

COMPUTER COURSES

Textbooks

Textbooks are required for all computer classes. Books must be purchased before the class begins. Books are available at the Alliance for Lifelong Learning Office at both campuses Monday through Friday, 9 am to 5 pm

Computer textbooks are non-refundable unless the class is cancelled by the Alliance. Please do not write in the textbooks as we cannot accept books that are damaged.

Continuing education textbooks are NOT available at the Oakton Community College Bookstores.

Computer Classroom Locations

Computer classroom numbers are posted at the Alliance offices -

Des Plaines (OC/DP), Room 1420

Skokie (OC/SK), Room A120

Check your room number before going to your computer classes.

Holidays

No computer classes will be held on the following holidays

Labor Day, September 1

Veteran's Day, November 11

Thanksgiving Break, November 27-30

No Evening Classes

Rosh Hashanah, September 30

Yom Kippur, October 9

Computer Skills for Beginners

BASIC WINDOWS

FEE: \$150

Get closer to your computer! Learn the Windows environment and discover how to start, create, save and print. Explore and learn the difference between Notepad, WordPad and Word. Create shortcuts, copy, rename and move files. Minimize, maximize, scroll, drag, and resize your windows. This class is for users who have no prior knowledge of the computer but can type 15 words per minute.

DPR A22-01, OC/DP, 5 Sat., 8/30, 1:30-4:30 pm

CRN 60035

DPR A22-02, OC/SK, 5 Mon., 9/22, 2-5 pm

CRN 60036

DPR A22-03, OC/DP, 5 Sat., 10/25, 10 am-1 pm

CRN 60037

COMPUTERS ARE FOR EVERYONE

FEE: \$80

Do you want to learn to send e-mails, surf the Internet and send and retrieve pictures from your computer? This class will teach you the necessary skills and also improve your knowledge of how a computer works. This limited but informational class is hands-on and completely geared towards people who have no computer experience. No class Oct. 9.

DPR A57-01, OC/SK, 3 Tue., 10:20-1 pm, 8/26

CRN 60038

DPR A57-02, OC/SK, 4 Thu., 3-5 pm, 9/18

CRN 60039

DPR A57-03, OC/DP, 4 Sun., 10 am-12 pm, 10/12

CRN 60040

COMPUTER AND INTERNET SECURITY

FEE: \$19

Computer and Internet security is everyone's responsibility. Identity theft, serious virus outbreaks, Trojans, spyware, and sloppy network security are issues that affect us all. The irony is that these Internet security threats are largely preventable by following simple security standards. This class will provide important guidelines for preventing these threats and review some excellent computer security software.

DAT E04-01, OC/DP, 1 Tue., 10/14, 6:30-8:30 pm, Lin

CRN 60545

DYNAMITE GOOGLE TOOLS

FEE: \$19

In this fast-paced class, you'll learn about the hidden gems in Google's toolbox, and how to use them. Google has tools to do almost everything – create blogs and podcasts, organize and edit your digital photos, create documents and spreadsheets online, and more. Best of all, these online tools are free!

DAT E08-01, OC/DP, 1 Thu., 10/16, 6:30-8:30 pm, Lee

CRN 60541

LEARN TO TYPE ON A COMPUTER KEYBOARD FEE: \$150

This course is designed for the user who cannot type, is unfamiliar with the computer keyboard, and needs to input information on a PC. Book can be purchased the first day of class. No class Oct. 9 or Nov. 30.

OFF A39-01, OC/DP, 6 Thu., 9/18, 6:30-9 pm CRN 60047
 OFF A39-02, OC/DP, 5 Sun., 11/9, 9:30 am-12:30 pm CRN 60048

QUICK FIXES FOR YOUR PC FEE: \$19

Forget the Geek Squad! In two short hours you will learn to combat spyware, viruses, identity theft — and how to keep your children safe online. You will find out how to use free shareware to troubleshoot both hardware and software related issues, and how to tell the difference between them. This one short class could save you a great deal in time, money and worry.

DAT E03-01, OC/DP, 1 Tue., 9/16, 6:30-8:30 pm, Lin CRN 60544

STEP UP TO THE NEW TECHNOLOGIES FEE: \$19

What are wikis, blogs, RSS feeds, and podcasts? What's the lowdown on iPods, MP3 players, digital scrapbooking and the wireless Internet? How can I use and enjoy my mobile phone to the fullest? Find the answers to these questions and more in a fast-paced class that offers an excellent way to catch up on the latest in new technologies.

DAT E05-01, OC/DP, 1 Tue., 11/18, 6:30-8:30 pm, Lin CRN 60546

UPGRADE AND REPAIR YOUR PC FEE: \$150

This hands-on class will include overview of the components of the computer: motherboards, hard disk drives, external drives and CD/DVD drives. Students will be introduced to basic computer repairs and an analytical diagnostic procedure for troubleshooting.

