

## COMPUTER COURSES

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### 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 7

Veteran's Day, November 11

Thanksgiving Break, November 26-29

### No Evening Classes

Rosh Hashanah, September 18

Yom Kippur, September 28

## Computer Skills for Beginners

### COMPUTERS ARE FOR EVERYONE

**FEE: \$70**

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.

DPR A57-01, OC/SK, 4 Fri., 5-7 pm, 9/4	CRN 60017
DPR A57-02, OC/DP, 4 Tue., 11 am-1 pm, 9/15	CRN 60018
DPR A57-03, OC/SK, 4 Thu., 3-5 pm, 10/22	CRN 60019

### INTRO TO PC AND WINDOWS

**FEE: \$140**

Do you have basic computer knowledge? If your answer is yes; this hands-on computer course is for you. Along with teaching windows application, this class introduces students to the overview of the components within the computer and teaches them how the computer works. What is a hard drive? What is a mother board? What component is on the mother board? What are the different types of file storage? What is the difference between expansion slots, cards, and ports? Students will also learn the basic skills that are needed to take any of Microsoft application programs such as Word, Excel, PowerPoint and Access. Students will be taught how to maximize, minimize, scroll, move, drag, and resize a window. Learn how to cut and paste between files and how to manage files using Windows Explorer and My Computer. Pre-requisite: typing speed of 25 words per minute.

DPR A51-01, OC/DP, 5 Wed., 8/26, 6-9 pm	CRN 60014
DPR A51-02, OC/DP, 5 Sun., 9/13, 10 am-1 pm	CRN 60045
DPR A51-03, OC/SK, 3 Sat. & Sun., 10/3, 11:30 am-2:30 pm	CRN 60015
DPR A51-04, OC/DP, 3 Tue. & Thu., 10/27, 6-9 pm	CRN 60016

### **LEARN TO TYPE ON A COMPUTER KEYBOARD FEE: \$140**

Focus on the keyboarding and formatting skills that are most important for success! This class will guide you from the basics of new-key learning to business documents using the commands of Microsoft® Word 2007. Students also will build communication skills, proofreading activities, and document formatting in Word, all while learning keyboarding skills. The book used is *Keyboarding and Word Processing 17th Edition, Lessons 1-25* by Vanhuss, Forde and Woo. The ISBN # is 0-538-73026-6. The book may be purchased prior to class on EBay or Amazon.com, or purchased from the instructor at the first class session. No class 9/6, 11/29.

OFF A39-01, OC/DP, 5 Sun., 8/30, 11 am-2 pm	CRN 60042
OFF A39-02, OC/SK, 6 Wed., 9/30, 3-5:30 pm	CRN 60043
OFF A39-03, OC/DP, 6 Sun., 10/18, 10:30 am-1 pm	CRN 60044

### **UPGRADE AND REPAIR YOUR PC FEE: \$90**

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. No class 11/26.

DPR A89-01, ETHS, 3 Thu., 10/22, 6-9 pm	CRN 60495
DPR A89-02, ETHS, 3 Thu., 11/12 6-9 pm	CRN 60500

### **WINDOWS APPLICATIONS FEE: \$140**

If you can type 20 words per minute and have basic computer knowledge; this hands-on computer course is for you. This class teaches students the basic skills that are needed to take application programs such as Word, Excel, PowerPoint and Access. You will be taught how to maximize, minimize, scroll, move, drag, and resize a window. Learn what is multitasking; how to cut and paste between files and how to manage files using Windows Explorer and My Computer.

**Prerequisite:** typing speed of 20 words per minute. No class 9/28, 11/29.

DPR A23-01, OC/DP, 5 Mon., 9/14, 12-3 pm	CRN 60007
DPR A23-02, ETHS, 5 Mon., 10/19, 6:30-9:30 pm, Levy	CRN 60493

## **Computer Software**

### **ACCESS FEE: \$140**

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/SK, 5 Sun., 9/13, 1:30-4:30 pm	CRN 60012
DPR A71-02, OC/DP, 6 Wed., 10/28, 6:30-9 pm	CRN 60013

### **INTRODUCTION TO MS EXCEL FEE: Listed with section**

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.

