use PS tools and techniques in real-time, this class is formulated to break through any anxiety that the program's complexity may cause. This eight-week course is an introduction to the tools and techniques for adjusting photographs, and will take you through real-life Photoshop applications. The class includes photographing weekly assignments. Each week a new Photoshop tool or technique will be used as a hands-on experience. For some sessions, you will be be assigned the same image and then through classroom exercises, we will begin to use basic and more advanced PS tools to create adjustments to the image. One objective of the class is to give you the   to continue to explore PS on your own. We will use Raw tools and understand why shooting Raw is advantageous. Other topics are using PS itself for adjusting colors, layout, framing, cloning and most of the initial tools to create high-quality images.

LEI0065-001   Online
06/09/20-07/28/20   TU   7:00 pm-9:00 pm
Instructor: Harold Rail
TUITION & FEE: $199.00

▪▪ Videography

Family Legacy Videos and Picture Stories

Learn to create keepsake videos for you and your family members. Are there beloved family members who would like to talk about their and other family members lives? This class will give you the tools you need to make exciting family history videos for current and future generations to enjoy. In this class, you will learn how to video record family members on camera and combine them with existing family   videos and pictures.

LEI0060-003   Online
06/11/20-06/18/20   TH   7:00 pm-9:00 pm
Instructor: Stuart Willis
TUITION & FEE: $125 .00

▪▪ Adult Music Classes
Aural

Aural Skills II

Develop your skills in melodic, harmonic and rhythmic dictation and sight singing.

LMU0095-005   Online
06/02/20-07/23/20 TU TH 11:00 am-12:30 pm
Instructor: Staff
TUITION & FEE: $125 .00

Guitar and Ukulele

Guitar 1

This class is for absolute beginners. Learn the essentials needed to begin playing acoustic, classical or electric guitar. You'll be introduced to chords, simple strums, and tuning in a fun, laid-back and supportive environment. Learn about the instrument, basic music theory, and elements of rhythm and harmony. We promise that you'll be making music almost right away Bring your own guitar, guitar picks, a spare set of strings, a three-ring notebook and dividers, and your guitar book. The guitar book for this class is Mel Bay's Modern Guitar Method Grade I: Extended Edition. Please have the

LMU0030-013   Online
06/17/20-08/05/20   WE   6:30 pm-7:45 pm
Instructor: Peter Jump
TUITION & FEE: $195 .00

Guitar 2

Learn new chords, bass runs, arpeggios, and how to use a capo. Explore different rhythms and pick simple melodies. Before taking Guitar 2, you should be able to play basic open chords in the keys of A, D, E, and G, smoothly without losing the beat. Bring your own guitar, guitar picks, spare set of strings, a three ring notebook and dividers, and your guitar book.

LMU0031-010   Online
06/16/20-08/04/20   TU   6:30 pm-7:45 pm
Instructor: Peter Jump

TUITION & FEE: $195.00

Ukulele Pleasure: Group Class for Adult Beginners

Learn how to play the ukulele, the most lovable little four-stringed instrument. You will learn a variety of pieces   from   different genres includ-ing classical, popular, spiritual, blues, jazz, and holiday.

LMU0006-012   Online
06/04/20-07/23/20 TH 11:00 am-12:15 pm
Instructor: Steve Vazquez
TUITION & FEE: $195.00

Harmonica

Blues Harmonica

Join with others to make music in a fun, welcoming environment. We focus on the basics, from producing single notes to understanding song form. Reading music is not required. You will learn basic harmonica chords, licks, and solo techniques while jamming together and receiving encouraging feedback and having fun socializing. You may repeat repertoire classes as needed. There are dozens of songs to learn at every skill level. Songs change from session to session. You should bring a diatonic harmonica in the key of C. The Hohner Marine Band, Crossover, or Special 20 models are recommended.
 If you can breathe, you can play Lou Manzi

LMU0008-012   Online
06/04/20-07/23/20   TH   7:00 pm-8:15 pm
Instructor: David Kachalon
TUITION & FEE: $195.00

Strings

Adult Group Violin: Continuing

This class is designed for adults and musicians ages 16+. We focus on reading music, playing, and polishing great works from various genres including classical, jazz, popular, and
This class is a continuation of the Violin for Beginners class, where you continue to progress to higher levels of skill and musicianship. The class is designed for adult musicians to interact through instruction and performances. The class enhances your ability to navigate performance practice, as well as expanding your pedagogical understanding.

