CONTINUING EDUCATION COURSE SCHEDULE MAY–AUGUST 2019

GROW this SUMMER

We are creators, self-starters and lifelong learners.

CONTINUING EDUCATION COURSE SCHEDULE

CAREER DEVELOPMENT
PERSONAL ENRICHMENT
LIFELONG LEARNING

ce.harpercollege.edu

Harper College Non-Credit Continuing Education
DATA SCIENCE

Companies are harnessing the power of data and predictive analytics to make good decisions about products, services, and employees. Data provides insights in remaining competitive and guides the development of business strategy. Continuing Education Computer Training offers the opportunity for you to learn more about Big Data and other data analysis and visualization tools.

- **Course Start Date**
  - Introduction to Python Programming, LIX0001-003 Jan. 28
  - Big Data Analytics, LCT0050-004 Feb. 9
  - R Programming, LCT0051-003 Feb. 9
  - Tableau Desktop I, LDT0001-001 Apr. 3

THE REAL ESTATE MARKET IS BOOMING

Ready to start your career as a broker? Earn your license at Harper CE.

Register for these courses:
- Broker Pre-License (also available online)
- Applied Real Estate Principles

See page 8 for details.

Stay Where You Are. Take Credit Classes Online.

Work, vacation, and school. Enjoy your summer the way you choose and earn credit from the comfort of your own home. Choose from hundreds of popular online credit courses in Accounting, Math, History, Philosophy, Art, and more.

Start planning your summer at Harper College—search the Summer 2019 Credit Course Schedule at [www.harpercollege.edu/summer](http://www.harpercollege.edu/summer).

Credit classes start May 20 and June 3.

For questions and registration information, contact 847-925-6506 or [summer@harpercollege.edu](mailto:summer@harpercollege.edu)
## CONTINUING EDUCATION COURSE SCHEDULE

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A New Way to Keep Learning

_The beautiful thing about learning is nobody can take it away from you. B. B. King_

Here at Harper CE, we’re committed to the success of every student.

This has led us to build our new website and enrollment system to make it more accessible and convenient for you to pursue your learning, training, and educational goals with our career development and personal interests courses for ages 8 to 88. The new website and system are designed as a gateway to hundreds of courses, classroom-based and completely online, to help improve our outreach and relevance to changing educational needs.

ce.harpercollege.edu

Getting Started

If you have taken Harper CE courses in the past, you probably already have an account on the new site, along with your academic history at Harper CE. Visit https://ce.harpercollege.edu, click Login, then Student Login. Use I have an account already to access your existing Student Profile. Follow the instructions and in only a few minutes, you’ll be ready to enroll in any available section.

If you’re new to Harper CE, visit https://ce.harpercollege.edu, click Login, then Student Login. Use I am a new user to create a new Student Profile. Follow the instructions and in only a few minutes, you’ll be ready to enroll in any available section.

Call 847.925.6300 if you encounter any sign-in difficulties.

Stay Engaged

- **Register early.** Some classes fill up fast, but classes not meeting minimum enrollment requirements are canceled. So, either way, you should enroll as early as possible.
- **Keep this Course Schedule handy.** Some courses meet for only one session, while others run for up to 16 weeks. Courses start at various dates throughout the term.
- **Stay up to date** with Harper CE by visiting ce.harpercollege.edu and follow us on FaceBook, Pinterest and Twitter.
- **Call us for information** at 847.925.6300, Monday-Friday, 8:30 a.m.-4:30 p.m. Closed Saturdays, Sundays, and college holidays.
Browse courses, digital badges and events by Program area.

Login

Shopping Cart

Search for Courses by Course title, number or keyword.

Featured Courses and Programs

ce.harpercollege.edu

Harper College NON-CREDIT CONTINUING EDUCATION

BECOME more

search courses...

Get ready for a new job or enrich your life with courses from Harper College Continuing Education. We offer hundreds of classes and programs year around for learners from 3-88+. Thanks for checking us out!

Oil Painting
Summer: Something for Everyone, in Every Season of Life
As I write this letter in February, spring seems almost an impossibility; however, I am confident that as you read this, spring is blooming around you, and summer is a certainty. Time to plan something new for your family, for your career, and for yourself!

For Your Kids!
InZone, our Enrichment and Sports Camp for ages 8-14, returns to Building M this summer, with aquatics, gym and outdoor classes. New: InZone Junior Explorers Camp for ages 6-8 years. Visit harpercollege.edu/inzone to learn more. Summer is the perfect time for children to take music lessons.

Teens will cultivate persuasive communication skills at Debate Camp, improve their test performance with ACT/SAT test preparation, and learn to drive safely with Drivers Education.

For Your Career!
Start or boost your IT career with Network and Computer Systems Administrators training to maintain and operate an organization’s IT systems.

Ready to thrive in a new career? Employment in the cosmetology industry is projected to grow 13% through 2026. Learn how to become a licensed cosmetologist or barber in Illinois.

For Your Life!
Take advantage of the growing season with Cooking with Fresh Ingredients. Turn the farmers market bounty into flavorful, easy to prepare meals. Looking for an even fresher alternative? Try our Backyard Beekeeping Basics or Backyard Chicken Basics classes to learn how you can produce your own fresh honey or eggs.

Join the Lifelong Learning Institute!
Explore a variety of subjects including Food Claims: Separating the Truth from Media; Life in East Germany; Marc Chagall: Poet, Dreamer, Artist, Eccentric; Foreign Policy Book Club; and more in our Lifelong Learning lecture series for adults aged 50+.

As always, our programming is designed for you. We welcome your feedback and suggestions as we continually develop our program offerings.

Mark D. Mrozinski, Ed.D.
Assistant Vice President for Workforce Development &
Executive Dean of Community Education
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 Managers
Customer Service
Data Analysis
Introduction to Vet Assistant
Library Assistant
Management
Managing Social Change
Non-Profit Administration
Presentation Media
Productivity and Time Management
Project Management
Project Management Professional Certification Prep
Project Management Specialist Sales
Six Sigma Yellow Belt Training
Six Sigma Green Belt
Six Sigma Green Belt Training
Six Sigma Black Belt
Supervisory and Leadership
Truck Driver Training 160 Hours
Truck Driver Training 240 Hours
Truck Driver Training: Hazardous Material Endorsement
Veterinary Assistant
Workplace Communication
Workplace Conflict Solutions

Computers and Technology
Adobe Design Foundations
AutoCAD Designer
AWS Systems Operations
Basic Game Design
Big Data Analytics
Business Analyst
Cisco CCNA Network Specialist
CISSP
Computer and Network Security Specialist
Coding
Computer and Network Support Technician
Cybersecurity Analyst
Electronic Bookkeeping
Excel
iOS Mobile App Development
Interactive Website Design
Java Programming
MCSE: SQL 2016 Database Administration
MCSE: Windows Server 2016
Microsoft Office Administrator

Microsoft Office Specialist: Access
Microsoft Office Specialist: Excel
Microsoft Office Specialist: Word
Oracle Database Associate
PMI Agile Certified Practitioner
Programming for Non-Programmers
Python Programming
R Programming
Tableau Desktop
Web Design
Web Maintenance and Design
WordPress

Education
Online Teaching

Healthcare Careers
Activity Director
Nursing Practice Update
Pharmacy Technician

Marketing
Digital Marketing
Google Tools
Managing Social Media Platforms
Mastering Video Marketing
Social Media for Business

Music & Arts
Sound Recording
Writing

Personal Interests
Conversational Spanish
Wine Appreciation
Wine Sommelier

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

Indicates Online Digital Badge
ACCOUNTING AND BOOKKEEPING

BOOKKEEPING BOOT CAMP
Accurate records are the basis of a successful business. But let’s face it, most entrepreneurs want to provide a quality product or service but don’t have a background in double-entry bookkeeping. Don’t be confused about debits, credits or setting up a chart of accounts. This course teaches the best practices to track the movement of your hard-earned money whether you are a current or aspiring small business owner with little or no knowledge of bookkeeping procedures. Materials included.

LBS0019-005 HPC 9:00 AM-3:30 PM
8/9/2019 FR Instructor: Susanne Bajt
TUITION: $239 FEES: $35

ANIMAL CAREERS

COMPANION ANIMAL CARE
CARING FOR COMPANION ANIMALS
Are you a dog walker, pet sitter, or caregiver of a dog or cat? Do you want to know more or do more for the pets in your life? Increase your skills and knowledge in this online class that includes an in-person skills day. Nutrition, diseases, behavior, grooming, how to provide specialized care, and emergency preparedness will be covered. Class is online but meets once for a skills day. Materials included.

LAG0001-003 Harper Learning and Career Center 6/3/2019-8/11/2019 6:00 PM-9:00 PM
Instructors: Lisa Herbold
TUITION: $479

ESSENTIAL OILS FOR PET PROFESSIONALS
As a pet professional you encounter stressed pets. When therapeutic grade Essential Oils (EOs) are used properly, they are a very safe and effective modality that may be used alone or in conjunction with other techniques to ease anxiety and promote wellness. The safety and effectiveness of an EO will depend greatly on its quality and how it is used. As with medications, the strength (purity) of the oil, the amount per dose, the frequency of dosage, and the route of administration will all play a role in its effect. Essential oil selection, concerns and use of some the more common EOs in our four legged companions will be discussed. Pet parents are welcome. Do NOT bring a pet to class.

LAG0010-002 Harper Learning and Career Center 6/18/2019 6:00 PM-8:00 PM
Instructor: John Hanover
TUITION: $79
COSMETOLOGY/BARBER PROGRAM INFORMATION SESSION

Continuing education is excited to begin offering a new program in barbering. New to the industry? Take our four-course series to gain the skills and knowledge to become a barber. Have a cosmetology license already? Enroll in our new 500-hour course, Cosmetology/Barber Crossover, in preparation for the Illinois Barber exam. Attend one of the upcoming Cosmetology Information Sessions to learn about this new program. RSVP at ce.harpercollege.edu.

Tuesday, May 7, 2019 6:30 – 7:30 pm  
Harper Main Campus

Tuesday, May 28, 2019 6:30 – 7:30 pm  
Harper Main Campus

■ COSMETOLOGY

COSMETOLOGY I FOUNDATION

Classroom instruction includes general theory and practical applications. Students become familiar with various tools and their uses, shampooing, chemicals, types of hair, sanitation, skin diseases and more. Includes hands-on practice. The fee for this class covers the state required application, all books, and your personal cosmetology tool kit. Pre-requisite: Approval starts with Harper College. Call 847.925.6757. No class 7/2, 7/3, 7/4, 7/5 & 7/6- May meet at times different from Harper College Calendar

LCO0001-004 Capelli Academy  
6/4/2019-9/27/2019 TU WE TH FR  4:00 PM-8:00 PM  
6/9/2019-9/28/2019 SA  10:00 AM-5:00 PM  
Instructor: Johannes Burkert

TUITION: $3000  
FEES: $1500

COTTAGE INDUSTRIES

BACKYARD BEEKEEPING BASICS

Bees are the world’s most important pollinators of food crops, yet their numbers are declining at an alarming rate. Do you want to know more about the ecological impact of the honeybee and learn a new way to make money in the process? Beekeeping can encourage sustainability of our food systems and supply you with amazing fresh honey to sell. This class will introduce bee biology and behavior, hive selection and management throughout the year, bee diseases and pests, swarming behavior, beekeeping equipment beekeepers, and bee products. All materials included.

LAG0002-003 Harper College Main Campus  
6/4/2019-7/30/2019 TU  5:00 PM-9:00 PM  
Instructor: Johannes Burkert

TUITION: $199  
FEES: $69

BACKYARD CHICKEN BASICS

Have you thought about getting chickens but don’t know how to get started in this fast growing cottage industry? As we become more aware of eating well and the ecological impact of where our food originates, the trend of raising backyard chickens is growing. Backyard chickens can be a rewarding experience and a great way to have a supply of fresh eggs. This online course with live chicken experience, will explain how to choose the best type of chicken for your needs, the care and feeding of your chickens, how to keep your flock safe, and troubleshooting flock issues. Illinois licensing requirements, safe egg handling practices and humane chicken handling will be covered during the Saturday chicken encounter portion of the class.

LAG0002-003 ONLINE  
5/20/2019-6/16/2019  
Instructor: Staff

TUITION: $129

EDUCATION AND LIBRARY SCIENCE

SUBSTITUTE TEACHER BOOT CAMP

Considering substitute teaching? If you’re not formally trained as a teacher you may still qualify to teach in grades PK -12. Learn how to become a highly qualified substitute from the first day you enter the classroom. Gain the necessary skills including rapport building, classroom management, and teaching strategies. Attendees also learn how to apply for your Substitute Teacher Type 39 Certificate. Illinois substitute teachers are required to have a bachelor’s degree in any discipline but do not need former teaching experience. Includes materials.

LTD0001-002 Harper College Main Campus  
6/17/2019-6/19/2019 MO TU WE  8:00 AM-12:15 PM  
Instructor: Deborah Cortesi

TUITION: $159  
FEES: $30

HOSPITALITY

FOOD SERVICE SANITATION MANAGER CERTIFICATION TRAINING AND EXAM

This course provides the approved IDPH 8-hour training plus exam to earn your Illinois food sanitation certification that is valid for five 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.

LRP0001-004 Harper College Main Campus  
TU TH  8:30 AM-11:00 AM  
Instructor: Lynn Destry

TUITION: $129

HVAC

REFRIGERANT HANDLING WORKSHOP

Increase your odds of passing the EPA Technician Certification exam allowing you to handle and recover refrigerants at all technician levels. Students significantly improve their passing rates by taking this class which includes hands-on workshop and EPA exam. Students, however, may choose to enroll in course LMR0002, Refrigerant Handling Exam which is the exam only.

LMR0002-001 Harper College Main Campus  
TH  12:00 PM-3:00 PM  
Instructor: Jose Vital

TUITION: $160

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.

LMR0002-017 Harper College Main Campus  
5/30/2019  
TH  12:00 PM-3:00 PM  
Instructor: Jose Vital

TUITION: $40

LMR0002-018 Harper College Main Campus  
6/13/2019  
TH  12:00 PM-3:00 PM  
Instructor: Jose Vital

TUITION: $40

LMR0002-019 Harper College Main Campus  
7/11/2019  
TH  12:00 PM-3:00 PM  
Instructor: Jose Vital

TUITION: $40

LMR0002-020 Harper College Main Campus  
8/1/2019  
TH  12:00 PM-3:00 PM  
Instructor: Jose Vital

TUITION: $40

Check CE.HARPERCOLLEGE.EDU for latest course information.
**REAL ESTATE**

**BROKER PRE-LICENSE**

This introductory 75-hour course plus the 15-hour course, LRE0003, allows you to sit for the Illinois Real Estate Broker license exam. All required topics are covered including license law, real property, agency, seller and buyer relationships, state and federal laws, marketing and market analysis, appraisal and contracts. Books are available at the HarperStore. To sit for the licensing exam, you must be 21 years of age and have a GED or be a HS graduate. No class 5/27 & 7/1


**BROKER PRE-LICENSE ONLINE**

This introductory 75-hour course plus the 15-hour course, LRE0003, allows you to sit for the Illinois Real Estate Broker license exam. All required topics are covered including license law, real property, agency, seller and buyer relationships, state and federal laws, marketing and market analysis, appraisal and contracts. Books are available at the HarperStore. To sit for the licensing exam, you must be 21 years of age and have a GED or be a HS graduate. Mandatory orientation on campus meeting Tuesday, 5/28 from 5:15-6:15pm at Harper Main Campus. Mandatory on-campus meeting Tuesday, 5/28 from 5:15-6:15pm at Harper College main campus.