DPR A84-01, OC/DP, 5 Mon., 8/31, 6-9 pm, \$140	CRN 60028
DPR A84-02, OC/SK, 5 Wed., 9/16, 1-4 pm, \$140	CRN 60029
DPR A84-03, OC/SK, 5 Sat., 9/26, 10 am-1 pm, \$140	CRN 60030
DPR A84-04, OC/DP, 5 Sun., 10/11, 11 am-2 pm, \$140	CRN 60031
DPR A84-05, OC/DP, 5 Tue. & Thu., 10/13, 9:30 am-12:30 pm, \$140	CRN 60032
DPR A84-06, OC/SK, 5 Mon. & Wed., 10/26, 2-5 pm, \$140	CRN 60033
DPR A84-07, ETHS, 3 Tue., 10/6, 6-9 pm, \$90	CRN 60494

## **Keep Up With Your Kids – Step Up To The New Technologies!**

It is nearly impossible to keep up with every bit of new technology that appears on the horizon. But these advances usually appear for a reason – to provide a better or faster way of doing something. We are offering a group of fast-paced classes on the newest, hottest technologies of the moment. By the time you read this, there surely will be others; feel free to bring these up with your instructor.

**GOOGLE APPS****FEE: \$10**

This class will introduce you to Google's many special online applications, a.k.a., "apps." Apps are "free, intuitive tools you can access anywhere from a single account." There are apps to organize your schedule and share events; create and share documents, presentations, and spreadsheets; create Web sites and blogs; even organize your medical records.

DAT E12-01, NILES W, 1 Thu., 9/17, 7-8:30 pm	CRN 61293
DAT E12-02, ETHS, 1 Wed., 9/30, 7-8:30 pm	CRN 61294
DAT E12-03, NILES N, 1 Mon., 10/5, 7-8:30 pm	CRN 61295
DAT E12-04, MAINE E, 1 Thu., 10/29, 7-8:30 pm	CRN 61296
DAT E12-05, MAINE W, 1 Mon., 11/9, 7-8:30 pm	CRN 61297
DAT E12-06, GLBRK S, 1 Tue., 11/24, 7-8:30 pm	CRN 61298

**GOOGLE CHROME****FEE: \$10**

Google Chrome is "a browser built for speed, stability, and security." Learn about Chrome's unique features and how it differs from Internet Explorer and Firefox.

DAT E17-01, NILES W, 1 Thu., 9/10, 7-8:30 pm	CRN 61336
DAT E17-02, NILES N, 1 Wed., 9/23, 7-8:30 pm	CRN 61337
DAT E17-03, MAINE E, 1 Tue., 9/29, 7-8:30 pm	CRN 61339
DAT E17-04, MAINE W, 1 Wed., 10/7, 7-8:30 pm	CRN 61341
DAT E17-05, ETHS, 1 Mon., 11/2, 7-8:30 pm	CRN 61343
DAT E17-06, GLBRK S, 1 Wed., 11/18, 7-8:30 pm	CRN 61344

**FIREFOX ADD-ONS****FEE: \$10**

Firefox is a free, fast, easy to use and very secure Web browser. With add-ons, Firefox can be fully customized to make many routine tasks easier and increase the browser's power many times over. Be amazed while learning to make Firefox your own.

DAT E18-01, NILES N, 1 Mon., 9/14, 7-8:30 pm	CRN 61345
DAT E18-02, NILES W, 1 Tue., 9/15, 7-8:30 pm	CRN 61347
DAT E18-03, MAINE W, 1 Mon., 9/28, 7-8:30 pm	CRN 61349
DAT E18-04, MAINE E, 1 Tue., 10/13, 7-8:30 pm	CRN 61351
DAT E18-05, ETHS, 1 Wed., 10/28, 7-8:30 pm	CRN 61353
DAT E18-06, GLBRK S, 1 Tue., 11/10, 7-8:30 pm	CRN 61355

**USE YOUR CELL PHONE TO THE MAX!****FEE: \$10**

Cell phones are so much more than mere telephones – that's why they are often called mobile devices. It doesn't matter if you've got a basic model or the latest iPhone, this class will show you how to use your cell phone for text messaging, e-mail, browsing the Web, uploading videos and photos, and much more.