LMU0021-008   Online
06/10/20-07/29/20   WE   7:00 pm-8:00 pm
Instructor: Edgar Gabriel
TUITION & FEE: $169.00

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PRIVATE MUSIC LESSONS

Registration for private music lessons is open throughout the year - for more information call 847.925.6659.

Private lessons are usually scheduled once a week for 30, 45, or 60 minutes for 8 or 16 weeks. Other scenarios can be arranged on a case-by-case basis:

- 30 minutes per week:
  8 weeks, $299; 16 weeks, $549

- 45 minutes per week:
  8 weeks, $425; 16 weeks, $825

- Available only on request - 60 minutes per week:
  8 weeks, $549; 16 weeks, $999

Instruments we offer:

- **Ages 5 - 8**
  Piano, Suzuki piano, orchestral percussion, violin, Suzuki violin, cello, double bass*, guitar (including electric*), jazz guitar, ukulele, banjo*, jazz piano mandolin, drums, fiddle, voice*, and hand drum.

- **Ages 9 - 10**
  All of the above plus accordion, flute, clarinet, trumpet, double bass, bansuri, harmonium, Indian Tabla, harmonica and oud*.

- **Ages 11-17**
  All of the above plus viola, oboe, saxophone, bassoon, trombone, French horn, voice, euphonium, and tuba.

- **Ages 17+**
  All of the above

*Some instruments require that we meet with younger children for assessment.

Questions?

Visit ce.harpercollege.edu or call 847.925.6659

Adult Music Ensembles

Experimental Progressive Metal Jazz Fusion Ensemble

The name is a long one, but represents your willingness to explore many potential musi-cal areas. This group is for someone with a rock-oriented background wanting to explore a sort of experimental, progressive jazz sound. We are looking for experienced guitarists, bassists, drummers, keyboardists, woodwind and brass players who want to take rock to different places. Need an example of what we mean? Start with T.R.A.M. and Gordian Knot.

LMU0042-005   Online
06/09/20-08/04/20   TU   7:00 pm-9:00 pm
Instructor: Jeremie Witz
TUITION & FEE: $225.00

R&B Ensemble

Each semester the R B Ensemble focuses on the works of a different classic soul sing-er, writer, or label. Charts are provided for full band: singers, guitarists, horn and keyboard players, bassists, and drummers. You can sub-mit your own choices for songs to be learned and will gain experience in performing both old and current R B standards. The emphasis is on style, melodic and harmonic textures, and rhythmic accuracy. Instrumentation: Bass, Drum Kit, Flute, Guitar, Piano, Saxophone, Trombone, Trumpet, Voice, Percussion.

LMU0014-004   Online
06/04/20-07/23/20   TH   8:00 pm-9:15 pm
Instructor: Jeremie Witz
TUITION & FEE: $195.00

String Orchestra for Adults

Have fun playing in an ensemble for amateur adult string players. Open to violin, viola, cel-lo and string bass. This ensemble is for the relatively inexperienced player and music is chosen to accommodate the level of the partic-ipants. A concert will be presented by the group at the conclusion of the semester. Taught by Edgar Gabriel, well-known Chicago classical and jazz violinist.