DPR A89-01, ETHS, 3 Thu., 10/23, 6-9 pm CRN 60629
 DPR A89-02, ETHS, 3 Thu., 11/13, 6-9 pm CRN 60630

WINDOWS APPLICATIONS FEE: \$150

If you can type 20 words per minute and have basic computer skills this hands-on course will show you how to minimize, maximize, scroll, move, drag, and resize windows. Explore and learn the difference between Notepad, WordPad and Word. Manage files using Windows XP Explorer and My Computer. Learn about multitasking and how to work with more than one document. (Prerequisite: OFF A39 Keyboarding or typing speed of at least 20 words per minute.) No class Oct. 9 or 11/28.

DPR A23-01, OC/DP, 5 Wed., 8/27, 5:45-8:45 pm CRN 60049
 DPR A23-02, OC/SK, 5 Sat., 9/6, 1:30-4:30 pm CRN 60050
 DPR A23-03, OC/SK, 5 Tue., 9/23, 4-7 pm CRN 60051
 DPR A23-04, OC/DP, 5 Sun., 10/5, 1-4 pm CRN 60052
 DPR A23-05, OC/DP 6 Fri., 10/24, 5:30-8 pm CRN 60053
 DPR A23-06, OC/SK, 5 Mon., 10/27, 2-5 pm CRN 60054
 DPR A23-07, ETHS, 5 Mon., 10/20, 6:30-9:30 pm CRN 60627

Computer Software

ACCESS FEE: \$150

Access is a widely used database program for storing and organizing information. In this course, you will learn about relational databases and acquire proficiency in adding, editing and deleting data. Students also will create mailing labels and forms using AutoForm; work with key fields and linking fields; change data types and field properties; and customize forms and reports by grouping, sorting and summarizing data. Lastly, enhance your reports with graphics, special effects, lines and color. (Prerequisite: DPR A23, DPR A51 and typing speed of at least 20 words-per-minute.)

DPR A71-01, OC/DP, 5 Sat., 10/4, 1:30-4:30 pm CRN 60041
 DPR A71-02, OC/SK, 5 Mon., 11/10, 6-9 pm CRN 60042

INTRODUCTION TO MS EXCEL FEE: \$150

Learn to develop and maintain basic worksheets; enter formulas and functions; cut, paste, and copy; adjust page setup options; and explore shortcuts for easier navigating. You will be taught how to change fonts, column width, alignment, text colors and how you can customize the appearance of a worksheet using graphics and databases. (Prerequisite: knowledge of Windows operating system and typing speed of at least 30 words per minute.) No class Sep. 30 or Nov.29.

DPR A84-01, OC/SK, 5 Thu., 8/28, 5:30-8:30 pm CRN 60008
 DPR A84-02, OC/DP, 5 Sat., 9/6, 10 am-1 pm CRN 60010
 DPR A84-03, OC/DP, 5 Tue., 9/23, 6:15-9:15 pm CRN 60011
 DPR A84-04, OC/SK, 5 Mon., 10/6, 5:30-8:30 pm CRN 60013
 DPR A84-05, OC/DP, 5 Sun., 10/19, 1-4 pm CRN 60019
 DPR A84-06, OC/DP, 5 Sat., 11/1, 10 am-1 pm CRN 60020
 DPR A84-07, ETHS, 4 Tue., 10/7, 6-9 pm CRN 60628
 DPR A84-08, ETHS, 4 Tue., 11/18, 6-9 pm CRN 61050

INTERMEDIATE MS EXCEL**FEE: \$130**

If you have taken beginning Excel or have a working knowledge, take this course to learn more techniques for developing and maintaining worksheets. After a brief review of MS Excel functions, course will progress to more advanced operations. Explore using the data form to view and change records; discover shortcuts for entering formulas and functions; create amortization schedules and work with databases. (Prerequisites: DPR A84 and typing speed of at least 20 words per minute.) No class Oct. 9 or Nov. 11.

DPR A85-01, OC/SK, 3 Thu., 10/2, 5:30-8:30 pm	CRN 60028
DPR A85-02, OC/DP, 3 Sat., 10/11, 10 am-1 pm	CRN 60029
DPR A85-03, OC/DP, 3 Tue., 11/4, 6:15-9:15 pm	CRN 60030
DPR A85-04, OC/SK, 3 Mon., 11/10, 5:30-8:30 pm	CRN 60564
DPR A85-05, OC/DP, 4 Sun., 11/23, 1-4 pm	CRN 60563
DPR A85-06, ETHS, 4 Tue., 10/7, 6-9 pm	CRN 61051

BASIC AND INTERMEDIATE EXCEL**FEE: \$250**

For the beginning student who wants to gain more than a basic knowledge of Excel. Students will learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates, customize the appearance of worksheets, manage data and use Excel with other programs. No class 9/30, 10/9, 11/11, 11/30.