DAT E16-01, NILES N, 1 Mon., 9/21, 7-8:30 pm	CRN 61317
DAT E16-02, ETHS, 1 Thu., 9/24, 7-8:30 pm	CRN 61328
DAT E16-03, NILES W, 1 Tue., 10/13, 7-8:30 pm	CRN 61329
DAT E16-04, MAINE W, 1 Mon., 10/19, 7-8:30 pm	CRN 61330
DAT E16-05, MAINE E 1 Thu., 10/22, 7-8:30 pm	CRN 61331
DAT E16-06, GLBRK S 1 Tue., 11/3, 7-8:30 pm	CRN 61333

**FACEBOOK: GETTING STARTED****FEE: \$10**

You will learn about exploring Facebook, inviting friends, friend etiquette, groups, fan pages, sharing links, photos, and much more.

DAT E13-01, ETHS, 1 Mon., 9/21, 7-8:30 pm	CRN 61299
DAT E13-02, NILES W, 1 Tue., 9/29, 7-8:30 pm	CRN 61300
DAT E13-03, MAINE W, 1 Wed., 10/14, 7-8:30 pm	CRN 61301
DAT E13-04, MAINE E, 1 Thu., 10/8, 7-8:30 pm	CRN 61302
DAT E13-05, NILES N, 1 Mon., 11/16, 7-8:30 pm	CRN 61303
DAT E13-06, GLBRK S, 1 Tue., 11/17, 7-8:30 pm	CRN 61304

**TWITTER 101****FEE: \$10**

Cell phones, e-mail, blogs, text messaging, Blackberries – now Twitter! Is it one more distraction, or a truly valuable tool? The answer: both. Originally designed for users to answer the question, "What are you doing?", Twitter has quickly morphed into a free-form, rapid-fire service of brief exchanges and link sharing. Twitter can be a great for marketing, networking, and breaking news. Its informality is its strength. Want to get started? If so, this class is for you.

DAT E11-01, ETHS, 1 Tue., 9/15, 7-8:30 pm	CRN 61287
DAT E11-02, MAINE W, 1 Wed., 9/23, 7-8:30 pm	CRN 61288
DAT E11-03, NILES N, 1 Wed., 10/7, 7-8:30 pm	CRN 61289
DAT E11-04, NILES W, 1 Tue., 10/27, 7-8:30 pm	CRN 61290
DAT E11-05, GLBRK S, 1 Tue., 10/20, 7-8:30 pm	CRN 61291
DAT E11-06, MAINE E, 1 Tue., 11/10, 7-8:30 pm	CRN 61292

**GET THE MOST OUT OF YOUTUBE****FEE: \$10**

We all have watched YouTube videos – but why not go a few steps further and truly use this technology to the max? You will learn to search for and share videos, get your own account, create your own channel, and more!

DAT E10-01, NILES N, 1 Wed., 9/16, 7-8:30 pm	CRN 61281
DAT E10-02, NILES W, 1 Thu., 9/24, 7-8:30 pm	CRN 61282
DAT E10-03, MAINE E, 1 Tue., 10/6, 7-8:30 pm	CRN 61283
DAT E10-04, MAINE W, 1 Wed., 10/28, 7-8:30 pm	CRN 61284
DAT E10-05, ETHS, 1 Wed., 11/4, 7-8:30 pm	CRN 61285
DAT E10-06, GLBRK S, 1 Tue., 11/24, 7-8:30 pm	CRN 61286

**FUN WITH FLICKR****FEE: \$10**

Flickr has been called YouTube for photos. Learn how to upload, organize, and share your digital photos with family, friends, and the rest of the world.

DAT E15-01, NILES N, 1 Mon., 9/14, 7-8:30 pm	CRN 61311
DAT E15-02, ETHS, 1 Wed., 9/16, 7-8:30 pm	CRN 61312
DAT E15-03, NILES W, 1 Tue., 9/22, 7-8:30 pm	CRN 61313
DAT E15-04, MAINE W, 1 Mon., 10/5, 7-8:30 pm	CRN 61314
DAT E15-05, MAINE E, 1 Tue., 10/20, 7-8:30 pm	CRN 61315
DAT E15-06, GLBRK S 1 Tue., 10/27, 7-8:30 pm	CRN 61316

**LISTEN TO MUSIC ONLINE****FEE: \$10**

Tired of your iPod playlist? Tune in to music geared to your personal taste via Internet radio online music sites like last.fm, Pandora, and others offer an unlimited variety of channels. This class will teach you how to find and listen to your favorite music.