LMU0025-008   Online
06/08/20-07/27/20   MO   8:00 pm-9:00 pm
Instructor: Edgar Gabriel
TUITION & FEE: $169.00

The Americana Ensemble

Put your basic skills to work in playing songs because this is the most effective method for learning how to play an instrument. This ensemble will help you apply your skills and learn new strums and licks with each song you try. Improve while singing, playing, and honing your musicianship and performance skills. The ensemble will draw from the traditions of folk, country, blues, brass band pieces reaching back as far as the Civil War, rhythm and blues, and rock and roll songs. Players should be able to play in the keys of A, C, D, E, G, at a minimum. Reading music and improvising solos are pluses, but not required. Open to all levels and older teens are welcome. Instruments: voice, woodwinds, brass, strings, piano, ukulele, guitar, banjo, autoharp, dulcimer, bass, mandolin, harmonica, accordion, washboard, percussion, and drum kit.

LMU0041-007   Online
06/11/20-07/30/20   TH   6:30 pm-7:45 pm
Instructor: Jeremie Witz
TUITION & FEE: $195.00

Music Appreciation, History, Theory

Fundamentals of Music Theory

This course provides you with the sufficient background and information to interpret and understand the language of music through the study of notation, rhythm, scales, key signatures, intervals, triads, cadences, basic forms, and musical terms. Students are prepared for the study of harmony and for practical musical activity. This course may be taken for credit as MUS101.

LMU0022-025   Online
06/01/20-07/22/20   MO WE   11:00 am-1:40 pm
Instructor: Gregory Clemons
TUITION & FEE: $365 .00

Introduction to American Music

This course surveys characteristic elements of American Music including classical and popular American music genres. It traces the development of music in America from colonial days to contemporary styles. This course will help you develop a stylistic frame of reference for judging American music by surveying the characteristic elements of a variety of styles. The course fulfills part of the humanities general education and the college multicultural requirement. It requires no background in music (not for music majors); it may be taken for credit as MUS104.

LMU0009-024   Online
06/02/20-07/23/20 TU TH 6:30 pm-9:00pm
Instructor: Thomas Stauch
TUITION & FEE: $365 .00

Music Appreciation

This course is an overview of classical music throughout history. It introduces standard concert repertory through intensive guided listening. Representative works by major composers from each period are chosen to illustrate the principal styles, forms, and techniques of vocal and instrument music. The course makes every attempt to intersect with your real-world experience with music and listening by integrating popular, colloquial, and non-Western musical examples along with those of standard Western musical repertoire. The intent is to provide you with the tools and terms necessary to recognize different styles, appreciate their different functions, and to acquire a solid foundation for a lifetime of musical appreciation. You will develop a better understanding of classical music and its genres, instruments, and eras.

LMU0024-017   Online
06/02/20-07/23/20   TU TH   11:00 am-1:40 pm
Instructor: Peter Aglinskas
TUITION & FEE: $365.00

LMU0024-018   Online
06/02/20-07/23/20   TU TH   2:00 pm-4:40 pm
Instructor: Peter Aglinskas
TUITION & FEE: $365.00

Theory of Music II

Continues the study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the middle to late 18th and early 19th centuries, paying particular attention to harmonic language and its effect upon musical form.

LMU0094-005   Online
06/01/20-07/22/20   MO WE   11:00 am-1:40 pm
Instructor: Staff
TUITION & FEE: $365 .00

Electronic Music

Introduction to Electronic/Computer Music

This course is designed for the student who has little or no background in MIDI Sequencing and Digital Audio Recording but who wants to experience the enjoyment of making music via computer. You will be presented with software and hardware as tools for creative sound design and musical composition, and throughout the class, you will be able to produce and perform music on your own and as part of a team. You will be constantly focusing on the recreation of acoustic textures and samplings as well as the construction of soundscapes that are unique to the electronic environment. Ages 15 and up.

LMU0012-018   Harper Main Campus
06/01/20-07/22/20   MO WE   2:00 pm-5:25 pm
Instructor: Steve Suvada
TUITION & FEE: $365.00

Sound Recording

Sound Recording I: Introduction

In this course, the fundamentals of sound recording are explored. Topics discussed include an overview of recording technology, session procedures, types of recording studios, microphones, equalization, plus a general study in acoustics.

