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 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, Room 1420      Skokie, Room A120
Check your room number before going to your computer classes.

Holidays
No computer classes will be held on the following holidays:
January 19, Martin Luther King, Jr. Day
February 16, President’s Day
March 16-22, Spring Break (evening classes only)
April 10, Good Friday
April 11, Day before Easter
April 12, Easter
May 10, Mothers’ Day

Computer Skills for Novice Users

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., 4/7, 7-9:30 pm    CRN 40055

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 A57-01, OC/DP, 4 Sat., 2/21, 11 am-1 pm    CRN 40858
DPR A57-02, OC/SK, 4 Sun., 3/8, 10 am-12 pm    CRN 40859

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.
OFF A39-01, OC/DP, 6 Tue., 2/24, 6:30-9 pm    CRN 40874
OFF A39-02, OC/SK, 6 Sat., 1/31, 12:30-3 pm    CRN 40873

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., 3/10, 7-9:30 pm    CRN 40054

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., 2/26 (no class 3/13), 6-9 pm    CRN 40180
DPR A89-02, ETHS, 3 Thu., 4/14, 6-9 pm    CRN 40181
Computer Operating Systems

WINDOWS APPLICATIONS  FEE: Listed with section
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 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.)

DPR A23-01, OC/DP, 3 Fri., 1/30, 6-8:30 pm, $75  CRN 40875
DPR A23-02, OC/SK, 3 Sat., 2/21, 1:30-4 pm, $75  CRN 40876
DPR A23-03, OC/SK, 3 Wed., 3/25, 2-3:30 pm, $75  CRN 40877
DPR A23-07, ETHS, 5 Tue., 1/27, 6:30-9:30 pm, $150  CRN 40176
DPR A23-08, ETHS, 5 Mon., 4/13, 6:30-9:30 pm, $150  CRN 40177

INTRO TO PC AND WINDOWS  FEE: $150
Learn how to use Windows new operating system with this hands-on course. You will use the “Organize Button” to see the “File and Folder Action” from its new drop down menu. Learn to use this menu to cut, copy, paste, undo, redo, delete, rename, and to look at the properties, and see the seven different views that are available to view files and folders. Students who may have used different operating systems will see how the task option in this version of Windows has been integrated into the toolbar and learn which pane has been removed or have been given expanded use. This version of Windows includes significant changes from previous versions of Windows in terms of organization, navigation, filtering, sorting, grouping and stacking. Come prepared to start from the bottom up! No class 4/10.

DPR A51-01, OC/SK, 5 Sat., 2/21, 10 am-1 pm  CRN 40878
DPR A51-02, OC/DP, 5 Sun., 3/8, 11 am-2 pm  CRN 40879
DPR A51-03, OC/SK, 5 Fri., 3/27, 2-5 pm  CRN 40880

Integrated Software

WINDOWS/WORD APPLICATIONS  FEE: $225
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 2007 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 4/11 or 4/12.

DPR A86-01, OC/SK 8 Sat., 2/21, 10 am-1 pm  CRN 40881
DPR A86-02, OC/DP, 8 Sun., 3/8, 11 am-2 pm  CRN 40882

Computer Software

INTRODUCTION TO MS WORD  FEE: Listed with section
Word is the most popular word processing software program in personal and business use. 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.) No class 4/11

DPR A83-01, OC/SK, 3 Sat., 3/28, 10 am-1 pm, $80  CRN 40883
DPR A83-02, OC/DP, 3 Sun., 4/19, 11 am-2 pm, $80  CRN 40884
DPR A83-05, ETHS, 2 Mon. & Wed., 2/2, 6-9 pm, $150  CRN 40544

INTRODUCTION TO MS EXCEL  FEE: $150
This popular spreadsheet software is used by many businesses, organizations and individuals. In this course, you will learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; cut, paste, and copy; and adjust page setup options. Explore shortcuts for easier navigating. You will also learn to change fonts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; create templates and customize the appearance of a worksheet using graphics and databases. (Prerequisite: DPRA51 or DPRA76 and typing speed of at least 30 words per minute.) No class 4/12, 5/10.

DPR A84-01, OC/DP, 5 Wed., 1/28, 6:15-9:15 pm  CRN 40864
DPR A84-02, OC/SK, 5 Mon., 2/8, 2:30-5:30 pm  CRN 40865
DPR A84-03, OC/DP, 5 Thu., 2/12, 5:45-8:45 pm  CRN 40866
DPR A84-04, OC/SK, 5 Sat., 3/7, 1:30-4:30 pm  CRN 40867
DPR A84-05, OC/DP, 5 Sun., 4/5, 10 am-1 pm  CRN 40868
DPR A84-06, OC/SK, 5 Fri., 5/1, 12-3 pm  CRN 40869
DPR A84-07, ETHS, 5 Tue., 1/20, 6-9 pm  CRN 40179
DPR A84-08, ETHS, 5 Tue., 3/3, 6-9 pm  CRN 40545
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 30 words per minute.)
DPR A85-01, OC/DP, 3 Thu., 3/19, 5:45-8:45 pm CRN 40870
DPR A85-02, OC/SK, 3 Mon., 3/23, 2:30-5:30 pm CRN 40871
DPR A85-03, OC/SK, 3 Sat., 4/18, 1:30-4:30 pm CRN 40872
DPR A85-06, ETHS, 3 Tue., 4/14, 6-9 pm CRN 40546

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. No class 2/16, 4/11, 4/12, 5/10.
DAT A14-01, OC/SK, 8 Mon., 2/9, 2:30-5:30 pm CRN 40850
DAT A14-02, OC/DP, 8 Thu., 2/12, 5:45-8:45 pm CRN 40851
DAT A14-03, OC/SK, 8 Sat., 3/7, 1:30-4:30 pm CRN 40852
DAT A14-04, OC/DP, 8 Sun., 4/5, 10 am-1 pm CRN 40853

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, OR DPR A76 and typing speed of at least 30 words-per-minute.) No class 4/12.
DPR A71-01, ETHS, 5 Mon., 4/13, 6-9 pm CRN 40178
DPR A71-02, OC/SK, 6 Sat., 3/7, 9:30 am-12 pm CRN 40861
DPR A71-03, OC/DP, 6 Sun., 3/22, 1:30-4 pm CRN 40862

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.) No class 3/20.
DPR A70-01, OC/DP, 6 Fri., 2/20, 6:15-8:45 pm CRN 40860

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., 3/9, 7-9:30 pm CRN 40758

ADOBE PHOTOSHOP FOR NOVICES  FEE: $140
Artists, photographers, designers and hobbyists are using this graphic design tool to enhance their work. This course is designed for novices who have never used a computer for graphics work. You will learn about the Photoshop environment and work with photographs which will help you to understand practical digital photo color-correction and restoration techniques. No class 2/16.
DPR A03-01, OC/DP, 5 Mon., 2/9, 5-8 pm CRN 40854
DPR A03-02, OC/DP, 6 Sat., 4/18, 2-4:30 pm CRN 40855

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. No class 3/12.
DPR A04-01, ETHS, 8 Thu., 2/26, 7-9 pm CRN 40757

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., 1/27, 6:30-8:30 pm CRN 40175
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 Wed., 1/28, 6:30-8:30 pm CRN 40753

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 4/12, 5/10.
DPR A37-01, OC/DP, 9 Sat., 2/7, 2-4:30 pm CRN 40856
DPR A37-02, OC/SK, 7 Sun., 3/29, 10 am-1:15 pm CRN 40857

CREATING WEB PAGES (HTML)  FEE: $225
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/DP, 9 Tue., 2/10, 3-5:30 pm CRN 40863