DAT E14-01, NILES N, 1 Wed., 9/16, 7-8:30 pm	CRN 61305
DAT E14-02, NILES W, 1 Tue., 9/22, 7-8:30 pm	CRN 61306
DAT E14-03, MAINE W, 1 Wed., 10/21, 7-8:30 pm	CRN 61307
DAT E14-04, MAINE E, 1 Thu., 10/15, 7-8:30 pm	CRN 61308
DAT E14-05, ETHS, 1 Mon., 10/26, 7-8:30 pm	CRN 61309
DAT E14-06, GLBRK S, 1 Thu., 11/19, 7-8:30 pm	CRN 61310

**INTERMEDIATE MS EXCEL****FEE: \$90**

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 10/9 or 11/11.

DPR A85-01, OC/DP, 3 Mon., 10/19, 6-9 pm	CRN 60047
DPR A85-02, OC/DP, 3 Tue. & Thu., 10/29, 9:30 am-12:30 pm	CRN 60034
DPR A85-03, OC/SK, 3 Sat., 10/31, 10 am-1 pm	CRN 60035
DPR A85-04, OC/DP, 3 Sun., 11/15, 11 am-2 pm	CRN 60036
DPR A85-05, OC/SK, 3 Mon. & Wed., 11/16, 2-5 pm	CRN 60037

**BASIC AND INTERMEDIATE EXCEL****FEE: \$225**

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.

DAT A14-01, OC/DP, 8 Mon., 8/31, 6-9 pm	CRN 60001
DAT A14-02, OC/SK, 8 Sat., 9/26, 10 am-1 pm	CRN 60002
DAT A14-03, OC/DP, 8 Sun., 10/11, 11 am-2 pm	CRN 60003
DAT A14-04, OC/DP, 4 Tue. & Thu., 10/13, 9:30 am-12:30 pm	CRN 60004
DAT A14-05, OC/SK, 4 Mon. & Wed., 10/26, 2-5 pm	CRN 60005

**POWERPOINT****FEE: \$140**

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 wpm.

DPR A70-01, OC/DP, 5 Wed., 9/2, 2-5 pm	CRN 60011
DPR A70-02, OC/SK, 5 Sun., 10/25, 10 am-1 pm	CRN 60046

**INTRODUCTION TO MS WORD****FEE: \$90**

Word is the most popular word processing software program used for personal and business use. In this class you will create a flyer, personal resume and letterhead document while you learn to edit, cut and paste, use and change formatting styles, insert graphics and pictures and enhance the documents you create with different fonts. **Prerequisite:** Knowledge of Windows 2003 or 2007 applications and typing speed of at least 25 words per minute.

DPR A83-01, OC/SK, 3 Tue., 9/1, 12-3 pm	CRN 60023
DPR A83-02, OC/DP, 3 Wed., 9/30, 6-9 pm	CRN 60024
DPR A83-03, OC/SK, 3 Sat. & Sun., 10/18, 11:30 am-2:30 pm	CRN 60025
DPR A83-04, OC/DP, 3 Sun., 10/18, 10 am-1 pm	CRN 60026
DPR A83-05, OC/DP, 3 Tue. & Thu., 11/12, 6-9 pm	CRN 60027

**INTERMEDIATE WORD****FEE: \$90**

Students will continue to learn word processing by creating a document that integrates a different application program such as embedding an Excel Chart in a Word document. Students will learn to add rows and sum columns in a Table. Section Header will also be taught. **Prerequisite:** Basic knowledge of Word 2007 applications and typing speed of at least 30 words per minute.

DPR A80-01, OC/SK, 3 Sat. & Sun., 10/31, 11:30 am-2:30 pm	CRN 60021
DPR A80-02, OC/DP, 3 Tue. & Thu., 11/24, 6-9 pm	CRN 60022

*Co-Sponsored with Chicago OASIS and AT&T***MS WORD****FEE: \$85**

Learn how to write and correct documents, enhance correspondence using the thesaurus, and check your spelling and grammar with built-in tools. Topics include clip art gallery, toolbar buttons, creating documents, files and folders, working with menus, margins, indenting, tab settings, line spacing, printing labels, retrieving and saving to a disk and to the hard drive. **Prerequisite:** Basic computer skills. Classes take place at OASIS, 2040 Northbrook Court (Upper Level), Northbrook.