LMU0018-011   Online
06/03/20-06/10/20   WE FR   7:00 pm-10:00 pm
Instructor: John D. Towner
TUITION & FEE: $249.00

Sound Recording II: Recording Techniques

In this course, you will become acquainted with what is involved with a typical multi-track recording session. The recording of differing styles of music is discussed and applied with hands-on instruction. You will participate in class recording sessions where you'll gain real experience in recording live and electronic music. Microphone techniques are explored in detail, along with session procedures, overdubs, and techniques for recording a variety of instruments and vocals. PREREQUISITE: Introduction to Sound Recording.

LMU0020-012   Online
06/12/20-06/24/20   FW   7:00 pm-10:00 pm
Instructor: John D. Towner
TUITION & FEE: $299.00

Sound Recording III: Mixing and Editing Techniques

You'll work with previously recorded material (often the material you recorded in course II) and will be taught the fundamental principles of good mixing and editing. Get hands-on experience processing the sound using the latest software technology, focusing on blending and balancing the mix. Discussion of effects processors, such as compression, gating, reverb, and delays also takes place. This course concludes with a discussion of mastering techniques. PREREQUISITE: Recording Techniques.

LMU0019-013   Online
06/26/20-07/10/20   FW   7:00 pm-10:00 pm
Instructor: John D. Towner
TUITION & FEE: $299.00

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■■ Youth Music Classes

Beginning Group Violin with Edgar Gabriel

In this friendly and supportive group atmosphere, children learn the basics of the violin: how it is held and how a bow is balanced to achieve a pleasing sound. Learn instrument care and musical notation. This is a great short-term learning opportunity to let you see if the violin is an instrument for you. You must bring your appropriately-sized instrument for the whole duration of the course. Your recital will be held during the class. Family and friends are invited.

LMY0044-009   Online
06/15/20-08/03/20   MO   5:00 pm-6:00 pm
Instructor: Edgar Gabriel
TUITION & FEE: $215 .00

Youth Private Lessons – See p 36 for details.

PIANO PREPARATORY PIANO PROGRAM

30M PRIVATE LESSONS AND 50M GROUP LESSONS FOR 15 WEEKS

The program consists of a combination of group and private instruction. Group lessons offer peer reinforcement, social interaction, ensemble experience, and group activities. Private lessons provide individual attention for technical development and interpretive and expressive insights. Combining these approaches give you a comprehensive 15-week curriculum. Participate in one 30-minute private lesson and one 50-minute group lesson each week. In addition to learning an instrument, students will enhance playing technique and develop listening skills, intonation, rhythmic accuracy, and expression. Returning students must receive the CRN from their instructors. New students must complete the First-Time Student Application at bit.ly/cmacprivatelessons. You may register after the Piano Facilitator reviews their application and assesses their level. For more information, contact Kathy Sbarboro at ksbarbor harpercollege.edu.

▪▪ Writing Studio
Book Writing, Publishing and Marketing

Beyond Self-Publishing: Creating Your Author Presence

You wrote your book, maybe already hit publish. What's next? Successful authors create a professional persona. They promote themselves and their books. In this series of classes, learn how to create an author presence separate from your private life to make a professional persona and professional author presentation. Understand Branding, Marketing, and Advertising. In the ever-changing world of Self-Publishing, learn about the tools, organizations, and other resources to support you and your author presence. Learn where to network with other authors to continue to learn and grow in your craft.

LLA0027-004   Online
07/07/20-07/28/20   TU   6:00 pm-8:00 pm
Instructor: Roxanne Boersma
TUITION & FEE: $169.00

What to Expect When You're Expecting...to Write a Book

If you've always wanted to write a book, but didn't know where to start, this is the class for you Bring your ideas and learn how to transform them into reality. Even if you're not quite sure what you want to write, we'll brainstorm ideas and options. During this one-session overview, we'll explore the writing journey from concept to writing, to publishing and beyond. Know what to expect, what will be expected of you and we'll help you successfully plan your path toward becoming a published author.

