

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 Thursday, 9 a.m. to 5 p.m.

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 Campus, Room 1420

Skokie Campus, Room A120

Check the room number before going to your computer classes.

Holidays

No computer classes will be held on the following holiday:

Memorial Day, May 26

Computer Skills for Novice Users

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.

DPR A57-31, OC/DP, 4 Mon., 5/19, 6-8 pm

CRN 50262

DPR A57-32, OC/SK, 4 Wed., 6/4, 10 am-12 pm

CRN 50263

DPR A57-33, OC/SK, 4 Thu., 6/19, 9-11 am

CRN 50264

BASIC WINDOWS

FEE: \$150

Get closer to your computer! Move around your desktop with ease. Learn the Windows environment and discover how to start, create, save, and print. This class is for users who have no prior knowledge of the computer.

DPR A22-31, OC/SK, 5 Tue., 5/20, 11 am-2 pm

CRN 50257

DPR A22-32, OC/SK, 5 Mon., 6/2, 5:15-8:15 pm

CRN 50258

DPR A22-33, OC/SK, 5 Wed., 7/2, 5:30-8:30 pm

CRN 50259

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. Before the first class session, students need to purchase the following book: *Keyboarding Course (Lessons 1-25)*, by Vanhuss, Forde & Woo, ISBN# 0-538-72553-2. The book is available at Borders, Barnes & Noble and Amazon.com.

OFF A39-01, OC/DP, 5 Mon., 6/30, 6-9 pm

CRN 50277

OFFICE APPLICATIONS

FEE: \$150

This hands-on course is designed for students who know Windows applications and want to sample Excel, PowerPoint, and Word before choosing their next course. Learn how to develop, maintain and customize worksheets using Excel. Write, edit, and print using Word, and create presentations using PowerPoint. Prerequisite: Typing speed of at least 20 words per minute and working knowledge of Windows.

DPR A82-31, OC/DP, 4 Tue., 5/20, 5:30-9:15 pm

CRN 50268

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 with basic computer knowledge. Learn to create, rename, and delete folders; manage files using Windows Explorer, My Computer and the Recycle Bin. Explore how to create shortcuts to programs and files. Word applications software will be used to create, edit, merge, and sort. Learn to enhance documents with graphic features. Prerequisite: Typing speed of at least 20 words per minute and skill in using the mouse.

DPR A86-31, OC/DP, 10 Wed., 5/21, 5:45-8:45 pm

CRN 50276

DPR A86-32, OC/DP, 9 Thu., 5/29, 5:40-9 pm

CRN 50435

WINDOWS APPLICATIONS (WINDOWS XP) FEE: \$150

Do you have basic computer skills and are now ready to learn how computers process information and how to use windows applications to customize your desktop? This hands-on course will give you the advantage of knowing how to use the desktop before learning any application program such as Access, Excel, PowerPoint or Word. Manage your files and customize your desktop; create, rename and delete folders; and create shortcuts to programs and files. Basic Word applications will also be covered. Prerequisite: Typing speed of at least 30 words per minute.

DPR A23-31, OC/DP, 5 Wed., 5/21, 5:45-8:45 pm CRN 50260
DPR A23-32, OC/SK, 5 Wed., 6/18, 5:15-8:15 pm CRN 50261

Office Software

INTRODUCTION TO MS EXCEL FEE: \$150

This popular spreadsheet software is used by many businesses, organizations, and individuals. Learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; cut, paste, and copy; and adjust page setup options. Also learn to change fonts, column width, alignment, and text colors; move and rename worksheets; and build and sort lists. Prerequisite: Typing speed of 20 wpm and good knowledge of Windows XP applications (DPR A23).

DPR A84-31, OC/DP, 5 Wed., 5/28, 6-9 pm CRN 50271
DPR A84-32, OC/SK, 5 Mon., 6/2, 5:30-8:30 pm CRN 50272
DPR A84-33, OC/DP, 5 Tue., 6/24, 5:30-8:30 pm CRN 50273

INTERMEDIATE MS EXCEL FEE: \$130

If you have completed 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.

DPR A85-31, OC/DP, 3 Wed., 7/9, 6-9 pm CRN 50274
DPR A85-32, OC/SK, 3 Mon., 7/7, 5:30-8:30 pm CRN 50275

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.

DAT A14-31, OC/DP, 8 Wed., 5/28, 6-9 pm CRN 50254
DAT A14-32, OC/SK, 8 Mon., 6/2, 5:30-8:30 pm CRN 50255

ACCESS FEE: \$150

Access is a widely used database program for storing and organizing information. In this course, learn about relational databases and acquire proficiency in adding, editing, and deleting data. Enhance your reports with graphics, special effects, lines, and color. 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. Prerequisite: Typing speed of 20 wpm and good knowledge of Windows XP applications (DPR A23).

DPR A71-31, OC/DP, 5 Mon., 5/19, 5:45-8:45 pm CRN 50266

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; and create special effects, transitions and backgrounds. Explore how to use organizational charts. Students may be asked to deliver presentations on the final day of class. Prerequisites: Knowledge of any Windows application and typing speed of at least 20 words per minute.

DPR A70-31, OC/DP, 5 Mon., 6/30, 5:30-8:30 pm CRN 50265

INTRODUCTION TO MS WORD FEE: \$150

Word is the most popular word processing software in use today. Learn to create, edit, print and enhance your documents with different fonts, graphics and formatting techniques. Explore the use of templates and wizards; and how to merge and sort documents. Prerequisite: Knowledge of Windows applications and typing speed of at least 30 words per minute.

DPR A83-31, OC/SK, 5 Mon., 6/2, 5:30-8:30 pm CRN 50269
DPR A83-32, OC/DP, 5 Wed., 6/25, 5:45-8:45 pm CRN 50270

Digital Imaging

PHOTOSHOP

FEE: \$145

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 A03-31, OC/SK, 5 Tue., 7/1, 3-6 pm

CRN 50256

Web Design

CREATING WEB PAGES

FEE: \$245

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 A78-31, OC/SK, 7 Wed., 6/18, 5:30-8:45 pm

CRN 50267