**APPLIED REAL ESTATE PRINCIPLES**

This 15-hour course plus the 75-hour course, LRE0002, allows you to sit for the Illinois Real Estate Broker license exam. Apply what you’ve learned in the introductory course through case studies and role playing activities. All required topics are covered including listing presentations, buyer representations, purchase agreements, negotiating, closing costs, and anti-trust. To sit for the licensing exam, you must be 21 years of age and have a GED or be a HS graduate. Books are available at the HarperStore. Prerequisite: LRE0002

LRE0003-005 Harper College Main Campus 6/3/2019-8/10/2019 SA 8:00 AM-4:30 PM Instructor: Daniel Sarrett TUITION: $329

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**TEST PREPARATION**

**ACT/SAT PRACTICE 101**

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 meet in Schaumburg or Lake Zurich. We will contact you about location preference.


LAS0003-020 Other Locations/Offsite 6/15/2019 Instructor: Staff TUITION: $19.99

LAS0003-021 Other Locations/Offsite 6/16/2019 Instructor: Staff TUITION: $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 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. Classes meet at Sylvan Centers in Schaumburg or Lake Zurich. We will contact you about your location preference.

LAS0002-005 Other Locations/Offsite 6/30/2019-8/18/2019 Instructor: Staff TUITION: $499

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**TRANSPORTATION**

**FORKLIFT OPERATOR TRAINING**

Forklift Operator Training provides students with knowledge and skills to operate a powered industrial truck (forklift) in a safe and professional manner. Training combines formal classroom instruction, practical hands-on, behind-the-wheel training, and evaluation of workplace performance. Unlike a driver’s license, there is no forklift license to obtain. Classes meet at Equipment Depot, 761 Expressway Drive, Itasca, IL 60143. Classes are conducted in English.


LBS0010-008 Equipment Depot 7/2/2019 Instructor: Joe Colengelo TUITION: $160

LBS0010-009 Equipment Depot 8/6/2019 Instructor: Joe Colengelo TUITION: $160
SAFETY DIRECTOR CREDENTIAL I

Safety is everyone’s business. This program is intended for transportation employees at all levels including managers, directors, and new hires in areas such as trucking, inter-modal, rail, manufacturing, insurance, warehousing, and risk management. Advance your knowledge of the federal motor carrier safety regulations. Understand the responsibilities of all involved including shippers, corporate entities, supervisors, material handlers, and drivers. Learn to correct deficiencies, implement drug and alcohol programs, and address the Comprehensive Safety Analysis initiative. Includes all materials. To receive a certificate you must complete Safety Director Credential I and Safety Director Credential II.

LBS0026-010 Harper College Main Campus
6/26/2019-6/28/2019 WE TH FR 8:00 AM-4:00 PM
Instructor: Karl Arriola
TUITION: $499 FEES: $75

TRUCK DRIVER TRAINING/CDL INFORMATION SESSION

Get on the road and into an exciting career.

Call Diane at 847.925.6757 or visit ce.harpercollege.edu, “truck driver training” to schedule a one-on-one meeting.

LBS0029-010 Harper College Main Campus
7/17/2019-7/19/2019 WE TH FR 8:00 AM-4:00 PM
Instructor: Karl Arriola
TUITION: $499

SAFETY DIRECTOR CREDENTIAL II

Build skills and knowledge in the transportation industry as it relates to insurance, cargo security and securement, vehicle inspection, maintenance, and warehouse material handling and storage. Gain an awareness of liability issues and mitigation strategies, legal weights and dimensions, oversized, overweight routing and permits, theft reduction, proper vehicle inspections and identification of unsafe vehicles components and material handling equipment, proper storage including hazardous materials, food grade products, overhead storage, proper goods movement documentation and more. Includes all materials. To receive a certificate you must complete Safety Director Credential I and Safety Director Credential II.

LBS0029-010 Harper College Main Campus
7/17/2019-7/19/2019 WE TH FR 8:00 AM-4:00 PM
Instructor: Karl Arriola
TUITION: $499

TRUCK DRIVER TRAINING 160

The 160-hour CDL A license course meets all Illinois requirements. Includes permit test, pre-trip inspections, yard skills practice, highway driving and road tests. Students demonstrate the CDL laws, use of controls, safe driving techniques and defensive driving. Hazmat endorsement optional with additional $89.50 paid directly to vendor providing service. Successful completion allows individuals to sit for the Illinois CDL A exam. Courses start every Monday at one of our locations.

LCE0011-010 MO TU Eagle Training Services
5/28/2019-7/1/2019 WE TH FR 7:30 AM-4:00 PM
Instructor: Jeffrey D. Clark
TUITION: $3999

LCE0011-011 MO TU Eagle Training Services
7/8/2019-8/9/2019 WE TH FR 7:30 AM-4:00 PM
Instructor: Jeffrey D. Clark
TUITION: $3999

Check CE.HARPERCOLLEGE.EDU for latest course information.
Computers and Technology

INFORMATION SESSIONS:
Harper Professional Center
• Computer Training & IT Certification
  May 8 (6-7 PM)
• Computer Training & IT Certification Open House
  August 14 (6-7 PM)

WHAT’S NEW?
• CompTIA Server+
• Google for Education Workshops

AND DON’T MISS
• Cisco CCNA Network Specialist
• CompTIA A+ Computer Technician
• PMP Exam Preparation
• Quickbooks 2018

Learn more at ce.harpercollege.edu, “Computers and Technology”

BUSINESS TECHNICAL SKILLS

ELECTRONIC BOOKKEEPING
INTRODUCTION TO QUICKBOOKS 2018
Learn to use the features of accounts payable and receivable, check writing, payment processing and how to generate reports. PRE-REQUISITE: Introduction to Windows and knowledge of basic business accounting operations. No class on 7/6/19.

LCT0002-006 Harper Professional Center
6/24/2019-7/22/2019 MO 6:00 PM-9:15 PM
Instructor: Angela Valentine
TUITION: $325 FEES: $44

INTERMEDIATE QUICKBOOKS 2018
After completing Introduction to QuickBooks, learn more about how QuickBooks can work for you. PRE-REQUISITE: Introduction to QuickBooks.

LCT0010-004 Harper Professional Center
7/29/2019-8/19/2019 MO 6:00 PM-9:15 PM
Instructor: Angela Valentine
TUITION: $325 FEES: $44

GOOGLE
INTRODUCTION TO G SUITE
Looking to advance your basic technology skills? This course covers G Suite (formerly known as Google Apps) to give you a solid foundation in the latest technology tools and trends. Learn technical skills you can immediately apply for personal, career, or business use. Prerequisite: Gmail account and password.

LCT0008-003 Harper Professional Center
8/1/2019 TH 9:00 AM-4:00 PM
Instructor: Angela Valentine
TUITION: $175 FEES: $7

G SUITE PROFESSIONAL CERTIFICATION
Earning a Google Cloud certification in G Suite signals to employers your readiness to operate in today’s modern work environment. By attaining the G Suite certification, you prove your ability to use cloud-based tools to create and share documents, spreadsheets, presentations, and files. You also will learn how to communicate effectively with email and online meeting solutions. This course will cover the key features of the G Suite platform such as Drive, Gmail, Hangouts Meet, Docs, Sheets, and Slides, to help prepare you for your professional certification.

LCT0012-003 Harper Professional Center
8/3/2019 SA 9:00 AM-4:00 PM
Instructor: Angela Valentine
TUITION: $175 FEES: $7

PROJECT MANAGEMENT
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. No class on 7/4/19.

LPM0001-005 Harper Professional Center
6/20/2019-7/11/2019 TH 6:00 PM-9:15 PM
Instructor: John Chiappetta
TUITION: $285 FEES: $60

INTRODUCTION TO MICROSOFT PROJECT 2016
Project managers are responsible for coordinating specific tasks within a time frame. Put together a plan of action and fill in and organize the details to achieve your goals. Learn to build a new project, track progress and analyze costs. Explore methods of fine tuning and troubleshooting your project plan for best results. PRE-REQUISITE: Strong Windows skills and Microsoft Office Suite knowledge helpful.

LCT0007-007 Harper Professional Center
7/16/2019-7/25/2019 TH 6:00 PM-9:15 PM
Instructor: Susanne Bajt
TUITION: $195 FEES: $35

PRACTICAL PROJECT MANAGEMENT
Students will learn how to apply project management concepts and use Microsoft Project. 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. PRE-REQUISITE: Project Management Concepts or equivalent experience and Microsoft Project.

LPM0003-004 Harper Professional Center
8/1/2019-8/22/2019 TH 6:00 PM-9:15 PM
Instructor: John Chiappetta
TUITION: $285 FEES: $60

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION PREP
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. PRE-REQUISITES: Project management experience or successful completion of the Project Management Specialist Program.

LPM0005-005 Harper Professional Center
6/25/2019-9/10/2019 TU 6:00 PM-9:15 PM
Instructor: Bo Lynne Modzelewski
TUITION: $1125 FEES: $173

GOOGLE FOR EDUCATION WORKSHOPS
These workshops are designed for educators, administrators, and staff who use Google for Education. Learn G Suite apps and other tools to implement technology in your classroom. Workshops are hands-on and led by an authorized Google for Education Certified Trainer. For more information, visit ce.harpercollege.edu or email cecomputers@harpercollege.edu
### COMPUTER AIDED DESIGN

**AUTOCAD ESSENTIALS**

Covers the creation of basic 2D drawings using drawing and editing tools, organization of drawing objects on layers, addition of text and basic dimensions, preparation for plotting and more sophisticated techniques for drawing setup and productivity. Designed for new users of AutoCAD software. No class on 8/13/19.

**TUITION:** $175

**FEES:** $420

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### COMPUTER AND NETWORK SUPPORT

**CISCO**

**CISCO CCNA NETWORK SPECIALIST**

Introduces standard networking terms, concepts and devices. Focuses on the selection, connection, configuration and troubleshooting of Cisco switches and routers as they are commonly used in small- to medium-sized networks. Helps students prepare for the CCNA certification exams. Must have CompTIA Network+ training or equivalent experience prior to enrollment. No class on 7/4/19.

**TUITION:** $1895

**FEES:** $289

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**COMPTIA A+ COMPUTER TECHNICIAN**

Prepare for a career as an entry-level information technology (IT) professional or personal computer (PC) technician. Gain the background knowledge and skills required to be a successful A+ technician. You will learn how to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventive maintenance of personal computer hardware and operating systems. You will be prepared for the CompTIA A+ certification examinations in order to become a CompTIA A+ Certified Professional. Recommended prerequisite: Introduction to Windows Environment, or equivalent knowledge. You should have the ability to browse and search the Internet, operate a personal computer, and use software applications such as Windows Explorer or other web browser.

**TUITION:** $1295

**FEES:** $420

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**COMPTIA SERVER+**

Builds on existing knowledge and skills in computer hardware support to administer network servers. Learn how to troubleshoot, install and maintain server hardware and software. Covers server architecture, administration, storage, security, networking, troubleshooting, and disaster recovery. Prepares for certification exam SKO-004. Recommended Preparation: Familiarity with Networking concepts. CompTIA A+ certification or equivalent experience.

**TUITION:** $1095

**FEES:** $440

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### CYBERSECURITY

**INTRODUCTION TO CYBERSECURITY**

Learn about the dangers of cyberspace and how to defend yourself and your organization from modern cyberattacks. Self-defense measures to identify risks and threats, and how to avoid threats, will be covered. This course is intended for individuals interested in safe-guarding themselves from cybercrime as well as current IT professionals who are looking to improve their understanding of information security. This course will also provide a glimpse into how security teams are defending against threats based on industry best practices.

**TUITION:** $285

**FEES:** $7

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**CISPP**

**CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL**

Learn all eight CISP Common Body of Knowledge (CBK) domains. Validate knowledge by meeting the necessary preparation requirements to qualify to sit for the CISPP certification exam. Additional CISP certification requirements include a minimum of five years of direct professional work experience in two or more fields related to the eight CBK security domains, or a college degree and four years of experience. Prerequisite: CompTIA Network+, Security+, or equivalent experience.

**TUITION:** $1295

**FEES:** $349

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### DATABASE ADMINISTRATION

**MICROSOFT SQL SERVER PROVISIONING SQL DATABASES**

Gain the knowledge and skills to provision a Microsoft SQL Server 2016 database, both on-premise and in Azure. Covers installing from new and migrating from an existing installation. Learn to upgrade and configure SQL servers; manage databases and files. Prerequisites: basic knowledge of the MS Windows operating system and its core functionality, working knowledge of Transact-SQL, working knowledge of relational databases, and some experience with database design (LNT0008 Querying Data with Transact-SQL or equivalent experience). No class on 5/27/19.