LLA0032-002   Online
06/18/20   TH   6:30 pm-9:30 pm
Instructor: Laura Ehrke
TUITION & FEE: $ 59.00

Writers Start Your Novels

Have you always dreamed about writing a book someday? It's time to transition your mindset from someday to today by taking the first steps and start writing that novel. This class will help you lay the groundwork for your masterpiece and plan for success. Bring your ideas and begin transforming them into pages through targeted writing prompts and guided exercises. Class discussion will review novel elements, including genres, plotting, characters, setting, point of view, and tense. All genres and writing levels welcome. Taking course LLA0032 What to Expect When You're Expecting...to Write a Book is recommended, but not required.

LLA0034-002   Online
06/25/20   TH   6:30 pm-9:30 pm
Instructor: Laura Ehrke
TUITION & FEE: $59.00

Creative Writing, Fiction

Writing Salon

Your writing project takes center stage of this interactive writing course, where the only as-signment is to work on your project throughout the term. Whether you're just starting, close to finishing, or anywhere in between, this course will help you develop your masterpiece while enjoying the comradery of working with fellow writers. Participate in workshops, experiment with creative writing exercises, and take advantage of in-class writing time. Class discussion highlights techniques to boost your creativity and fine-tune your writing skills, as well as brainstorming solutions to problem areas. Writers of all experience levels and genres are welcome.

LLA0035-002   Online
07/22/20-08/12/20   WE   6:30 pm-9:00 pm
Instructor: Laura Ehrke
TUITION & FEE: $199.00

Writing With Your Senses

Using sensory detail and description to enhance your writing, this course explores writing with a focus on the sensory description. Students will explore the senses of sight, sound, smell, touch, and taste and use these
to add layers of detail to their writing. Often, writers focus on visual elements in their narratives. Learn to make your writing come alive by exploring the senses and incorporating this into your writing. Sensory writing is applicable for multiple genres, including   -tion, poetry, and dramatic work. Generate new material or deepen existing work.

LLA0036-002   Online
07/22/20-08/12/20   WE   7:00 pm-9:00 pm
Instructor: Melissa Franic

TUITION & FEE: $16 9.00

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Nonfiction

Technical Writing

This course is designed to help you write technical reports, emails, policies, briefs, manuals, and press releases. These writing skills are applicable to high-tech manufacturing, engineering, biotech, energy, aerospace, product description, proposals, websites, case studies, consulting, government and non-pro insurance, supply chain, finance, IT, and education. Since technical information must be distilled and presented clearly, the hands-on approach of this course will help develop the skills you need to clearly communicate technical information and learn the principles of technical writing. Through a series of guided experiences and assignments, you will focus your skills to achieve the efficient communication abilities that you seek. You may also work on and receive feedback on actual projects that you are working on outside the classroom up to 5,000 words. This workshop serves as one of the foundational courses for our Continuing Education Writing Digital Badge. The course is suitable for beginners, intermediates, and advanced students.

LLA0016-004 Online
06/04/20-06/25/20 TH 7:00 pm-9:00 pm
Instructor: Melissa Franic
TUITION & FEE: $155.00

The Personal Essay: A Writing Workshop

This course guides you through elements of how to write a personal essay. It will help you investigate your longings, identify the values expressed in your stories, and bring readers into the experiences you describe. It focuses on viewpoints that are filtered through the lenses of your personal experiences. These essays will be quite different from the ones you may have written in school; rather, they should feel personal and inspired by your unique voice and observations. In the process, you'll strengthen your own and your readers' interpretation of your life story. The course will help you in editing and preparation of your essay for publication.

LLA0028-004 Online
06/10/20-07/15/20 WE 7:00 pm-9:00 pm
Instructor: Melissa Franic
TUITION & FEE: $199.00

Screenwriting

Screenwriting Workshop

You have an idea for a movie But you're staring into a blank screen? You don't know how to start your story or how to structure it. If so, this workshop is the class for you. Short films are hot Based on your commitment, this workshop could be your ticket into the festival and feature film markets. Our cutting-edge, fast-paced workshop will explore: idea development; 3-dimensional character development; dialogue; inciting incident; story structure; scene sequences; and genres.