DAT A14-01, OC/SK, 8 Thu., 8/28, 5:30-8:30 pm	CRN 60001
DAT A14-02, OC/DP, 8 Sat., 9/6, 10 am-1 pm	CRN 60002
DAT A14-03, OC/DP, 8 Tue., 9/23, 6:15-9:15 pm	CRN 60003
DAT A14-04, OC/SK, 8 Mon., 10/6, 5:30-8:30 pm	CRN 60004
DAT A14-05, OC/DP, 8 Sun., 10/19, 1-4 pm	CRN 60005

POWERPOINT**FEE: \$150**

PowerPoint is a versatile program that can greatly enhance the quality of your presentations. Learn to create on-screen presentations with animation and transition effects; use presentation design templates and make slides from scratch. Discover how to use text animation, draw and scale objects; import web graphics; create special effects, transitions and backgrounds. Explore how to use organizational charts. If time permits, students may be asked to deliver presentations on the final day. (Prerequisites: Knowledge of any Windows application and typing speed of at least 30 words per minute.)

DPR A70-01, OC/SK, 5 Mon., 8/25, 5:30-8:30 pm	CRN 60043
DPR A70-02, OC/DP, 5 Sun., 10/5, 9:30-12:30 pm	CRN 60044

INTRODUCTION TO MS WORD**FEE: LISTED WITH SECTION**

Word is the most popular word processing software program for personal and business use. Learn to create, edit, print and enhance your documents with different fonts, graphics and formatting techniques. Explore the use of wizards; and how to sort documents and columns. (Prerequisite: Knowledge of Windows applications and typing speed of at least 30 words per minute.) No class Sep. 30 or Nov. 30.

DPR A83-01, OC/SK, 5 Thu., 9/11, 5:30-8:30 pm, \$150	CRN 60055
DPR A83-02, OC/DP, 5 Wed., 10/1, 5:45-8:45 pm, \$150	CRN 60057
DPR A83-04, OC/DP, 5 Sun., 11/19, 1-4 pm, \$150	CRN 60058
DPR A83-05, ETHS, 4 Mon. & Wed., 10/20, 6-9:30 pm, \$120	CRN 61049

Digital Imaging**ADOBE ILLUSTRATOR CS2****FEE: \$175**

This course is for designers who need to brush up on their skills and learn how to create digital (vector) artwork and export it to Photoshop, QuarkXPress, or InDesign. No textbook is required, but you must have basic computer knowledge as well as a basic understanding of at least one other Adobe program, e.g. how to use menus, palettes, and some basic tools. (Not for beginners.) The course will adopt a tutorial approach, but there will be time to address individual concerns.

DAT E07-01, ETHS, 8 Tue., 10/7, 6:30-8:30 pm	CRN 60626
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DIGITAL VIDEO AND EDITING 1 – IMOVIE**FEE: \$100**

This course introduces students to the fine art of editing non-linear digital motion images using iMovie. It's perfect instruction for those who would like to create their own home movies on a Mac.

DPR E51-01, ETHS, 4 Mon., 10/20, 7-9:30 pm	CRN 60767
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INTRODUCTION TO ADOBE PHOTOSHOP**(MAC LAB)****FEE: \$150**

Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for graphic design work. If you work with graphics, Photoshop is the program you most need to learn. This hands-on course will teach you how to edit photos, create special effects with type, prepare your images for printing or posting on the Internet, and more. Prerequisite: Students must have a working knowledge of the computer with the ability to navigate through screens and menus. Please be aware that the course is taught in the Macintosh Lab. Students also are allowed to bring their own Mac or PC laptops.

DPR A04-01, ETHS, 8 Tue., 10/7, 7-9 pm	CRN 60866
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PHOTOSHOP FOR NOVICES**FEE: \$150**

Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. Explore layers and history palettes, contact sheets, and picture packages. The clone stamp and healing brush also will be covered.

DPR A03-01, OC/DP, 5 Sat., 8/30, 9:30 am-12:30 pm CRN 60031
DPR A03-02, OC/SK, 5 Mon., 11/10, 2-5 pm CRN 60032

**PHOTO RESTORATION BASICS
USING ADOBE PHOTOSHOP****FEE: \$145**

Gain an understanding of Adobe Photoshop and how to make your photos look their best. This course is a must for photographers, photo hobbyists, genealogists, and anyone interested in understanding practical digital photo color-correction and restoration techniques. Instructor Eric Basir uses Photoshop full-time in his business as a photo retoucher. This course is taught using Macintosh computers, but PC users are welcome to attend. Basic computer experience and textbook are required.