**TUITION:** $1055

**FEES:** $386

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**NEW!**

**PMP® CERTIFIED**

Companies are seeking out project-focused individuals with strengths in project management practices and certification to reinforce skills. PMI’s Project Management Professional (PMP) Certification is the most important industry-recognized certification for project managers.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>PMP Exam Preparation, LPM0005</td>
<td>June 25</td>
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</tbody>
</table>

Check [CE.HARPERCOLLEGE.EDU](http://CE.HARPERCOLLEGE.EDU) for latest course information.
Microsoft Office

INTRODUCTION TO WORD 2016
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.
LCT0013-005  Harper Professional Center
6/27/2019  TH  9:00 AM-4:00 PM
Instructor: Angela Valentine
TUITION: $195  FEES: $35

INTERMEDIATE WORD 2016
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.
LCT0029-005  Harper Professional Center
7/18/2019  TH  9:00 AM-4:00 PM
Instructor: Angela Valentine
TUITION: $195  FEES: $35

ADVANCED WORD 2016
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.
LCT0037-005  Harper Professional Center
7/25/2019  TH  9:00 AM-4:00 PM
Instructor: Angela Valentine
TUITION: $195  FEES: $35

INTRODUCTION TO Excel 2016
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.
LCT0014-010  Harper Professional Center
6/29/2019  SA  9:00 AM-4:00 PM
Instructor: Susanne Bajt
TUITION: $195  FEES: $35

INTERMEDIATE EXCEL 2016
Students will work with some of the advanced features in Excel including: charts, adding and formatting graphic objects and sorting and filtering data. PREREQUISITE: Introduction to Excel or equivalent experience.
LCT0030-009  Harper Professional Center
7/6/2019  SA  9:00 AM-4:00 PM
Instructor: Susanne Bajt
TUITION: $195  FEES: $35

ADVANCED EXCEL 2016
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.
LCT0038-005  Harper Professional Center
7/29/2019  SA  9:00 AM-4:00 PM
Instructor: Susanne Bajt
TUITION: $195  FEES: $35

Microsoft Office Courses:

EXCEL 2016 PIVOTTABLES
PivotTables can be used to summarize, analyze, explore, and present summary data. Learn how to create, customize, format, and present PivotTables. Also learn to build a PivotTable based on external data, analyze data using PivotTables, and create custom calculations in a PivotTable. PREREQUISITE: Intermediate Excel or equivalent experience.
LCT0042-005  Harper Professional Center
8/10/2019  SA  9:00 AM-4:00 PM
Instructor: Susanne Bajt
TUITION: $195  FEES: $52

INTRODUCTION TO PowerPoint 2016
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.
LCT0016-005  Harper Professional Center
7/1/2019  TH  9:00 AM-4:00 PM
Instructor: Alex Valvasori
TUITION: $195  FEES: $35

INTRODUCTION TO ACCESS 2016
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.
LCT0016-005  Harper Professional Center
7/17/2019  WE  9:00 AM-4:00 PM
Instructor: Susanne Bajt
TUITION: $195  FEES: $35

OFFICE ADMINISTRATOR PORTFOLIO WORKSHOP
This is a self-paced performance workshop that allows students to demonstrate their knowledge of Microsoft Office software applications. Students will meet with an experienced instructor and then complete projects incorporating Word, Excel, PowerPoint and Access. All Office Administrator Program required courses must be completed before registering for this workshop. Call 847.925.6075 for additional information.
LCT0033-005  Harper Professional Center
Instructor: Jennie A. Johns
TUITION: $255

Intermediate Access 2016
Use some of the advanced features in table creation, queries and generating reports. Set up personalized databases to track sales and other data through customized queries. PREREQUISITE: Introduction to Access or equivalent experience.
LCT0032-005  Harper Professional Center
7/24/2019  WE  9:00 AM-4:00 PM
Instructor: Susanne Bajt
TUITION: $195  FEES: $35

Advanced Access 2016
Use advanced capabilities of Access to work with improperly structured data, perform summary operations on data, enhance forms, reports and use Access data in other Microsoft Office applications. PREREQUISITE: Intermediate Access or equivalent experience.
LCT0039-005  Harper Professional Center
8/7/2019  WE  9:00 AM-4:00 PM
Instructor: Susanne Bajt
TUITION: $195  FEES: $35

INTRODUCTION TO OUTLOOK 2016
Learn how to use one of the most popular email applications around! Students will create, format, send, reply to, and forward messages. Also covered are working with attachments, managing contacts, and scheduling appointments and meetings. PREREQUISITE: Intro to Windows or equivalent experience.
LCT0021-005  Harper Professional Center
6/26/2019  WE  9:00 AM-4:00 PM
Instructor: Susanne Bajt
TUITION: $195  FEES: $35

Office Administrator Portfolio Workshop
This is a self-paced performance workshop that allows students to demonstrate their knowledge of Microsoft Office software applications. Students will meet with an experienced instructor and then complete projects incorporating Word, Excel, PowerPoint and Access. All Office Administrator Program required courses must be completed before registering for this workshop. Call 847.925.6075 for additional information.
LCT0033-005  Harper Professional Center
Instructor: Jennie A. Johns
TUITION: $255
**PROGRAMMING & WEB DEVELOPMENT**

**BLOCKCHAIN**

**BASICS OF BLOCKCHAIN**

This introductory course takes you through the basics of Blockchain Technology. The goal is to unpack the concepts and components of a Blockchain to discover its potential uses in business, governmental, and commercial environments. Prerequisite: A basic understanding of the internet and computing.

LCT0049-003 Harper Professional Center 7/1/2019 MO 6:00 PM-9:15 PM
Instructor: David Pinkawa

**TUITION:** $75  
**FEES:** $7

**MICROSOFT .NET DEVELOPER**

**PROGRAMMING IN C#**

Learn the programming skills required for developers to create Windows applications using the C# language. You will study the basics of C# program structure, language syntax, and implementation detail, and building an application that incorporates features of the .NET framework. Discover techniques and technologies employed by modern desktop and enterprise applications including: Building new data types, handling events, programming the user interface, accessing the database, using remote data, performing operations asynchronously, integrating with unmanaged code, creating custom attributes, encrypting and decrypting data. This course helps prepare you to sit for the Microsoft certification 70-483 exam.

Instructor: Gary Gumbiner

**TUITION:** $1,295  
**FEES:** $393

**PYTHON**

**INTRODUCTION TO PYTHON PROGRAMMING**

Over the past few year years, Python has become one of the most popular programming languages. This course will help bring students up to speed with the benefits and usefulness of Python. This course will build from the ground up to help students become sufficient beginners at Python programming. Prerequisite: No previous Python experience is required, but some programming familiarity may be useful.

LX0001-004 Harper Professional Center 7/15/2019-7/29/2019 MO WE 6:00 PM-9:15 PM
Instructor: Michael Heliker

**TUITION:** $495  
**FEES:** $59

**INTERMEDIATE PYTHON PROGRAMMING**

Explore more complex and applied areas of Python programming. Students will learn how to use this knowledge to work with data structures, develop custom scripts, GUI applications, and portable exe programs. Prerequisite: previous Python or object-oriented programming experience is required.

LX0002-004 Harper Professional Center 8/5/2019-8/19/2019 MO WE 6:00 PM-9:15 PM
Instructor: Michael Heliker

**TUITION:** $495  
**FEES:** $14

**SOFTWARE & DATABASE**

**SOCIAL MEDIA**

**SOCIAL MEDIA FOR PROFESSIONALS**

Learn how to use social media for your career advancement. Discover which platforms are best for professionals and how to choose what works best for you. This course covers how to set up your accounts and how to create relevant posts and content. Learn what social media tools you can use to enhance your career, to build your business, or to find a new job. You will also learn how to build your brand and expand your network. Discover new options to connect with relevant professionals in your industry or to find and explore new opportunities that are available. Prerequisite: basic computer skills and some familiarity with social media platforms. Bring your current social media log in information or you may create new accounts during class.

LCT0003-005 Harper Professional Center 8/29/2019-9/1/2019 TH 9:00 AM-4:00 PM
Instructor: Angela Valentine

**TUITION:** $145  
**FEES:** $7

**WEB AND DIGITAL DESIGN**

**ADobe PHOTOSHOP CC I**

This introductory course is geared toward first time and beginning Photoshop users. No prior experience with Photoshop is required for this class. This class is designed to get you up and running with Adobe Photoshop. The course will focus on step-by-step and hands-on instruction guiding students through the most important tools and concepts in Photoshop. This class is taught in a Macintosh classroom. Prerequisite: Introduction to OS X, Introduction to Windows Environment, or equivalent experience.

LCT0003-006 Harper Professional Center 6/24/2019-7/15/2019 MO 6:00 PM-9:15 PM
Instructor: Megan Johnson

**TUITION:** $325  
**FEES:** $73

**ADOBE INDESIGN CC I**

This introductory course is geared toward first time and beginning InDesign users. No prior experience with InDesign is required. This class is designed to get you up and running using Adobe InDesign. The course will focus on step-by-step and hands-on instruction guiding students through the most important tools and concepts in InDesign. This class is taught in a Macintosh classroom. Prerequisite: Introduction to OS X, Introduction to Windows Environment, or equivalent experience.

LCT0004-005 Harper Professional Center 7/22/2019-8/12/2019 MO 6:00 PM-9:15 PM
Instructor: Megan Johnson

**TUITION:** $325  
**FEES:** $73

**WEB DESIGN**

**INTERMEDIATE JQUERY**

Continue your journey into the world of jQuery by expanding on topics covered in the Introduction to jQuery course. Form manipulation and validation are practiced to further improve the user experience. The creation and use of custom objects also are explored. Prerequisite: Introduction to jQuery.

LCT0006-005 Harper Professional Center 7/25/2019-8/15/2019 TH 6:00 PM-9:15 PM
Instructor: Jodi Hanson

**TUITION:** $325  
**FEES:** $73

**RESPONSIVE WEBSITE FRAMEWORKS**

Learn how to create responsive websites using current and popular coding techniques. Topics include wireframes, creating a custom responsive framework, and introduction to Twitter Bootstrap and Zurb Foundation. Sass and responsive emails are also discussed. Prerequisites: Intermediate jQuery. No class 7/3-7/19.

LCT0041-004 Harper Professional Center 6/12/2019-7/10/2019 WE 6:00 PM-9:15 PM
Instructor: Jennie A. Johns

**TUITION:** $325  
**FEES:** $49

**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.

LCT0046-005 Harper Professional Center 7/27/2019 SA 9:00 AM-4:00 PM
Instructor: Laura Ehrike

**TUITION:** $195  
**FEES:** $7

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**ADobe ILLUSTRATOR CC I**

Get started using the Adobe Illustrator software. This class is for the student who has no previous Adobe Illustrator experience. Through hands-on experience, students will learn how to create preferences and modify the Illustrator workspace, make new documents, learn how to use the different tools in the tool palette, learn navigation skills, and create a basic logo using the different drawing tools. Learn how to paint items with a fill and stroke. This class is taught in a Macintosh classroom. Prerequisite: Introduction to OS X, Introduction to Windows Environment, or equivalent experience.

LCT0006-005 Harper Professional Center 7/25/2019-8/15/2019 TH 6:00 PM-9:15 PM
Instructor: Jodi Hanson

**TUITION:** $325  
**FEES:** $73

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**QuickBooks 2018**

Learn how to use financial management software used in the majority of small businesses. Explore features for invoicing, bill payments, income tracking, payroll and more!

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<thead>
<tr>
<th>Course Title</th>
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<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Introduction to QuickBooks, LCT0002</td>
<td>June 24</td>
<td>$73</td>
</tr>
<tr>
<td>Intermediate QuickBooks, LCT0010</td>
<td>July 29</td>
<td>$73</td>
</tr>
</tbody>
</table>

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Check [CE.HARPERCOLLEGE.EDU](http://CE.HARPERCOLLEGE.EDU) for latest course information.  

**ONLINE REGISTRATION ASSISTANCE** 847.925.6300
INTERACTIVE WEBSITE DESIGN PORTFOLIO WORKSHOP
 Demonstrate your knowledge of creating and administering interactive websites in this on-line, self-paced performance workshop. Using a required checklist, you will apply what you have learned in your classes to construct a website as your final project. Virtual meetings with an experienced web design instructor are available if needed. All required courses must be completed before registering for this workshop. Call 847-925-6075 for additional information.

LCT0043-005 Harper Professional Center
Instructor: Jennie A. Johns
TUITION: $355

WEB MAINTENANCE AND DESIGN PORTFOLIO WORKSHOP
 This self-paced performance workshop allows students to demonstrate their knowledge of creating and administering effective websites. Students will meet with an experienced web design instructor and then prepare a website as their final project. Web Maintenance and Design Program requirements, including the elective class, must be completed before registration for this course. Call 847-925-6075 for additional information.

LCT0026-005 Harper Professional Center
Instructor: Jennie A. Johns
TUITION: $255

WORKFORCE CERTIFICATION
CERTIFICATION EXAMS
MICROSOFT OFFICE SPECIALIST CERTIFICATION SELF PREP – ACCESS
 The Microsoft Office Specialist (MOS) certification demonstrates you have the skills and ability to use a Microsoft Office application. Prepare for the MOS Access certification with a test preparation software tool which simulates the actual exam. Students will receive test preparation software and a certification exam voucher. Contact 847-925-6075 for more information.

LWC0004-005 Harper Professional Center
FEES: $155

MICROSOFT OFFICE SPECIALIST CERTIFICATION SELF PREP – EXCEL
 The Microsoft Office Specialist (MOS) certification demonstrates you have the skills and ability to use a Microsoft Office application. Prepare for the MOS Excel certification with a test preparation software tool which simulates the actual exam. Students will receive test preparation software and a certification exam voucher. Contact 847-925-6075 for more information.

LWC0003-005 Harper Professional Center
FEES: $155

MICROSOFT OFFICE SPECIALIST CERTIFICATION SELF PREP - WORD
 The Microsoft Office Specialist (MOS) certification demonstrates you have the skills and ability to use a Microsoft Office application. Prepare for the MOS Word certification with a test preparation software tool which simulates the actual exam. Students will receive test preparation software and a certification exam voucher. Contact 847-925-6075 for more information.

LWC0002-005 Harper Professional Center
FEES: $155

Computer Training Information Session
Learn about IT Workforce trends, professional training, and digital badge programs to prepare you for success in the technical world.

DATE: Wednesday, May 8
TIME: 6 p.m. - 7 p.m.
PLACE: Harper Professional Center, 650 E. Higgins Road, Suite 2W Schaumburg (free, convenient parking)

SAVE THE DATE!
Computer Training & IT Certification Open House
This event will showcase mini-courses led by our awesome instructors who are experts in the field!

DATE: Wednesday, August 14
TIME: 6 p.m. - 7 p.m.
PLACE: Harper Professional Center, 650 E. Higgins Road, Suite 2W Schaumburg (free, convenient parking)

RSVP Online at: ce.harpercollege.edu
QUESTIONS? Contact us at 847.925.6066 or email us at: cecomputers@harpercollege.edu.
Healthcare
Careers

Looking for a new career in the healthcare field? There are many opportunities and not enough qualified applicants to fill them.

RN REFRESHER
INFO SESSION:
Monday, July 15 and Thursday, August 15, 6 - 7 p.m., Harper Main Campus

WHAT'S NEW?
• Current Nursing Trends (pg. 16)

Check out our job-ready training options:
• Activity Director (pg. 15)
• Dental Assistant (pg. 16)
• Pharmacy Technician (pg. 16)

Do you know how to respond if somebody is having a medical emergency? Learn or renew your CPR training and be a lifesaver.

Learn more at ce.harpercollege.edu, “Healthcare”

ACTIVITY DIRECTOR

BASIC ORIENTATION FOR ACTIVITY DIRECTORS
Taught by an interdisciplinary team, this course will teach participants to develop unique programming to meet the leisure, recreational and activity needs of seniors in long-term care. Topics include state and federal regulations for activity programs, documentation, the rights of residents, evaluation and programming guidelines for a wide variety of residents. Course fulfills all IDPH and OBRA requirements for long-term care and participants receive the 36-Hour Certificate of Completion for Activity Directors. A discount is available for organizations sending two or more employees. Includes all materials.