DPR O02-01, OASIS, 4 Tue., 10/6, 5:30-7:30 pm	CRN 61083
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**MS EXCEL****FEE: \$85**

This course will teach you how to use a spreadsheet application to help you analyze and manage information more effectively. You'll create a Workbook and Worksheets, operate columns and rows of information, structure basic formulas, and chart and create graphs. You'll also learn how to enhance your spreadsheets using formats. **Prerequisite:** Good computer skills. Classes take place at OASIS, 2040 Northbrook Court (Upper Level), Northbrook.

DPR O03-01, OASIS, 4 Thu, 10/1, 5:30-7:30 pm	CRN 61084
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**Digital Imaging****ADOBE PHOTOSHOP****FEE: \$130**

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 Wed., 9/16, 6-9 pm	CRN 60006
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**ADOBE PRO SUITE: ILLUSTRATOR, PHOTOSHOP, AND INDESIGN****FEE: \$270**

Here's a great, hands-on opportunity to learn the fundamental concepts and skills of this popular computer graphics package. Lab instruction includes three classes on each program and its capabilities and tools, followed by three classes that combine the use of all programs. Participants should have basic computer knowledge and skills, and should bring a flash drive to class each week to save their work.

DAT E19-01, ETHS, 12 Tue., 9/22, 7-9:30 pm, Hill	CRN 61418
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**THE PRACTICAL APPLICATION OF CLASSIC PHOTOGRAPHIC TECHNIQUES****FEE: \$69**

By viewing and discussing the works of past and contemporary masters of photography, you will discover the design elements and creative techniques that make produce powerful images. Learn how to apply these creative principles to help clarify and strengthen your approach to photography. Students should have a basic understanding of how to operate their cameras.

ART E14-01, NILES W, 4 Tue., 9/22, 7-8:30 pm	CRN 60666
ART E14-02, GLBRK S, 4 Thu., 10/15, 7-8:30 pm	CRN 60667
ART E14-03, ETHS, 4 Mon., 11/9, 7-8:30 pm	CRN 60668

## Integrated Software

### WINDOWS/WORD APPLICATIONS

**FEE: \$225**

This hands-on course will teach you how to use Microsoft's new operating system. You will see the many changes and new features, including an updated graphical user interface. The class is divided into two parts. First, you will learn the basic skills that are needed to take application programs such as Word, Excel, PowerPoint and Access. You will be taught how to maximize, minimize, scroll, move, drag, and resize a window. Learn what is multitasking; how to cut and paste between files and how to manage files using Windows Explorer and My Computer. The second part teaches Word—the most popular word processing software program today. In this part you will create a flyer, personal resume and letterhead document while you learn to edit, cut and paste, use and change formatting styles, insert graphics and pictures and enhance the documents you create with different fonts. No class 11/29.

DPR A86-01, OC/DP, 8 Wed., 8/26, 6-9 pm	CRN 60038
DPR A86-02, OC/DP, 8 Sat., 9/13, 10 am-1 pm	CRN 60039
DPR A86-03, OC/SK, 4 Sat & Sun., 10/3, 11:30 am-2:30 pm	CRN 60040
DPR A86-04, OC/DP, 4 Tue. & Thu., 10/27, 6-9 pm	CRN 60041

## Web Design

### BUILD A WEB SITE WITH DREAMWEAVER

**FEE: \$225**

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. No class 11/11.

DPR A37-01, OC/SK, 8 Sat., 9/5, 1:30-4:30 pm	CRN 60008
DPR A37-02, OC/DP, 8 Wed., 9/30, 1-4 pm	CRN 60009
DPR A37-03, OC/SK, 4 Tue. & Thu., 10/20, 1:30-4:30 pm	CRN 60010

### CREATING WEB PAGES (HTML)

**FEE: \$140**

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.

DPR A78-01, OC/DP, 5 Wed., 10/28, 6-9 pm	CRN 60020
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