ART T06-01, ETHS, 6 Tue., 9/16, 6:30-8:30 pm CRN 60749

Integrated Software

OFFICE APPLICATIONS**FEE: \$150**

Do you have Windows XP operating system knowledge? Are you thinking what to do next? We will showcase different software each week, giving you a "taste" of five Microsoft applications. We will start with an exposé of how Windows XP works with the applications and the differences between software and hardware. The following weeks will showcase Word - used to create, format and edit documents, Excel - used to create and format spreadsheets, Publisher - used to design brochures, and PowerPoint - used to create effective presentations. (Prerequisite: DPR A23 or working knowledge of Windows XP.) No class Sep. 1.

DPR A82-01, OC/SK, 5 Mon., 8/25, 5:30-8:30 pm CRN 60045
DPR A82-02, OC/DP, 5 Sat., 10/25, 1:30-4:30 pm CRN 60046

WINDOWS/WORD APPLICATIONS**FEE: \$270**

Save money and learn Windows (DPR A23) and Word (DPR A83) applications in one class. Designed for the beginning student who can type at least 20 words per minute. Learn how to customize the desktop, and create, rename, and delete folders. Manage your files using Windows XP Explorer and My Computer. Learn about multitasking and how to work with more than one document. Learn how to create and use shortcuts to programs and files to organize the desktop efficiently. Word will be used to enter, edit and create letters, resumes and reports. Clip art will be used to enhance documents. No class Nov. 30.

DPR A86-01, OC/DP, 10 Wed., 8/27, 5:45-8:45 pm CRN 60059
DPR A86-02, OC/SK, 10 Sat., 9/6, 1:30-4:30 pm CRN 60060
DPR A86-03, OC/DP, 10 Sun., 10/5, 1-4 pm CRN 60061

**A QUICK "BYTE" OF ADOBE
ACROBAT SERIES****FEE: \$50 (Series)**

Those familiar with Adobe's popular Acrobat Reader definitely appreciate its ability to accurately display documents and images across any operating system. Now, step up and learn the wonders of Reader's more popular and flexible big sister - Adobe Acrobat. You may register for the series at a discount, or for individual classes.

DAT E09-01, OC/DP, 2 Tue. & 1 Thu., 9/30, 10/28 & 11/13, 6:30-8:30 pm CRN 60542

ACROBAT - THE BASICS**FEE: \$19**

Learn to create, manipulate, and use the Portable Document Format (PDF). Some advanced features will be covered, such as how to create a PDF from multiple files or a Web page.

DAT E01-01, OC/DP, 1 Tue., 9/30, 6:30-8:30 pm CRN 60538

ADOBE ACROBAT: PDF SECURITY**FEE: \$19**

This class addresses security concerns about the distribution of loan, legal, medical, educational, and other electronic documents that require protection from unauthorized modification or use. Learn to use Acrobat features that help protect confidential documents and keep them secure. Creation of accessible forms also will be discussed.

DAT E02-01, OC/DP, 1 Tue., 10/28, 6:30-8:30 pm, Lee CRN 60539

'INSIDER' TIPS AND TRICKS WITH ACROBAT FEE: \$19

With these little known, but oh-so-useful tips, you'll be able to really take advantage of Acrobat's hidden features. For example, learn to create and efficiently manage document-review processes; creatively use markup tools for commenting and analysis; and make masterly slide shows to distribute to family and friends.

DAT E06-01, OC/DP, 1 Thu., 11/13, 6:30-8:30 pm CRN 60540

Web Design

BUILD A WEB SITE WITH DREAMWEAVER**FEE: \$230**

This class assumes no knowledge of HTML, Web design or familiarity with Web terminology. Move through the basics of Web site design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual Web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation.

DPR A37-01, OC/SK, 7 Mon., 9/22, 5:30-8:45 pm CRN 60033

CREATING WEB PAGES (HTML)**FEE: \$230**

Learn the fundamentals of Web design. Plan the content, structure and layout; and create pages full of neatly formatted text; build links between the pages and to other sites; and add color, backgrounds, graphics, tables, hot buttons, and animation. You also discover how to secure the best possible location in search engine listings and no- or low-cost Web marketing strategies. Information will also be shared about how to save time with a HTML authoring program. **Requirements:** E-mail, Internet access, and Netscape or Internet Explorer Web browser.

DPR A78-01, OC/SK, 8 Wed., 9/17, 5:30-8:30 pm

CRN 60034