LCP0002-061 Harper College Main Campus
TU 5:30 PM-9:30 PM
Instructor: Susan M. Priebe
TUITION: $84
FEES: $5

CPR TRAINING/RENEWAL

HEALTHCARE PROVIDER CPR RENEWAL
Renew your CPR certification in this American Heart Association (AHA) BLS for Healthcare Providers Renewal course. You will review cardiovascular health; basic life support techniques for choking victims; rescue breathing; CPR; and the use of an AED. Participants must demonstrate CPR and AED competencies for adult, child, and infant victims and pass written exam. PREREQUISITE: Bring your current AHA BLS for Healthcare Providers card to class.

LCP0002-061 Harper College Main Campus
5/21/2019
Instructor: Susan M. Priebe
TUITION: $84
FEES: $5

HEALTHCARE PROVIDER CPR
This is the initial American Heart Association (AHA) Healthcare Providers CPR class. Learn about cardiovascular health and risk factors for heart disease. Practice techniques for choking victims, rescue breathing, CPR, and the use of an AED. Participants must demonstrate CPR and AED competencies for adult, child, and infant victims and pass written exam. Intended for any healthcare worker or student preparing to work in a hospital or clinical setting. Participants who pass will receive an AHA Healthcare Providers CPR card that is valid for two years. Includes textbook and materials.

LCP0002-061 Harper College Main Campus
5/21/2019
Instructor: Susan M. Priebe
TUITION: $84
FEES: $5

RN REFRESHER INFORMATION SESSION
This program is for U.S. registered nurses who have been out of clinical practice for five or more years, or for those trying to renew or obtain an Illinois state license. RSVP at ce.harpercollege.edu.

Monday, July 15 and Thursday, August 15, 6-7 p.m., Harper College Main Campus
HEARTSAVER FIRST AID WITH CPR AND AED

This American Heart Association course combines first aid with CPR and AED to give you the whole experience. You will learn decision-making skills to help you assess an emergency situation and manage the first few minutes until professional help arrives. You will learn to provide care for bleeding injuries, sprains, broken bones and how to deal with cardiac arrest and choking for victims from birth to adulthood. You will receive a HeartSaver First Aid CPR and AED card that is valid for two years and meets the OSHA standard for first aid training in general industry. This course is not intended for clinical healthcare professionals. If you need CPR to work in a clinical healthcare setting, please see CPR Healthcare Provider from American Heart Association, LCP0004.

LCP0003-004  Harper College Main Campus
8/10/2019  SA  8:30 AM-3:00 PM
Instructor: Susan M. Priße
TUITION: $110  FEES: $20

■ DENTAL

DENTAL ASSISTING

Prepare to become a dental assistant in this online 12-week program. Topics include anatomy and physiology, infection control, imaging, and patient care. You will learn your role in supporting dentists and dental hygienists in a rapidly growing industry. All materials are mailed to your home once you register.

LAH0011-007  ONLINE
5/20/2019-8/11/2019
Instructor: Kelly Rose
TUITION: $600  FEES: $1800

■ NURSING

NLN PRE-ENTRANCE EXAM PREPARATION

Prepare for the National League of Nursing (NLN) pre-entrance exam in this review program taught by content experts. Students seeking admission to programs in various health-related fields such as nursing, radiology, paramedic and dental hygiene will review verbal, math, biology, anatomy, chemistry and test taking strategies.

LAH0004-007  Harper College Main Campus
5/21/2019-6/11/2019  TU TH  6:00 PM-9:00 PM
Instructor: Staff
TUITION: $229

LAH0004-008  Harper College Main Campus
7/9/2019-7/30/2019  TU TH  6:00 PM-9:00 PM
Instructor: Staff
TUITION: $229

■ PHARMACY

PHARMACY TECHNICIAN (Blended)

This 50-hour blended course prepares you to work under a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies, or other healthcare settings. Learn medical/pharmacy terminology, dosage calculations, drug compounding, dose conversions, prescription dispensing, inventory control, billing, and reimbursement. Prepares you for the Pharmacy Technician Certification Board (PTCB) exam. Students participate in a blend of online instruction and classroom sessions. Students are eligible for an 80-hour clinical externship (background check/drug screening may be required). Textbook and materials included. Approved for funding by the Workforce Innovation and Opportunity Act for qualified WIOA candidates, under O’Net code 29.2052. No class on Tuesday, March 26, 2019.

LAH0008-005  Harper Learning and Career Center
6/4/2019-7/23/2019  TU  6:00 PM-9:00 PM
Instructor: Trishia White
TUITION: $1299  FEES: $150

■ PHLEBOTOMY

INTRO TO PHLEBOTOMY/PHLEBOTOMY REFRESHER

Refresh or learn new blood draw skills to perform a variety of blood collection methods using proper techniques and precautions. Topics include venous samples, vacuum collection devices, capillary skin punctures, order of draw, locating difficult veins, butterfly needles, and special considerations. Through lecture and lab experiences, student will also receive training in infection prevention, proper patient identification and labeling of specimens. You will practice venipuncture procedures on practice models, fellow students and volunteers. This 20-hour course will meet weekly for 5 weeks and is designed for healthcare professionals looking to improve technique or learn new phlebotomy skills, or those currently employed in healthcare who wish to learn phlebotomy. This course does not qualify students to take the NHA phlebotomy certification exam.

LAH0009-003  ONLINE
5/20/2019-8/11/2019
Instructor: Dianne Tilton
TUITION: $925  FEES: $925
ART

MARC CHAGALL: POET, DREAMER, ARTIST, ECCENTRIC

Marc Chagall, poet, dreamer, artist, eccentric, was one of the most original and imaginative geniuses of 20th-century art. He was born in Russia in 1887, studied painting there and later worked in Paris, where he was strongly affected by the Avant-Garde movements. He spent several years in the United States, then returned to France where he was a citizen. His art always remained true to his romantic and personal na"e expression based on themes of village life, music, love, the Bible, and Jewish folklore. Chagall received countless honors, including the Grand Medal of The Legion of Honor and an exhibition at the Louvre.

LLI0191-001
7/9/2019
Harper College Main Campus
Instructor: Ralph Burin
MEMBER FEES: $19
NON-MEMBER FEES: $38

PAINTING BY AMERICAN ARTIST 1930’S

The aesthetic climate of the 1930s Great Depression, its turbulent economics and political unrest will be explored through a number of paintings by American Artists. The Fall in America refers to what was commonly known as the Stock Market Crash of October 29, 1929. It is also described by some as a fall from innocence. The 1930s was a surprisingly creative period, as the nation’s artists sought to find and interpret what Modern Art in America might be.

LLI0185-001
5/30/2019
Harper College Main Campus
Instructor: Ralph Burin
MEMBER FEES: $19
NON-MEMBER FEES: $38

PARIS: THE CITY OF LIGHTS: HISTORY, ART AND ARCHITECTURE

Known as the City of Light, Paris, France was founded around 250 BCE and can be traced back to a Gallic tribe known as the Parisii who settled an island in the River Seine known today as the Ile de Cite. The city was captured by the ancient Romans and later its Left Bank became known as the intellectual district while the Right Bank became known for business. Between the 15th and 18th centuries, Paris became known as a center of art, architecture, and science. Today the beautiful city is home to over 2 million residents and is renowned for its monuments, gardens, museums, lights and mass tourism.

LLI0184-001
6/4/2019
Harper College Main Campus
Instructor: Ralph Burin
MEMBER FEES: $19
NON-MEMBER FEES: $38

BOOKS AND LITERATURE

COZY MYSTERY BOOK CLUB

Cozy Mysteries are to die for! Maybe not literally, but cozy fans are some of the most devoted readers in fiction. Join this book club to explore the charming elements of this beloved genre, including an amateur sleuth, quirky characters, quaint village, red herrings and justice served. The monthly reading list for this series is: Thursday, June 20; The Cat Who Played Post Office by Lilian Jackson Braun and Thursday, July 18: The No. One Ladies’ Detective Agency by Alexander McCall Smith. Please read each book before class and be ready to share a deadly fun discussion led by cozy mystery lover and author Laura Ehrike. Class meets June 20 and July 18.

LLI0188-001
6/20/2019 & 7/18/2019
Harper College Main Campus
Instructor: Laura Ehrike
MEMBER FEES: $19
NON-MEMBER FEES: $38

CURRENT EVENTS

CONTROVERSIES WITH CONJOINED TWINS AND WRONGFUL LIFE

Even with early screening and testing, occasionally a rare medical issue will challenge parents and modern medicine. Hospital policies, doctor’s medical opinions and parental love can be in conflict when dealing with these cases. Who decides the final course of action? Instructor, Suzanne Rausch will discuss these cases that have demonstrated such conflicts, including cases of conjoined twins and other rare conditions that challenge the best skilled medical professionals and our notion of a quality of life.

LLI0131-004
4/3/2019
Harper College Main Campus
Instructor: Suzanne Rausch
MEMBER FEES: $19
NON-MEMBER FEES: $38

LLI0131-003
6/5/2019
The Garlands
Instructor: Suzanne Rausch
MEMBER FEES: $19
NON-MEMBER FEES: $38

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.

Don’t miss our upcoming events:

LLI INFO SESSIONS

Thursday, May 2 6:30-8:30 PM & Tuesday, August 13 2:00-4:00 PM
Harper Main Campus

RSVP at ce.harpercollege.edu or call 847.925.6300.

Learn more at ce.harpercollege.edu or 847.925.6300.
THE GUEST WORKERS TO CITIZENS: TURKISH MINORITY IN GERMANY

It has been almost 60 years since the first guest worker recruitment treaty went into effect. In these six decades Germany evolved into a multicultural society and today about three million Turks are calling Germany their home. The integration of the Turkish community has been without its problems but especially the young and the well-educated seem to manage the transition from Guest Workers to Citizens quite well. Join German Historian and Political Scientist Anette Isaacs, M.A. for a fascinating discussion of this remarkable process.

LLI0194-001 Harper College Main Campus 7/9/2019 TU 1:00 PM-3:00 PM Instructor: Anette Isaacs MEMBER FEES: $19 NON-MEMBER FEES: $38

WHAT WE ARE LEARNING FROM YELLOWSTONE NATIONAL PARK

Americans can take pride in the initiation of the national park concept. Since it’s legal beginnings with the introduction of Yellowstone National Park in 1872, Americans have had to deal with issues that have become a national concern and triggered ongoing political conversation with regards to wildlife management. Conservation and recreation have often come into conflict. We will discuss the history and the current state of key issues that we are working through and learning about in our nation’s first national park.


FOREIGN POLICY ROUNDTABLE

Professor Gary Midkiff will lead a monthly, two-hour group discussion about current and future issues affecting American foreign policy and the range of responses we might choose for each of those issues. Participants will help select the topics to be discussed at each meeting and via their e-mail addresses will be given topics to prepare for, articles to read, and videos to watch. During the summer session, topics to be covered will include: The Future of the Kurds, The Proxy War in Yemen and Pakistan Confronts the Taliban. Dates: Monday, July 1st, 9-11 a.m. – Monday July 1st, 9-11 a.m., August 5th, 9-11 a.m.

LLI0071-003 Harper College Main Campus 7/11/2019-8/22/2019 TH 9:00 AM-11:00 AM Instructor: Gary E. Midkiff MEMBER FEES: $75 NON-MEMBER FEES: $152

FOREIGN POLICY BOOK CLUB

At each session of this class, participants will read what they regard as important quotations or passages from the selected book and discuss what they learned or thought was especially interesting. All class members are encouraged to comment and share their ideas. Thursday, July 11th, 9-11 a.m.: Thursday, July 25th, 9-11 a.m.; Thursday August 8th, 9-11 a.m. and Thursday August 22nd, 9-11 a.m.: Book Title: The American Century and Beyond, U.S. Foreign Relations, 1893-2014. Participants are responsible for acquiring their own copy of the book. Discussions are led by Gary Midkiff.

LLI0071-003 Harper College Main Campus 7/11/2019-8/22/2019 TH 9:00 AM-11:00 AM Instructor: Gary E. Midkiff MEMBER FEES: $75 NON-MEMBER FEES: $152

GEOGRAPHY, ENVIRONMENT & PROSPERITY

GET TRAVELING TO THE GUEST WORKERS TO CITIZENS: TURKISH MINORITY IN GERMANY

LII is proud to be partnered with Friendship Village. Be sure to check out these classes, which meet at Friendship Village:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Love Who You Are and Who You Are Becoming</td>
<td>Jun. 6</td>
</tr>
<tr>
<td>Chicago’s Golden Age of Department Stores</td>
<td>Jul. 11</td>
</tr>
<tr>
<td>Wisconsin Supper Club</td>
<td>Jul. 25</td>
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</table>

We provide complimentary valet parking for Harper members who attend our lectures. Come inside and request valet parking.

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We provide complimentary valet parking for Harper members who attend our lectures. Come inside and request valet parking.
THE LIFE IN EAST GERMANY: ACROSS THE BORDER

Since the fall of the Berlin Wall three decades ago, Historians have dedicated themselves mostly to East Germany's political system and its oppressive instruments such as the secret police STASI. But although East Germany was a totalitarian state, there were still 16 Million people who were living a more or less normal life. Join German Historian Anette Isaacs for a compelling exploration of daily life in East Germany, its food and culture, education, consumerism (or the lack thereof!) and everyday items that were giving the GDR its identity and made it so different from its big capitalist sister, the Federal Republic (West Germany).

THE PRESIDENCY OF HARRY TRUMAN

A compromise choice for Vice President, Truman was pulled onto the international stage with little experience and no preparation. And yet during his nearly two full terms in office he faced every problem head on, made momentous decisions in a collegial manner, acted both tactically (e.g. Berlin airlift) and strategically (e.g. NATO), and when faced with a constitutional crisis (i.e. MacArthur’s challenge to his Presidential authority) made the correct decision in the correct way. Truman faced more significant challenges while President than any other President (except Lincoln). Our appreciation of him grows every year. This is a 2 part class running 5/23/19 and 5/30/19.

THE 27-AMENDMENTS OF THE U.S. CONSTITUTION

Over 11,700 proposed amendments have been introduced in the U.S. Congress. Only 27 have been adopted. We have corrected oversights and omissions (e.g. how many terms a President may serve), we have responded to social pressure (e.g. granting women's suffrage), we have clarified delicate situations (e.g. how do we determine if a President is unable to serve) and in one case reversed a mistake (cancelling prohibition). We all know the first 10 as The Bill of Rights but the stories behind all 27 are fascinating and important. Join Professor Gary Midkiff for a study of our constitutional amendments.