You will need the following attributes to begin this workshop: passion for storytelling; strong work ethic; willingness to critique and to be critiqued; and willingness to post your work on a secure site to exchange feedback with other students.

The goal of this workshop will be to write one of the following: the act of a 3-act feature-length screenplay; a short with a be- ginning, middle, and end; or a half-hour soap opera (for two days).

LLA0004-007 Online
06/08/20-07/27/20 MO 6:30 pm-8:30 pm
Instructor: Virginia Bailey
TUITION & FEE: $249.00

Advanced Screenwriting Workshop

Do you have previous experience in screenwriting? If you answered yes, this advanced screenwriting workshop is for you. Our cutting-edge, fast-paced workshop will review: theme versus plot; idea development; 3-dimensional character development; dialogue; inciting incident; story structure; scene sequences; and genres. Students will read and

You will need the following: passion for storytelling; strong work ethic; ability to write 20 to 30 pages per week; willingness to critique and to be critiqued; and willingness to post work on a secure site to exchange feedback with other students.

The goal of this advanced screenwriting workshop will be to complete a feature-length screenplay, or an hour-long digital dramatic program, or rewrite an existing feature-length screenplay. With hard work, this workshop could be your ticket into the festival and fea-

LLA0029-003 Online
06/09/20-07/28/20 TU 6:30 pm-8:30 pm
Instructor: Virginia Bailey
TUITION & FEE: $249.00

JOIN OUR WRITING STUDIO'S WRITERS GROUP

Become a member of our Writers Group and take your writing to the next level. Meet monthly with your peers to discuss and share your work, be inspired with new ideas, and stay motivated to achieve your goals. Writing Studio students of all writing levels and genres are welcome.

Join us online (until we can again meet in person at the Harper College Library) to meet with fellow writers, warm up with a fun 5-minute writing prompt, discuss your projects and share feedback. A Writing Studio instructor will lead the group with peer-driven discussions and feedback.

Attend as many or as few meetings as you wish and submit of writing pieces for which you want the group's feedback.

Morning Meetings:
Thursdays, 9-11 am
June 25, July 30, and August 6

Evening Meetings:
Mondays, 6-8 pm
June 15, July 20, and August 10

Visit the Writing Studio program page at ce.harpercollege.edu to learn more and purchase the $25 annual membership.

Lifelong Learning (50+)

BECOME AN LLI MEMBER
Since 2002, the Harper College Lifelong Learning Institute (LLI) has provided educational enrichment opportunities for our 50+ audience. LLI members enjoy great discussions, innovative classes, and new friendships while receiving the LLI e-newsletter, member discounts, and members-only courses. You may also attend some classes as a non-member and see what LLI is all about.

Learn more at
ce.harpercollege.edu
or 847.925.6300.

■▮ Current Events

Foreign Policy Roundtable

This course meets once per month for 2 hours. You will be given articles to read in advance of each session. Articles cover current events in foreign policy and diplomacy. Meets 6/1, 7/6 and 8/3.

LLI0017-006   Online
06/01/20   MO 9:00 am-11:00 am
Instructor: Gary E. Midkiff
MEMBER FEES: $57 NON-MEMBER FEES: $114

■▮ Speaker Series

Premiere Speaker Series

This series offers lectures by some of the best instructors in the Lifelong Learning Institute with a single registration each semester. By utilizing an online platform you are able to access the lectures at your convenience and you can revisit them as often as you like during the current semester. Some instructors will also offer online Question and Answer sessions in which you will meet with them in a live setting to discuss the material presented in their lecture and ask the questions that you have developed as you considered their presentation. Lectures and live sessions will be offered through the Blackboard platform. You will be sent login information instructions after you register for this class.