THE GARLANDS® of Barrington

LLI is proud to be partnered with The Garlands of Barrington. Be sure to check out these classes, which meet at The Garlands:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Start Date</th>
<th>Instructor</th>
<th>Location</th>
<th>Member Fees</th>
<th>Non-Member Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controversies with Conjoined Twins and Wrongful Life</td>
<td>Jun. 5</td>
<td>Gary E. Midkiff</td>
<td>Barrington's White House</td>
<td>$35</td>
<td>$70</td>
</tr>
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<td>What We are Learning from Yellowstone National Park</td>
<td>Jun. 25</td>
<td>Gary E. Midkiff</td>
<td>Barrington's White House</td>
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</tr>
</tbody>
</table>

Online Registration Assistance 847.925.6300

Check CE.HARPERCOLLEGE.EDU for latest course information.
MORE EVERYDAY SOCIOLOGY
In this follow up to Everyday Sociology, you will utilize the concepts discussed in the original class to examine real world, contemporary problems in our society. Bilal Hussain will introduce issues that require discussion and utilize a sociological framework to guide your discussion. Topics may be drawn from issues that persist in our society over a long time or from the news. Bilal Hussain earned his Master’s Degree from Loyola University. He has also been a Diverse Faculty Fellow at Harper College, teaching in the Sociology Department. Students should have completed Everyday Sociology in the LLI program or be familiar with basic concepts in sociology.

MEMBER FEES: $19
NON-MEMBER FEES: $38
Instructor: Nancy McCully
7/8/2019
LLI0193-001
Harper College Main Campus
1:00 PM-2:00 PM

TRAVEL
CIRCLING LAKE MICHIGAN
Join us for a classic road trip around Lake Michigan. Our journey through four states will include stops at the beautiful beaches of southwestern Michigan, the world’s largest freshwater dunes, historic Mackinac Island, the rocky coast of Door County, and the coastal cities of Wisconsin.

MEMBER FEES: $19
NON-MEMBER FEES: $38
Instructor: Nancy McCully
7/10/2019
LLI0186-001
Harper College Main Campus
1:00 PM-2:00 PM

WISCONSIN SUPPER CLUB
Revel in the nostalgia of the once again trendy Wisconsin supper club. Experience the retro vibe, neon signs, historic locations, home cooking, famous cocktails, and warm hospitality on this virtual tour with supper club guru Deborah Nelson, featuring original photographs, menus, maps and insider information. We’ll explore legendary supper clubs, easy summer road trips, how to get the supper club treatment near home, and recipes for standards like Shrimp de Jonghe and Brandy Alexander. Each participant will receive Deborah’s Wisconsin Supper Club Handbook. The book Wisconsin Supper Clubs: An Old-Fashioned Experience will be referenced and makes a good companion.

MEMBER FEES: $19
NON-MEMBER FEES: $38
Instructor: Deborah Nelson
7/25/2019
LLI0136-002
Friendship Village
10:30 AM-12:00 PM

WRITING
TELLING YOUR STORY: PERSONAL RESUMÉ
You have lived a unique life, filled with stories to share with family, friends and future generations. Take the first step in telling your story with this introductory class and create an outline of your life. Barrington author Laura Ehrke will provide a list of fun questions and prompts to get you started. After class, use your personal resumé to inspire your written or oral stories. Information will be provided for submitting your future stories to be posted on our online LLI showcase, as well as options to work with the Barrington Area Library’s Local History collection for all Barrington-related stories.

MEMBER FEES: $19
NON-MEMBER FEES: $38
Instructor: Laura Ehrke
7/25/2019
LLI0187-001
Harper College Main Campus
1:30 PM-3:30 PM
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.
LEI0023-008  Other Locations/Offsite  6/17/2019-7/22/2019  MO  7:00 PM-8:00 PM
Instructor: Diane Smith
TUITION: $99

WEST COAST SWING DANCE
This beginner course will take you through the basic, and easy to learn, 6 and 8 beat patterns of West Coast Swing. Pick up patterns and technique to dance more towards the tempo and tone of each song. West Coast Swing is one of the fastest growing dance genres in the world and has been featured on So You Think You Can Dance, Dancing With The Stars, and more. It is danced to most types of music including Blues, R&B and top 40. Open to singles and couples, and no experience is necessary.
LEI0025-006  Other Locations/Offsite  6/17/2019-7/22/2019  MO  8:00 PM-9:00 PM
Instructor: Diane Smith
TUITION: $99

FITNESS

AERIAL HAMMOCK
Take your workout from the floor to the air! Each class begins with a light warm up before progressing to where you will be upside down in your fabric. This class is a terrific workout designed for strength training and muscle conditioning with stretching as a closing exercise. No experience necessary, but participants should feel comfortable being upside down while being supported by fabric.
LPE0003-006  Other Locations/Offsite  6/5/2019-7/24/2019  WE  5:00 PM-6:00 PM
Instructor: Staff
TUITION: $199

YOGA

AERIAL SLING YOGA
Have you ever held a tree pose two feet off the floor? This class creates your chance. Increase your flexibility and receive a whole body workout. This is a great exercise for both seasoned yogis and those new to yoga. Inverting in this class is optional. Each class will begin with a warm up and ends with a brief meditation session. No class 7/4.
LPE0004-006  Other Locations/Offsite  6/6/2019-7/25/2019  MO  5:00 PM-6:00 PM
Instructor: Rene Castellanos
TUITION: $139

CHAIR YOGA
Imagine doing yoga wherever you sit regardless of your age, level of activity, or physical size. Chair yoga is specifically designed for those that require an adaptive yoga program. You will learn important modifications to your poses and techniques for working your body to develop strength, balance, coordination and flexibility while working your body in the right way.
Instructor: Mary Beth L. Janssen-Fleischman
TUITION: $99

VERTICAL DANCE AND FITNESS
Combine strength building exercises, flexibility training, and dance as you spin, twirl, and move on, around, and up your floor-to-ceiling vertical bar. Each class begins with a mat warm-up to music. The majority of class time is spent learning new tricks, reviewing previous class content for reinforcement, and combining all of it into new and unique dance sequences. Each class ends with a group dance and stretching. No experience is needed as you work at your own level. Class is located at Flight Fitness Studio, 583 East Dundee Road in Palatine.
LPE0002-006  Other Locations/Offsite  6/4/2019-7/23/2019  TU  5:00 PM-6:30 PM
Instructor: Staff
TUITION: $275

LEISURE

TENNIS
In this beginning level course, learn the principles of tennis and practice with others of similar ability. Bring your own racket. Note: These classes are held indoors or made up during inclement weather. This will be decided at the discretion of the instructor and gym availability.
LPS0001-002  Harper College Main Campus  6/4/2019-7/23/2019  TU  6:30 PM-8:00 PM
Instructor: Staff
TUITION: $139

OTHER LOCATIONS/OTHER SITES

1. West Coast Swing Dance
2. Fencing
3. Aerial Hammock
4. Yoga

Learn more at ce.harpercollege.edu, “Mind and Body”
Offered by Palatine Park District at Harper College

The Harper College Foglia Foundation Health and Recreation Center (Building M) offers a unique fitness and recreational experience and is committed to enriching the quality of life for students, faculty, staff and the community in a friendly and inclusive environment. The new 135,000 square foot state of the art facility opened in August 2018 and offers a four court fieldhouse, suspended jogging track, aquatics center, fitness studios, cardio/strength areas and numerous programs, services, intramural sport activities and special events.

Through an intergovernmental agreement signed in 2016, Harper College and Palatine Park District entered into a partnership to provide recreational programming in the newly renovated Foglia Foundation Health and Recreation Center located in Building M on the Harper College Campus. Recreational options offered by Palatine Park District include aquatics, fitness, dance, and sports programs. Program offerings are listed in the Harper College Continuing Education course schedule as well as in the Palatine Park District seasonal program catalog.

Registration for these classes is available online at hrc.palatineparks.org. For more information on programs offered by Palatine Park District, contact Alison Shariatzadeh at ashariatzadeh@palatineparks.org or 847-925-6000 x2763.

-DANCE-

BALLROOM DANCING

The undeniable romance of ballroom dancing is enjoying renewed popularity, so put on your dancing shoes and let the instructor lead you through the waltz, the fox trot, cha-cha, and swing. You'll also learn some basic rhumba and tango. Singles as well as couples are welcome, but partners are not guaranteed. Please wear leather-soled shoes for easier movement.

Age: 16+ Location: Building M, Rm 2501
Instructor: Colleen Kaminski
Min/Max: 14/20

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*No class 7/1, 7/8

WEDDING PARTY DANCING

Weddings, class reunions, and parties are more fun if you know how to dance. You will learn the popular electric and cha-cha slides and the basic steps for partner slow dancing, swing/jitterbug, polka, fox trot, waltz, and Texas two-step. Bring a copy of your special first dance song to class. The ease of learning will have you ready to dance at that next special occasion. Singles as well as couples are welcome, but partners are not guaranteed. Please wear leather-soled shoes for easier movement.

Age: 16+ Location: Building M, Rm 2501
Instructor: Allison Hahn
Min/Max: 14/20

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*No class 7/6

REGISTER FOR THESE PARTNER CLASSES @ hrc.palatineparks.org.
Offered by Palatine Park District at Harper College

**POMS**
This poms class will emphasize precise, synchronized motions along with technical dance skills. Our routines will encompass various styles of dance including hip hop, jazz, lyrical, pom, and kick.

**Age:** 16+
**Location:** Building M, Rm 2501
**Instructor:** Brittany Donovan
**Min/Max:** 14/20

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*No class 7/4

**BALLET**
The most essential style of dance, ballet focuses on grace, poise, and strength through technique and choreography to both classical and contemporary music.

**Age:** 16+
**Location:** Building M, Rm 2501
**Instructor:** Colleen Kaminski/Allison Hahn
**Min/Max:** 14/20

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**ADVANCED**

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**STRUCTURE & TECHNIQUE**

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*No class 7/2, 7/4

**CHOREOGRAPHY**
Movement, rhythm, style, and music all are parts of the art of choreography. Learn the essentials for designing choreography with a variety of types of dance.

**Age:** 16+
**Location:** Building M, Rm 2501
**Instructor:** Maria Dirkes
**Min/Max:** 14/20

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*No class 7/2

**LEAPS AND TURNS**
Leaping and turning is an important component in every dancer’s repertoire. Leaps and Turns is a class for dancers who wish to give extra attention to improving their technique. This class will focus on the proper execution of basic to advanced leaps and turns, including leap combinations and turn sequences.

**Age:** 16+
**Location:** Building M, Rm 2501
**Instructor:** Brittany Donovan
**Min/Max:** 14/20

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*No class 7/4

**FITNESS**

**TABATA**
This high intensity interval training combines cardio and strength exercises in a fast paced, fun, calorie burning workout. Class can be adapted to all fitness levels.

**Age:** 16+
**Location:** Building M, Rm 1010
**Instructor:** Kathleen Schmidts/Alison Shariatzadeh
**Min/Max:** 8/30

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*No class 7/1, 7/2, 7/3

**TURBOKICK®**
Turbo Kick® is a fat blasting and ab defining cardio workout. It is a mix of kickboxing and simple dance grooves set to heart pounding dance music that will have you looking forward to your next workout!

**Age:** 16+
**Location:** Building M, Rm 1010
**Instructor:** Alison Shariatzadeh/Jody Nieman
**Min/Max:** 8/30

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*No class 7/1, 7/2, 7/3

**CYCLING**
This indoor cycling class is set to music while simulating flat roads, hills, sprints, and interval training. Appropriate for all fitness levels.

**Age:** 16+
**Location:** Building M, Rm 1008
**Instructor:** Sarah Janicek/Teresa Kalciak
**Min/Max:** 6/30

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*No class 7/1, 7/2, 7/3, 7/4, 7/5

REGISTER FOR THESE PARTNER CLASSES @ hrc.palatineparks.org.
Offered by Palatine Park District at Harper College

360 TONING
This class focuses on strengthening and toning all major muscle groups. Each class varies by using a multitude of equipment and methods.
Age: 16+
Location: Building M, Rm 1010
Instructor: Georgia Arqiris/Alison Shariatzadeh Min/Max: 8/30

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*No class 7/1, 7/2, 7/3, 7/4

COUNTRY HEAT
Country Heat is a high energy, low impact, country dance inspired workout. You’ll have a blast stepping in tune to the hottest country hits and quickly forget that you are torching a ton of calories.
Age: 16+
Location: Building M, Rm 1010
Instructor: Alison Shariatzadeh Min/Max: 8/30

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*No class 7/1, 7/2, 7/3, 7/4

CARDIO BLAST
This is a total body challenge workout. Each class varies by using a multitude of equipment and methods. All classes will provide you with an overall balanced and challenging workout.
Age: 16+
Location: Building M, Rm 1010
Instructor: Kristina Griffin/Alison Shariatzadeh Min/Max: 8/30

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*No class 7/4, 7/5

MAT PILATES
Pilates is a form of body conditioning that emphasizes core strength, flexibility, and endurance without adding muscle bulk. This progressive approach builds on the essence and principles of the late Joseph H. Pilates. Increase your musculoskeletal strength and joint range of motion with this class. Bringing a mat is recommended.
Age: 16+
Location: Building M, Rm 1010
Instructor: Janet Beata Min/Max: 6/30

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*No class 7/2

YIN YOGA
Open to all levels. Yin yoga focuses on the body’s connective tissue, dhyana (meditation), and pranayama (breath). Yin yoga moves through asanas (postures) at a moderate pace through long held release targeted asanas for joint health, flexibility, circulation, and mental focus.
Age: 16+
Location: Building M, Rm 1010
Instructor: Georgia Arqiris Min/Max: 6/10

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*No class 7/1, 7/3, 7/5

PIYo®
PIYo® is a low impact, high intensity, body-transforming format that uses the most effective Pilates and yoga inspired moves to sculpt long, lean muscles and burn fat. The fluid movements keep you in constant motion to give you a dynamic cardio workout while building strength and flexibility. Bringing a mat is recommended.
Age: 16+
Location: Building M, Rm 1010
Instructor: Alison Shariatzadeh Min/Max: 8/30

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**TRAUMA INFORMED YOGA**

Yoga can be a supportive, healing, and coping mechanism that aids trauma survivors in re-calibrating the nervous system and heal. Trauma-informed yoga is an approach to creating a safe, sensitive space in which students learn and practice regulation skills through connection with their breath and increased body awareness.

Age: 16+  
Instructor: Georgia Argiris  
Location: Building M, Rm 1010  
Min/Max: 6/30

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<tr>
<td>360310-01</td>
<td>Sa</td>
<td>6/8-7/20</td>
<td>11:30am-12:30pm</td>
<td>$59</td>
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<tr>
<td>360310-05</td>
<td>Sa</td>
<td>7/27-8/31</td>
<td>11:30am-12:30pm</td>
<td>$59</td>
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*No class 7/6

**HATHA YOGA**

Open to all levels. Hatha Yoga focuses on the physical health and mental well-being. Hatha yoga uses body postures (asanas), breathing techniques (pranayama), and meditation techniques (dhyana) with the goal of a healthy body and a clear, peaceful mind. The student holds asanas while connecting to the breath for a deeper connection of the mind and body.

Age: 16+  
Instructor: Georgia Argiris  
Location: Building M, Rm 1010  
Min/Max: 6/30

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<td>6/6-7/18</td>
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<td>7/27-8/31</td>
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<td>Th</td>
<td>7/25-8/29</td>
<td>5:00pm-6:00pm</td>
<td>$59</td>
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*No class 7/4, 7/6

**POUND®**

Using light weight drumsticks, Pound transforms drumming into an incredibly effective way of working out. This exhilarating full body workout combines cardio conditioning and strength training with yoga and pilates inspired moves.

Age: 16+  
Instructor: Alison Shariatzadeh  
Location: Building M, Rm 1010  
Min/Max: 6/30

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<td>6/6-7/18</td>
<td>7:00pm-7:45pm</td>
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<tr>
<td>360350-02</td>
<td>Th</td>
<td>7/25-8/29</td>
<td>7:00pm-7:45pm</td>
<td>$36</td>
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*No class 7/4

Palatine Park District is offering

**INDOOR AQUATICS**

Health and Recreation Center at Harper College, Building M

- Swim lessons for all ages
- Water aerobics classes
- Master swim workouts for adults
- Scuba for kids and adults

Visit palatineparks.org for more information on indoor aquatics programs.
INTRODUCTION TO GLASS FUSING, continued

LEI0008-012  Suevel Studios
6/8/2019-6/20/2019  TH  10:00 AM-1:00 PM
Instructor: Markey Suevel
FEES: $199

LEI0008-013  Suevel Studios
6/8/2019-6/22/2019  SA  10:00 AM-1:00 PM
Instructor: Markey Suevel
FEES: $199

STAINED GLASS FOR BEGINNERS: COPPER FOIL METHOD

You will create your own light masterpiece as you learn how to cut and shape glass and assemble a stained glass panel using the Tiffany copper foil method. The largest rose window in the United States uses more than 10,000 pieces of stained glass to capture light in a glorious array. You will select your project from several beginning patterns provided by the Studio. Please be warned: you may have so much fun in this class that you will develop an overwhelming urge to create more. No previous experience necessary. This class is a prerequisite for the follow-on class, Stained Glass for Beginners: Lead-Came Method. Fees include all class materials and supplies including glass for your projects.

LEI0011-013  Suevel Studios
7/6/2019-7/20/2019  SA  10:00 AM-1:00 PM
Instructor: Markey Suevel
FEES: $199

LEI0011-011  Suevel Studios
7/9/2019-7/23/2019  TU  10:00 AM-1:00 PM
Instructor: Markey Suevel
FEES: $199

LEI0011-012  Suevel Studios
7/10/2019-7/24/2019  WE  6:00 PM-9:00 PM
Instructor: Markey Suevel
FEES: $199

STAINED GLASS FOR BEGINNERS: LEAD-CAME METHOD

Prior experience is not required as you learn the traditional method of creating stained glass art. You will practice glass cutting and shaping, project assembly, soldering and final clean up, all while building your very own stained glass panel. Projects will be simple lead-came panels from a variety of full-size patterns provided by the studio. Fees include tool rental fee and all supplies including glass for your projects.

LEI0012-011  Suevel Studios
8/6/2019-8/20/2019  TU  10:00 AM-1:00 PM
Instructor: Markey Suevel
FEES: $199

LEI0012-012  Suevel Studios
8/7/2019-8/21/2019  WE  6:00 PM-9:00 PM
Instructor: Markey Suevel
FEES: $199

LEI0012-013  Suevel Studios
8/10/2019-8/24/2019  SA  10:00 AM-1:00 PM
Instructor: Markey Suevel
FEES: $199

INTRODUCTION TO GLASS FUSING

Glass fusing is an exciting and liberating glass art which enables artists to create glass designs by fusing compatible glass pieces together in a kiln. In this class students will have the opportunity to make two projects, and learn the basics of glass fusing, glass compatibility, design processes, glass cutting and shaping skills; as well as cleaning and layering techniques, and some basic kiln programming. Previous glass fusing experience is not required.

LEI0008-011  Suevel Studios
6/6/2019-6/19/2019  WE  6:00 PM-9:00 PM
Instructor: Markey Suevel
FEES: $199
MOSAIC ART
In this beginning level class, students will create two stepping stones, one using the direct method, and one using the indirect method of mosaic art. Students will choose from six patterns and may use two different patterns for the stones. Participants will learn basic glass cutting skills and/or patterns of laying tiles. Each student will have the opportunity to choose from a variety of colors of glass to create his/her own unique pieces. Three sessions at 3 hours per session. The fee includes all class materials which will include pattern paper, cement, grout and glass.
LEI0038-007  Suevel Studios  8/7/2019-8/21/2019  WE  6:00 PM-9:00 PM  Instructor: Markey Suevel  FEES: $199
LEI0038-008  Suevel Studios  8/8/2019-8/22/2019  TH  10:00 AM-1:00 PM  Instructor: Markey Suevel  FEES: $199
LEI0038-009  Suevel Studios  6/10/2019-6/24/2019  SA  10:00 AM-1:00 PM  Instructor: Markey Suevel  FEES: $199

POTTERY FOR BEGINNERS
Pottery beginners will learn both hand-building and wheel-throwing techniques in this one introduction course. Weekly demonstrations and instructor interaction will develop and strengthen your skills. Experienced students will also benefit from instructor assistance and are encouraged to pursue their own interests or projects. Find the supply list for this course at harpercollege.edu.

CALIGRAPHY
CREATIVE LETTERING
If you have ever wanted to learn calligraphy or brush lettering, now is your chance to get started! Learn how to create beautiful letters and then put that knowledge to use in practical ways like personalizing gifts or making art and decor for your home. To begin, we will go over the basic strokes to create beautiful alphabets of letters. We will learn about taking basic cursive to the next level and creating faux calligraphy with basic pencil and specialty pens. Then, we will expand on our basics and practice some flourishing in addition to our letters. We will also bring an object from home to personalize simply but creatively with paint pens. And by the end, we will work on turning an object of your choosing into a custom piece of lettering art.
LEI0042-002  Harper College Main Campus  6/10/2019-6/24/2019  MO  7:00 PM-9:00 PM  Instructor: Karen Benson  TUITION: $99

DRAWING
DRAWING 101: BEGINNING
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.
LEI0002-006  Harper College Main Campus  6/6/2019-8/1/2019  TH  7:00 PM-9:30 PM  Instructor: Karen L. Mynatt  TUITION: $189

PAINTING
LANDSCAPE PAINTING
If you have never painted before or have years of experience, you will enjoy a fun, relaxing and creative activity with a finished painting, ready to hang, by the end of the class. Using acrylic paints and a 16x20 canvas, create a beautiful painting through an easy, step-by-step, instructor-guided method. A live or pre-determined image maybe used and the instructor will guide you from start to completion. You will return home with your own painting and along the way, you will gain a deeper understanding of this genre. The class can be enjoyed with friends as a social and creative activity, or individually as a way to learn about the painting process or refine skills you already have.
LEI0041-001  Harper College Main Campus  6/5/2019-7/24/2019  WE  7:00 PM-10:00 PM  Instructor: Alfredo Martinez  TUITION: $225

OIL AND ACRYLIC PAINTING 101: 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.
LEI0001-007  Harper College Main Campus  6/3/2019-7/22/2019  MO  7:00 PM-10:00 PM  Instructor: Alfredo Martinez  TUITION: $225

PHOTOGRAPHY/VIDEOGRAPHY
PHOTO 102: 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, depth-of-field, 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, you will touch on how to best print your digital photos. You must have a 35mm SLR digital camera with manual capability. Please, no point-and-shoot, film or cell phone cameras.
LEI0032-010  Harper College Main Campus  6/17/2019-8/5/2019  WE  7:00 PM-9:30 PM  Instructor: James Martin  TUITION: $189

Check CE.HARPERCOLLEGE.EDU for latest course information.
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. Students will have at least one complete matted and framed image at the end of the session.

LEI0027-003  Harper College Main Campus  6/19/2019-8/7/2019  Instructor: Harold Ray  TUITION: $189

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 finished in the class.


INTRODUCTION TO FINAL CUT PRO
Whether you’re trying to start, finish, or edit a video, or just want to find out how to add titles to your videos, our Final Cut Pro class can help you. You’ll learn how to use Final Cut Pro for the Apple Mac to create a video, tell effective stories, and correct or enhance color. Includes importing and exporting, building, managing and encoding projects, transitions, effects, working with the Timeline, and using the Final Cut Pro editing tools such as storylines and three-point editing. You’ll also learn how to understand preferences and metadata. This Final Cut training class is geared toward first-time or new Final Cut Pro users.


THEATRE AND PERFORMING ARTS
INTRODUCTION TO VOICE OVERS: GETTING PAID TO TALK
If you have been told you have a great voice, you rely on your voice in your occupations, or you are simply curious about the voice over world, then this class is for you. Learn what the pros look for and how to prepare for interviews. You will learn what a voice over is, how they are created and who is involved. You will discuss how to find your specific voice niche, where to look for work opportunities and how to avoid common mistakes. You will hear audio examples from working voice over artists, and then you will record a short commercial script for playback at the end of the class. This introduction to voice overs is taught by voice-coaches, a collaborative of voice acting and production professionals.

LEI0001-004  Harper College Main Campus  7/30/2019  TU  6:30 PM-9:00 PM  Instructor: Voice Coaches  FEES: $35

ADULT MUSIC ENSEMBLES
BACK PORCH REVUE CLINIC
This class provides in-depth learning with a single instructor. All instruments are welcome ranging from fiddle, banjo and guitar, to mountain dulcimer, mandolin, ukulele, and singing. Experience a variety of traditional folk singing and playing styles, and learn how arrangement and arrangements shape a song. You 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. You also must bring your own instrument and tuner. You’re not required to perform at the end of the class.

LMU0106-002  Harper College Main Campus  6/18/2019-8/6/2019  Instructor: Jeremie Witz  TUITION: $225

EXPERIMENTAL PROGRESSIVE METAL JAZZ FUSION ENSEMBLE
The name is a long one but represents your willingness to explore many potential musical 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 Gordion Knot.

LMU0042-004  Harper College Main Campus  6/11/2019-7/30/2019  Instructor: Jeremie Witz  TUITION: $289

BACK PORCH REVUE and WORLD MUSIC ENSEMBLE RETURN IN FALL 2019
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, $275; 16 weeks, $539

- **45 minutes per week:**
  8 weeks, $399; 16 weeks, $799

- Available only on request - 60 minutes per week:
  8 weeks, $539; 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, 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

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GENERAL MUSIC/APPRECIATION

AMERICAN MUSIC STYLES

You’ve heard this music before. Trace 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. Students will be required to obtain the text America’s Musical Landscape by Ferris, which can be found in the Harper College Bookstore. This course may be taken for credit as MUS104.

LMU0009-019  Harper College Main Campus
6/6/2019-7/25/2019  TU TH 6:30 PM-9:00 PM
Instructor: Thomas Stauch
TUITION: $327

MUSIC APPRECIATION

Introduces the 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 instrumental music. The course is an overview of classical music throughout history. Students will develop better understanding of classical music and its genres, instruments and eras. 

No class on 7/4.

LMU0024-011  Harper College Main Campus
6/4/2019-7/25/2019  TU TH 2:00 PM-4:40 PM
Instructor: Peter Aglinskas
TUITION: $327

LMU0024-012  Harper College Main Campus
6/4/2019-7/25/2019  TU TH 11:00 AM-1:40 PM
Instructor: Peter Aglinskas
TUITION: $327

GENERAL MUSIC/AURAL

AURAL SKILLS II

Develops skills in melodic, harmonic and rhythmic dictation and sight singing. Corequisite: MUS 112.

LMU0095-003  Harper College Main Campus
6/4/2019-7/25/2019  TU TH 11:00 AM-12:30 PM
Instructor: Barbara Bowker
TUITION: $109

GENERAL MUSIC/TECHNOLOGY

INTRODUCTION TO COMPUTER MUSIC FOR ADULTS

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 re-creation of acoustic textures and samplings as well as the construction of soundscapes that are unique to the electronic environment. Ages 15 and up.

LMU0012-014  Harper College Main Campus
6/3/2019-7/24/2019  MO WE 2:00 PM-5:25 PM
Instructor: Steven Suvada
TUITION: $327
HARMONICA FUN AT HARPER

We invite you to join in on the fun and explore the infinite creative sounds that can be produced using this small, portable instrument. Blues Harmonica is taught by instructor and performing artist David Kachalon, and private lessons are also available. Contact us at 847.925.6659 for more information.

GENERAL MUSIC/THEORY
FUNDAMENTALS OF MUSIC THEORY
Provides the background to interpret and understand the language of music through the study of notation, rhythm, scales, 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.

HARMONICA

BLUE HARMONICA
others to make music in a funny way, 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. Students should bring a diatonic harmonica in the key of C. The Hohner Marine Harp in the key of C is also available.

LMO0008-006 Harper College Main Campus 6/6/2019-8/1/2019 TH 7:00-8:15 PM
Instructor: David Kachalon
TUITION: $195

SOUND RECORDING I: INTRODUCTION
Learn the core principles of sound recording and apply them in your own projects. Topics include: an overview of recording technology, microphone design and uses, types of recording studios, plus a general study of acoustics. Whether you are beginning to prepare for a career in the audio industry or you are simply looking to enhance your knowledge of the recording process, this course will give you the tools you need. Take the first class on its own, or take it as the first class in our three-level Sound Recording Certificate program. The text, Modern Recording Techniques (Eighth edition) by Huber and Runstein is required and is used in each of the classes in the Sound Recording Certificate program.

LMO0018-006 Other Locations/Offsite 6/19/2019-6/26/2019 WE FR 7:00-10:00 PM
Instructor: John D. Towner
FEES: $399

SOUND RECORDING II: RECORDING TECHNIQUES
Gain experience in recording live and electronic music, and take your knowledge of sound recording to a higher level in Level II of the Sound Recording Certificate program. Through hands-on instruction and in-class recording sessions, you will learn about multi-track recording sessions and techniques for recording different styles of music. You will explore microphone techniques in detail, as well as signal processing, including compression and equalization. Prerequisite: Sound Recording I: Introduction to Sound Recording or equivalent experience.