LLI0335-001   Online
06/01/20-08/15/20 Instructor: Scott Cashman
MEMBERS FEE: $60 NON-MEMBER FEES: $120.00

Premiere Speaker Series

Gary E. Midkiff - 8 Years That Changed America

Gary E. Midkiff - 25 Greatest American Speeches

John Boda - The Kennedy Assassinations (Q&A Session, July 28, 3:00 PM)

Richard Pagano - Submarine Warfare in the Pacific War-Silent Victory (Q&A Session, June 10, 11:00 AM)

Scott Cashman - Archie Shepp: Jazz African American Music and A Place in History (Q&A Session, July 17, 1:00 PM)

Anette Isaacs - Ode to Beethoven - the Man Behind the Music (Q&A Session, June 5, 3:00 PM)

Anette Isaacs - 1945 -The Year that Shaped the New Germany (Q&A Session, June 30, 3:00 PM)

Joan Davis - Successfully Weathering this Pandemic - and the Next (Q&A Session, June 16, 1:00 PM)

Barbara Bennette - Chicago's Historic Motor Row District 1905 -1936 (Q&A Session, August 3, 11:00 AM)

Michael McCann - Basic of BBQ: How to Grill, How to Smoke (Q&A Session, May 20, 12:00 PM)

Michael McCann - History of Superheroes: Why Are They All Modern Mythology (Q&A Session, August 11, 12:00 PM)

Steve Satek - Information on Clinical Trails (Q&A Session, May 20, 1:00 PM)

Steve Satek - Activate Your Brian: 8 Pillars of Brian Health (Q&A Session, June 1, 11:00 AM)

Laura Ehrke - Remember When...Preserving Your History - Before it's Forgotten (Q&A Session, July 18, 7:30 PM)

Martina Mathisen - Meet Marie Antoinette (Q&A Session, August 10, 7:00 PM)

Martina Mathisen - Cleopatra the Last Pharaoh of Egypt (Q&A Session, July 20, 3:00 PM)

Martina Mathisen - True Stories of the 1920's (Q&A Session, June 20, 2:00 PM)

Leslie Goddard - Betty Crocker and Her Cookbook that Changed How America Cooks (Q&A Session, August 10, 11:00 AM)

Leslie Goddard - Who Was Typhoid Mary? The Killer Cook Who Changed What We Know About Viruses (Q&A Session, May 24, 11:00 AM)

Ann Leslie - On the Way to the Moon, We Almost Nuked the Earth

Ann Leslie - Mount Vesuvius VS Pompeii & Herculaneum

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Lifelong Learning Institute (LLI) is an experiential and discussion learning program for mature adults. It offers you fresh, relevant and fun courses in a seminar format. That means no exams or homework – just spirited discussions, hands-on activities and new connections with lifelong learners just like you.

Learn online this summer, in specially-designed courses led by distinguished Harper College faculty and experts in a variety of professional fields. Program leaders create engaging and innovative programs specifically for lifelong learners. Choose from a new group of featured seminar topics each semester.

THIS SUMMER, DON'T MISS:

- **LLI0017 - Foreign Policy Roundtable**

- **LLI0335 - Premiere Speaker Series**

YOUR EXCLUSIVE MEMBERSHIP BENEFITS

By becoming a Member, you're saying you are committed to lifelong learning and are an official program supporter. Membership is optional and offers 50% discount on most LLI courses and access to exclusive members-only, limited-seating courses. Summer 2020 Membership is available for $20. Call 847.925.6300 (during business hours) with questions.

LEARN WHEN AND WHERE IT'S MOST CONVENIENT FOR YOU!

Harper College Continuing Education is one of the major providers of online courses among community colleges nationwide. We partner with LERN, the Learning Resource Center, to provide online courses and digital badges in high-demand fields such as Business and Management, Data Analysis, Game Design, Marketing, Web Design and more.

For details, see ce.harpercollege.edu.

July 2020
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CE Site and Blog at ce.harpercollege.edu

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