LMO0020-007 Other Locations/Offsite 6/28/2019-7/10/2019 WE FR 7:00-10:00 PM
Instructor: John D. Towner
FEES: $499

SOUND RECORDING III: MIXING AND EDITING TECHNIQUES
After the recording sessions are complete, the last step is to create the final track. In this class you will work with previously recorded material, often the material you recorded in Level II. Learn the fundamental principles of good mixing while you get hands-on experience processing the sound on a digital audio workstation, blending and balancing the final mix. You will also discuss effects processors including reverb, delay, limiting, and other time and amplitude processors. Finally, there will be a discussion on mastering. This is the third and final class in the sequence to complete the Sound Recording Certificate program. PREREQUISITE: Sound Recording II: Recording Techniques or equivalent experience.

LMO0019-007 Other Locations/Offsite 7/12/2019-7/24/2019 WE FR 7:00-10:00 PM
Instructor: John D. Towner
FEES: $499

STRINGS

ADULT GROUP VIOLIN: CONTINUING
This class continues the violin instruction begun in the beginning level. Students will continue to progress to higher levels of skill in styles such as fiddle tunes and classical music.

LMO0021-005 Harper College Main Campus 6/12/2019-7/31/2019 WE 7:00-8:00 PM
Instructor: Edgar Gabriel
TUITION: $169

For more information, please visit our website: CE.HARPERCOLLEGE.EDU
STRING ORCHESTRA FOR ADULTS
Have fun playing in an ensemble for amateur adult string players. Open to violin, viola, cello, and string bass. This ensemble is for the relatively inexperienced player and music is chosen to accommodate the level of the participants. 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.

LMU0025-005  Harper College Main Campus 6/17/2019-8/5/2019  MO 8:00 PM-9:00 PM  Instructor: Edgar Gabriel  TUITION: $169

YOUTH MUSIC

STRINGS
BEGINNING GROUP VIOLIN
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. Students will be provided with appropriately-sized instruments for the whole duration of the course. Your first recital will be held during the final class. Family and friends are invited. Ages 8-14.

LMY0004-006  Harper College Main Campus 6/17/2019-8/5/2019  MO 5:00 PM-6:00 PM  Instructor: Edgar Gabriel  TUITION: $169

WRITEAPALOOZA
Want to get back into writing, but don’t know where to start? Suffering from writer’s block? Looking for a fun way to boost your creativity? Sometimes, you just need to put aside your project (or blank page) and schedule a play date for your writing muse. Have fun writing in this one-day class, filled with prompts and improvisational writing scenarios. Workshop with fellow writers to brainstorm and develop these ideas. Who knows where some of these writings may lead, as many famous works have developed from trivial writing challenges. Writers of all experience levels and genres are welcome.

LLAO022-002  Harper College Main Campus 7/17/2019  WE 6:00 PM-9:00 PM  Instructor: Laura Ehrke  TUITION: $59

FICTION
WRITING WORKSHOP: CRAFT COMPELLING CHARACTERS
Developing multi-dimensional characters is a key element of successful writing. One method to help writers hone this skill is to cultivate full character profiles and backstories. This background information is invaluable for shaping the character’s role, ensuring credible actions and motives. Students will explore types of character boards, including Pinterest, to produce visual references to help in this process. Of course, imagination is also critical to writing vibrant prose. This course focuses on both aspects, as students will exercise their creativity by experiencing planned and spontaneous character development. Character dossiers will be written and challenged with improv situations to keep creativity flowing.

LLAO009-002  Harper College Main Campus 6/20/2019-6/27/2019  TH 6:00 PM-9:00 PM  Instructor: Laura Ehrke  TUITION: $139

NONFICTION
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 lens of your personal experiences. These essays will be quite different from the one 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.

LLAO028-001  Harper College Main Campus 7/2/2019-8/8/2019  TU 7:00 PM-9:00 PM  Instructor: Melissa Franic  TUITION: $189

See Harperecollege.edu/inzone for more Youth Music Classes this summer.

WRITING STUDIO

CREATIVE WRITING
WRITERS WORKSHOP: HOW TO START AND KEEP GOING
This workshop focuses on the idea that you have for that book, or that play, or that movie, or short story, or anything! You will learn to foster and take care of that little baby of an idea so you can see the story telling potential it holds. We will share and hold each other accountable to weekly writing goals. Sharing, not only of your work but also of your process, will be encouraged. This is a room and a safe space for people who wish to write and create a community with other writers.

LLAO013-003  Harper College Main Campus 7/1/2019-7/22/2019  MO 7:00 PM-9:00 PM  Instructor: Melissa Franic  TUITION: $169

PUBLISHING

WORD PROCESSING FOR WRITERS
Microsoft Word is the word processing software of choice for most published authors. But preparing your manuscript for publication involves using many Word features that authors need but most office workers don’t use. Styles, table of contents and index creation, font management and sophisticated layout controls are just a few. You will learn the functions needed to design a book, either from scratch of using templates, and export acceptable files to print-on-demand publishing services. This is an intermediate Word class; you should already be a Word user. This class is a requirement for our Continuing Education Writing Digital Badge.

LLAO007-002  Harper College Main Campus 7/24/2019-8/7/2019  WE 6:30 PM-9:00 PM  Instructor: Laura Ehrke  TUITION: $169

SCREENWRITING
ADVANCED SCREENWRITING WORKSHOP
A workshop-focused for writers with previous experience in screenplay writing. The majority of class time will be spend doing in-class writing exercises and workshop students’ work. Students will have the opportunity to workshop full-length television and film scripts in this class.

LLAO029-001  Harper College Main Campus 6/4/2019-7/23/2019  TU 7:00 PM-9:00 PM  Instructor: Kate Fahlsing  TUITION: $249

SCRIPTWRITING
SCREENWRITING WORKSHOP
Do you have a great idea for a movie, but don’t know how to write it or where to start? Presently, short films are a hot commodity and a ticket into the feature film world. We’ll explore industry standards and standouts as we examine screenplay, form, structure, and genre to help you home your ideas. We’ll also read, watch, and write short films. Your screenplay will be work-shopped in class where you’ll get to hear it read aloud, and receive feedback from fellow classmates. By the end of the course, you’ll have a polished short screenplay and a firm understanding of how to write a feature.

LLAO004-004  Harper College Main Campus 6/6/2019-8/1/2019  TH 7:00 PM-9:00 PM  Instructor: Kate Fahlsing  TUITION: $249

Check ce.harperecollege.edu for latest course information.
Courses

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

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 includes: Accounting and Finance for Non-Financial Managers; Cash is King and Financial Analysis and Planning for Non-Financial Managers. Three one-month online courses.

LRN023-005 ONLINE 6/3/2019-8/30/2019 TUITON: $495

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.


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.

LRN024-008 ONLINE 7/1/2019-7/26/2019 TUITON: $195

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.


BUSINESS LAW

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.

LRN0011-005 ONLINE 8/5/2019-8/30/2019 TUITON: $245

CUSTOMER SERVICE

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.


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.


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

7/1/2019-7/26/2019
Tuition: $145

DATA ANALYSIS
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 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.

8/5/2019-8/30/2019
Tuition: $195

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.

7/1/2019-7/26/2019
Tuition: $195

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.

8/5/2019-8/30/2019
Tuition: $195

SELF STUDY: DATA ANALYSIS DIGITAL BADGE
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.

7/21/2019-7/26/2019
Tuition: $195

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.

6/2/2019-6/28/2019
Tuition: $195

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

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.

LRN0028-005 ONLINE
6/3/2019-7/26/2019
TUITION: $290

MANAGEMENT

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.

LRN0030-005 ONLINE
6/3/2019-8/30/2019
TUITION: $595

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 conflicts. 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.

LRN0031-008 ONLINE
TUITION: $245

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.

LRN0032-008 ONLINE
7/1/2019-7/26/2019
TUITION: $195

USING PERSONALITY PROFILES FOR BETTER WORK PERFORMANCE

Understanding yourself and others will increase your overall effectiveness at work, home, and in all 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.

LRN0033-008 ONLINE
8/5/2019-8/30/2019
TUITION: $295

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.

LRN0063-005 ONLINE
6/3/2019-8/30/2019
TUITION: $595

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.

LRN0064-008 ONLINE
TUITION: $295

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.

LRN0001-008 ONLINE
7/1/2019-7/26/2019
TUITION: $245

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

LRN0065-008 ONLINE
8/5/2019-8/30/2019
TUITION: $175

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.

LRN0036-005 ONLINE
6/3/2019-7/26/2019
TUITION: $395

YOUR WORKPLACE, YOUR EMPLOYEES & 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.

LRN0012-005 ONLINE
7/1/2019-7/26/2019
TUITION: $195

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

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

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. 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. Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. 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. 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. Registering for this Digital Badge will automatically enroll you in the three required courses: Leadership Skills, Developing your Leadership Skills and Developing Your Professional Career.

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.

PRODUCTIVITY AND TIME MANAGEMENT

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 three courses may also be taken individually.

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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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.

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.

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.

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.

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 nonprofits, and program evaluation for nonprofits, with our Digital Badge in NonProfit 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.

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.

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.
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.

L RN0149-002
8/5/2019-8/30/2019
TUITION: $245

## MARKETING

### 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-profit, 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 courses may also be taken individually.

L RN0037-005
6/3/2019-8/30/2019
TUITION: $245

### 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.

L RN0038-008
TUITION: $195

### 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.

L RN0039-008
7/1/2019-7/26/2019
TUITION: $195

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

### 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.

L RN0040-006
8/5/2019-8/30/2019
TUITION: $195

### MANAGING SOCIAL MEDIA PLATFORMS DIGITAL BADGE

Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. 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. You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these 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: Twitter, Facebook For Business and LinkedIn. These courses may be taken individually.

L RN0048-005
6/3/2019-8/30/2019
TUITION: $495

### TWITTER

Twitter is a hot social media platform these days, and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers, and discover how to create relationships and network with your key constituents. You will find the quickest techniques for successful interactions in the world of Twitter. Login information will be sent to your email address three days prior to the start of class.

L RN0049-008
TUITION: $195

### 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.

L RN0050-008
7/1/2019-7/28/2019
TUITION: $245

### LINKEDIN FOR BUSINESS

LinkedIn is the most popular business social network and the premier site for professionals to network, build business relationships, and find new jobs. You will cover all the intricacies of LinkedIn to help you know, customize, and optimize your presence on LinkedIn. Login information will be sent to your email address three days prior to the start of class.

L RN0051-008
6/3/2019-8/30/2019
TUITION: $195

### SOCIAL MEDIA FOR BUSINESS DIGITAL BADGE

Get in on this exciting and growing way of marketing and serving your customers and clients. Businesses, nonprofits, government, and other organizations all need to understand the fundamental uses of social media. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific channels can benefit your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. 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. 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.

L RN0052-006
6/3/2019-8/30/2019
TUITION: $495

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

L RN0053-009
TUITION: $195

Check CE.HARPERCOLLEGE.EDU for latest course information.
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. Login information will be sent to your Harper College email three days prior to the start of class.

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

GOOGLE APPS FOR BUSINESS
Google has a variety of web based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations and more. Learn the ins and outs of all the tools Google has to help you become more productive and improve your work communication skills. You will learn everything from how to run online meetings and webinars to time saving tips and strategies to get more done in your work and personal life. Login information will be sent to your email address three days prior to the start of class.

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

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.

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

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

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

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. YouTube, as the second largest search engine can no longer be ignored by businesses and organizations. YouTube reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute. YouTube is now accessible from nearly every top mobile device as well as from your TV. How can your videos rise above the music mashups and cat antics? Learn how to get your YouTube video on the first page of Google Search. Just like Facebook, YouTube is a social network that needs to be set-up, optimized, and used regularly to be effective. Your patters of behavior on YouTube may be working against you. Learn how YouTube can compliment your current marketing and social media strategy and how to maximize your YouTube Channel to get the greatest return.

NOTE: For all LRN online courses, login information will be sent to your email three days prior to the start of class.
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.
LRFN0035-003 8/5/2019-8/30/2019 TUITON: $195

MICROSOFT OFFICE

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 better represented and formatted using different Excel options and techniques. This Digital Badge will help you discover how to attractively present your data in reports, slide shows, and more, with confidence. This Digital Badge requires three courses: Mastering Microsoft Excel, Intermediate Excel, and Advanced Excel. These three courses may also be taken individually.
LRFN0031-005 6/2/2019-8/30/2019 TUITON: $495

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.

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.
LRFN116-010 7/1/2019-7/26/2019 TUITON: $195

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 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.

Operations

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 recovery planning, intrusion detection and prevention, basic security architecture, introductory forensics, and cyber terrorism.
LRFN0085-008 7/1/2019-7/26/2019 TUITON: $195

Presentation Skills

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 delivery. 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. Login information will be sent to your email address three days prior to the start of class.
LRFN0075-008 8/5/2019-8/30/2019 TUITON: $195

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. Login information will be sent to your email address 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. Login information will be sent to your email address three days prior to the start of class.
LRFN0074-008 7/1/2019-7/26/2019 TUITON: $195

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.
LRFN0077-008 8/5/2019-8/30/2019 TUITON: $195

Check CE.HARPERCOLLEGE.EDU for latest course information.

ONLINE REGISTRATION ASSISTANCE 847.925.6300
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. First gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge 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. Finally, learn the ten Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes. 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.

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

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

SALES

DIGITAL BADGE IN SALES

Social media and digital technologies, when understood and leveraged effectively, can enable you to find new clients and motivate these clients to take action in more efficient and strategic ways. Gain a better understanding of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success. This Digital Badge requires completion of three courses: Strategic Selling with Social Media, Getting Started in Sales, and Power Selling. These courses may also be taken individually.

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.

POWER SELLING

Develop your career opportunities in professional sales. Learn to plan and practice how to use powerful sales tools for success in locating and qualifying prospects, creating needs-driven selling strategies, listening and communicating, building productive relationships, properly representing products and services, delivering compelling presentations, overcoming objections, negotiating, closing sales, and delivering post-sales service. Integrate effective marketing principles into sales strategy, including target market segmentation, database marketing, and influences on the customer decision making process. Become a powerful, compelling seller the right way.

SIX SIGMA

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.

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.

LRN102-008 ONLINE 7/1/2019-7/26/2019 TUITION: $195

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.

LRN103-008 ONLINE 8/5/2019-8/30/2019 TUITION: $195

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 material 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.

LRN0015-005 ONLINE 8/5/2019-8/30/2019 TUITION: $245

SIX SIGMA BLACK BELT DIGITAL BADGE
Lean and Six Sigma methodologies are changing the way organizations operate. Leading the change are Six Sigma Black Belt-trained professionals. This challenging Black Belt training builds on Green Belt certification and teaches candidates advanced problem-solving skills using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this course, Six Sigma Black Belts serve their organizations as trained specialists able to lead Six Sigma projects. Participants are required to complete a project and demonstrate the ability to use the full range of tools taught in the course. The instructor works closely with the class to teach the material and to guide and mentor candidates as they work projects. This Digital Badge requires completion of three classes: Introduction to Six Sigma Black Belt; Intermediate Six Sigma Black Belt and Advanced Six Sigma Black Belt. These courses may also be taken individually. Login information will be sent to your email address three days prior to the start of class.


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

INTRODUCTION TO SIX SIGMA BLACK BELT
This challenging Introduction to Six Sigma Black Belt teaches critical people and management skills required for Six Sigma practitioners. This first course in the Digital Badge explains enterprise deployment, process, and team management. Six Sigma Black Belts are not only expected to have a thorough knowledge of the statistical tools used in the DMAIC process but also have the ability to lead teams to successful completion of improvement projects within their organizations. Topics covered include integration of Lean and Six Sigma into organizations, linking projects to organizational goals, process management overview, metrics, types of teams, motivation, team stages, and other soft skills Black Belts use. The instructor uses the classroom technique and expects participants to go beyond the classroom and use the internet and other resources to learn the material.


INTERMEDIATE SIX SIGMA BLACK BELT
In this course, Black Belt candidates will identify their projects. The course will focus on the Define, Measure, and Analyze parts of the DMAIC process. In the Define stage, Black Belts identify customer needs and expectations. Then, topics such as project selection, project charters, project management, and project reporting are covered in the Define stage. In the Measure stage, the class reviews Lean concepts, Lean tools, understanding of data, measurement systems, and analysis of the measurement data. The course will introduce statistical analysis and review probability distributions taught in the Green Belt course. The course will utilize tools included with Excel software.

LRN130-004 ONLINE 7/1/2019-7/26/2019 TUITION: $195

ADVANCED SIX SIGMA BLACK BELT
In this final course in the Six Sigma Black Belt program, candidates will focus on the Improve and Control phases of DMAIC. Topics include hypothesis testing, regression analysis, experiment design, non-parametric analysis, and statistical process control. Participants will apply the concepts learned in the Introduction and Intermediate Six Sigma courses as well as the material covered in the Green Belt course. The instructor will share handouts, spreadsheets, and web links with tools that participants can use while completing Six Sigma projects.


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.


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


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.


Check CE.HARPERCOLLEGE.EDU for latest course information.  41 ONLINE REGISTRATION ASSISTANCE  847.925.6300
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. Login information will be sent to your email address three days prior to the start of class.

LRN0135-004 ONLINE
8/5/2019-8/30/2019
TUITION: $195

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 book, Advanced Teaching Online, is included. Technical Requirements: Access to Flash needed for audio and slide presentations.

LRN0607-008 ONLINE
TUITION: $195

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

LRN0707-008 ONLINE
7/1/2019-7/28/2019
TUITION: $195

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.

LRN0697-008 ONLINE
8/5/2019-8/30/2019
TUITION: $195

WEB DESIGN

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. You must complete the following courses to earn the Web Design Digital Badge: Introduction to Web Design, Intermediate Web Design, and Advanced Web Design.

LRN0107-004 ONLINE
6/3/2019-6/30/2019
TUITION: $595

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

TUITION: $245

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.

TUITION: $245
7/1/2019-7/26/2019

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.

TUITION: $245
8/5/2019-8/30/2019

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: Introduction to Coding, HTML Fundamentals and CSS Fundamentals. These courses may also be taken individually.

TUITION: $595
6/3/2019-8/30/2019

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.

TUITION: $245
7/1/2019-7/26/2019

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.

TUITION: $245
8/5/2019-8/30/2019

WORDPRESS DIGITAL BADGE
WordPress is the most popular content management system (CMS) for website and blog design. During the first week you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then find out how to build a simple WordPress website or blog. Topics include introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimization (SEO) techniques that improve your website ranking, and much more. 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.

TUITION: $495
6/3/2019-8/30/2019

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.

TUITION: $195
7/1/2019-7/26/2019

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.

TUITION: $195
8/5/2019-8/30/2019

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.

TUITION: $245
8/5/2019-8/30/2019
**Personal Interests**

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

**WHAT’S NEW?**
- Cooking with Fresh Ingredients (pg. 44)
- Fried Chicken Workshop (pg. 44)
- Debate Camp (pg. 45)
- Three-Wheel Motorcycle Safety (pg. 46)

Learn more at ce.harpercollege.edu, “Personal Interests”

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**CULINARY**

**COOKING**

**COOKING WITH FRESH INGREDIENTS**

Enjoy the pleasures of cooking farmers market produce and bring harmony to your summer table. Leave behind the heavier meals of winter and spring as you learn techniques to maximize flavors and please your palate with minimal effort. We will be preparing breakfasts, lunch, appetizers, dinners and desserts. Discover the job of eating fresh food, locally grown. A perfect activity to share with your family and friends.

LFS0006-002  Harper College Main Campus  5/21/2019-7/9/2019  TU  6:30 PM-8:00 PM  Instructor: Charmaine Vale  
**TUITION:** $149  **FEES:** $65

**FRIED CHICKEN WORKSHOP**

Crispy on the outside, tender on the inside. It sounds like a challenge, if it’s daunting for you, our fried chicken workshop will teach you to make a great fried chicken dinner at home. You will learn marinating, frying, seasoning and we’ll even make a few side dishes. Chef Scott Donaldson gives you the tips the pros use to make their meal great.

LFS0031-001  Harper College Main Campus  6/5/2019  WE  6:30 PM-9:00 PM  Instructor: James Donaldson  
**TUITION:** $59  **FEES:** $15

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**HIGH SCHOOL PROGRAMS**

**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.

LHS0002-003  Harper College Main Campus  7/22/2019-7/26/2019  MO TU WE TH FR  10:45 AM-3:30 PM  Instructor: John Stanislaw, Carl Schwartz, Jeff Przybylo  
**TUITION:** $249

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**DO IT YOURSELF**

**ELECTRICAL REPAIR**

It is shocking, but true: you can easily handle your own minor electrical repairs! If you do not want to pay an electrician hundreds of dollars you can learn to safely test and replace light switches, outlets, light fixtures, and ceiling fans. Be trained in the basics of home electrical systems and how you can make informed decisions concerning repairs, purchases and maintenance. This presentation is taught by Ernie Hagenow Jr., a licensed electrician and president of Genuine Electric, Inc. (a local contractor).

LHF0003-005  Harper College Main Campus  6/11/2019  TU  6:00 PM-9:00 PM  Instructor: Ernest Hagenow  
**TUITION:** $79
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.

LLL017-002 Harper College Main Campus
6/3/2019-7/22/2019 MO 7:00 PM-9:00 PM
Instructor: Pieranna Fanella
TUITION and FEES: $185

JAPANESE
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 language and should be able to speak at least 10 percent of your conversation in this language.

LLL012-005 Harper College Main Campus
6/3/2019-7/22/2019 MO 7:00 PM-9:00 PM
Instructor: Setsuko Hanaoka
TUITION: $185

CONVERSATIONAL JAPANESE II
After you complete Conversational Japanese I (or if you learned basic skills in this language from prior study) take Conversational Japanese II. You’re comfortable with some grammar and some hiragana. Now learn how to communicate by adding katakana and various Japanese cultures and manners. 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.

LLL013-003 Harper College Main Campus
5/23/2019-7/18/2019 TH 7:00 PM-9:00 PM
Instructor: Setsuko Hanaoka
TUITION: $185

SPANISH
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.

LLL002-015 Harper College Main Campus
6/3/2019-7/22/2019 MO 7:00 PM-9:00 PM
Instructor: Rene Castellanos
TUITION: $185

LEARN A NEW LANGUAGE, GAIN A WORLD OF BENEFITS
You already know that learning a new language gains a competitive edge in your career, prepares you for that dream vacation, and cultivates greater social interaction. But, did you know that languages bring a world of lifelong benefits?

Studies have shown that learning a second language helps:

- **Enhance Your Brain Activity:** Improve your attention, memory, and discipline while lowering risks of brain aging, dementia and Alzheimer's.

- **Enhance Your Focus:** Improve your concentration, strategic planning, prioritization and multi-tasking skills.

- **Enhance Your Communication:** Not only will you be able to converse in a new language, you will communicate in your own language more effectively.

- **Enhance Your Business and Personal Relationships:** Learning another language builds trust and respect, while also developing empathy and insights.

- **Enhance Your Decision-Making Skills:** Thinking of a problem in a second language increases impartial analysis, lessening emotional reactions and impulses.

- **Enhance Your Perception:** Become more observant and see the world more vibrantly.

This fall, take on a fun new challenge with our Conversational French, German, Italian, Japanese, or Spanish courses. Explore the alphabet, numbers, greetings, and how to express yourself and your needs with courses focused on comprehension and conversation for real-life situations.
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.

LLL0003-008  Harper College Main Campus
6/4/2019-7/23/2019  TU  7:00 PM-9:00 PM
Instructor: Rene Castellanos
TUITION: $185

CONVERSATIONAL SPANISH ONLINE

This online component of the Conversational Spanish Certificate 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.

LLL0006-007  Harper College Main Campus
6/3/2019  MO  5:00 PM-6:25 PM
Instructor: Rene E. Castellanos
TUITION: $125

DISCUSION EN ESPANOL

Usted esta llegando a ser comodo con sus habilidades espanoles conversacionales, mas 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!

LLL0018-005  Harper College Main Campus
6/5/2019-7/24/2019  WE  7:00 PM-9:00 PM
Instructor: Rene E. Castellanos
TUITION: $185

GAIN AN EDGE WITH THE CONVERSATIONAL SPANISH DIGITAL BADGE

Understanding and speaking Spanish has become increasingly important in the job market. Many employers see these skills as a preferred—or even necessary—job requirement. Proficiency in Spanish might give you that competitive advantage as you seek your next job or promotion.

• Complete the Conversational Spanish program in one year—or study at your own pace.
• Learn alongside other adults.
• Develop your conversational skills, enabling you to function in a work setting.
• Attend in-person classes and get supplementary online instruction.
• Earn a digital badge and authenticate your actual competency and skills.

Complete Conversational Spanish Level IV and the online exam to earn the Harper College Digital Badge in Conversational Spanish.

MOTORCYCLE SAFETY PROGRAM

BASIC RIDER COURSE
INTERMEDIATE RIDER COURSE
ADVANCED RIDER COURSE

Earn your license! For up-to-date details on the program, offered at convenient locations throughout northern Illinois, see our website at harpercollege.edu/motorcycle.

THREE-WHEEL MOTORCYCLE SAFETY PROGRAM

NEW!
Harper Workforce Certification and Training Center

Providing You with the Best in Certification Testing, Training, and Workforce Development

Harper College partners with leading certification testing providers to offer secure, reliable and convenient testing services for our community. The Harper Workforce Certification Center located at the Harper Professional Center (HPC) in Schaumburg brings together state-of-the-art technology and user-friendly service to give you the best possible testing and training environment.

Certification Testing Services
- Accuplacer
- ACT WorkKeys
- Assessment Systems
- Castle
- Certified Nurse Aide (CAN)
- Certiport (Microsoft Office, Adobe, Autodesk)
- Community proctoring
- High School Equivalency (GED, HSET)
- Illinois State Police
- Innovative Exams/PSI/State Licensure
- Manufacturing Skills Standards Council
- Pearson VUE IT
- Performance Assessment Network (PAN)
- The Institutes

Certification Prep and Training Services
- Adobe Certified Associate
- Autodesk Professional Certification
- CompTIA Certification
- Microsoft Office Specialist Certification
- Microsoft Advanced IT Certification
- Oracle and Java Certification
- Project Management Professional
- Business Analyst, Change Management, Agile
- Cisco CCNA, Linux, AWS, Blockchain, Big Data, IoT
- Intro to Cybersecurity, CISSP, Cybersecurity Analyst
- Python Programming, R Programming, Git
- iOS Mobile App Development, Mac OSX
- Interactive Website Design, JavaScript, jQuery

Computer and Project Management Training

Harper Continuing Education offers courses designed to equip individuals with the workforce and technical skills needed to perform successfully in today’s workforce.

For details, see the Computers & Technology Section.

HARPER PROFESSIONAL CENTER
650 E. Higgins Road, Suite 2W, Schaumburg, IL 60173
Learn more at ce.harpercollege.edu
CONTINUING EDUCATION GENERAL INFORMATION

Schedule Updates – see ce.harpercollege.edu

Please note that course information changes frequently, especially course locations, which are often not available when catalogs are printed. Check your registration confirmation or other communication for the exact location of your course. Other information such as course availability, dates, and times may also change. See ce.harpercollege.edu or contact Harper College CE at 847.925.6300 for up-to-date information.

Find Your Class Location

CE classes are held on the main Harper College campus and at several extension sites.

- Find your classroom with our virtual campus map at: maps.harpercollege.edu
- Course location details are included in the individual course pages at ce.harpercollege.edu. A list of all extension sites is available on our website under “General Inquiry.”

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 24 hours 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 such as insufficient enrollment. If a class is cancelled, a full refund will be given reflecting the customer’s original payment method.

Senior Citizen Discount

Seniors can receive discounts on tuition (fees are not discounted) for certain Continuing Education courses (see below). For details, see ce.harpercollege.edu or call 847.925.6300.

Students born on or before 12/31/1948:

- Get a 50 percent tuition discount on certain courses that start on or after their 65th birthday. Does not apply to fees. (See list below)

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, already discounted for seniors.

Books and Supplies

Textbooks and various supplies may be purchased at the Harper College Bookstore on the Main Campus in Building L or online at harperstore.com. 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.

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.
Harper College and the Hoffman Estates Park District are collaborating to bring music and fitness/wellness classes to the Triphahn Center (HETC) and the Willow Recreation Center (HEWR).

- **Fall classes include:** Latin Nightclub Dancing, West Coast Swing Dancing, Chair Yoga, Yoga-The Next Challenge, and Fencing for Beginners.

For details, see the Mind and Body Section.

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**STUDY 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.

Some of our most popular online courses are:
- **Data Analysis Digital Badge**
- **Project Management Digital Badge**
- **Social Media For Business Digital Badge**
- **Digital Marketing Digital Badge**
- **Accounting and Finance for Non-Financial Managers Digital Badge**
- **Customer Service Digital Badge**

For details, see the Online Courses section.

**Student testimonials:**

“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!”
FREE 4-HOUR OSHA AWARENESS TRAINING CLASS

Safety is everyone’s business. Whether you are a small business owner with up to 250 employees or you are employed by such a company, you will learn the basic information everyone should know about safety in the workplace. The class will be held in July or August 2019. This free class is limited to 25 attendees. For details, contact Kelly Keegan at 847-925-2313 or kkeegan@harpercollege.edu.