

IUPUI COMMUNITY LEARNING NETWORK



WINTER 2011

COURSE CATALOG

CLN.IUPUI.EDU

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The Indianapolis Public Schools (IPS) is pleased to partner with the IUPUI Community Learning Network (CLN) to implement the Full-Service Schools project, a federally funded initiative to reinvigorate the Martindale-Brightwood neighborhood. The goal of this \$2.5 million effort is to ensure that children and adults alike are given the tools to create and sustain a healthy community. This partnership will team IPS schools with local health and human service agencies, faith-based and nonprofit organizations, businesses and other groups focused on meeting the academic, social and health needs of this eastside community.

Because our schools are anchors of their community, IPS takes pride in serving as the launching pad for this and other innovative efforts to improve education in Indianapolis. IPS is home to more educational choices than any other Indiana school system, offering programs such as the Broad Ripple Magnet High School for the Arts and Humanities, Shortridge Magnet High School for Law and Public Policy, Crispus Attucks Medical Magnet High School, and Sidener Academy, which serves gifted students.

IPS encourages those who would like to help us achieve our goal of becoming a flagship in innovative urban education to join our efforts by contacting the Office of School and Community Relations at (317) 226-4649.



Eugene G. White, Ed.D.
Superintendent

IUPUI COMMUNITY LEARNING NETWORK

*The mission of the Community Learning Network (CLN)
is to make post-secondary educational opportunities
more accessible for Indiana's adult citizens.*



Myron C. Duff, Jr., M.S.

*Director of
Continuing Education*

Greetings! My name is Myron Duff and I serve as the Director of Continuing Education at IUPUI's Community Learning Network. We are pleased to offer convenient, accessible courses and training programs for workforce development. Continuing Education noncredit

courses are lifelong learning opportunities enriching our personal lives while increasing marketable skills. For employers--our certificates can make a difference in productivity, raising the skill level of employees while helping to create vibrant and sustainable businesses for our communities.

Our CLN commitment to you is high quality at a reasonable cost. We encourage you to enroll early, so we have increased our early enrollment discount for most courses from 10% to 15%! The deadline is January 18, 2011 to receive 15% off the cost of the course.

Please note, we will no longer take credit card registrations over the phone, via fax or mail. All registration must be completed by the student either online with a credit card, mail-in or walk-in, by either a check or money order.

Again, I would like to personally thank you for taking the time to learn more about the Community Learning Network's Continuing Education programs of study.

LET US HELP YOU GET THE EDUCATION YOU NEED!

WHERE **IMPACT** IS MADE

- ✓ Degree completion
- ✓ Career change certificates
- ✓ Professional or skill development
- ✓ Face-to-face and/or online instruction
- ✓ Classes in the community and/or on-campus

CLN – Your Lifelong Learning Connection

IUPUI | **COMMUNITY
LEARNING NETWORK**
INDIANA UNIVERSITY–PURDUE UNIVERSITY
INDIANAPOLIS



317.278.7600
WWW.CLN.IUPUI.EDU

15% EARLY-BIRD DISCOUNT ENDS JANUARY 18, 2011

College and Career Exploration

College and Career Exploration: College and Grad Information

Perhaps you've decided it's time to complete your undergraduate degree or go back for the graduate degree you've always wanted. IUPUI offers a wide array of degree programs that can help you get the degree you want. Consider the IUPUI General Studies Degree Program in the Community Learning Network. General Studies is a degree completion program designed for adult students who want a broad-based degree program that combines high academic standards with convenience and flexibility. Learn more at one of the free Adult Degree Completion Seminars listed below or call (317) 278-7600 to schedule an advising appointment for either online advising or in person advising.

ADULT DEGREE COMPLETION SEMINAR

Just because you've passed the traditional undergraduate age doesn't mean you've burned your bridge to a degree. The General Studies Degree Program at IUPUI offers adults the opportunity to graduate with a bachelor's degree. Come to this session to learn more about transferring old credits, attending online classes, earning minors and certificates to enhance your career, taking DANTES, CLEP and other class alternatives.

Course #: 111U32A00

Date & Time: Tue., Feb. 8, 5:30-7:00 pm

Location: Ivy Tech - Lawrence, 9301 E. 59th St.

Course #: 111U32B00

Date & Time: Sat., Mar. 19, 1:00-2:30 pm

Location: IUPUI Greenwood Learning Center

Course #: 111U32C00

Date & Time: Tue., Mar. 15, 5:30-7:00 pm

Location: IUPUI Park 100 Learning Center

Instructor: General Studies Advisors

Fee: Free

RETURNING TO SCHOOL: EASIER THAN YOU THINK

As our world and economy change, many adults contemplate continuing their education. It can be difficult to decide where and what to study. Returning to school as an adult can be a challenge, but you can make the transition. Bring your questions, doubts and concerns, and let us help you begin a successful college career.

Course #: 111U20A00

Date & Time: Tue., Mar. 8, 6-8 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Jennifer Pease, Director of the

IUPUI Admissions Center

Fee: Free

EXPLORING GRADUATE SCHOOL OPTIONS

If you have a bachelor's degree and are considering graduate school then this class is for you. We'll discuss non-degree status and examine other paths, including certificates, master's degrees and doctoral programs. We'll also develop strategies to help you succeed in reaching your higher education goals.

Course #: 111U31A00

Date & Time: Sat., Feb. 26, 9-11 a.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Jennifer Pease, Director of the

IUPUI Admissions Center

Fee: Free

You're Invited...

**COMMUNITY
DAYS**

**TUESDAY, MARCH 15
4-8 P.M.**

**IUPUI PARK 100
LEARNING CENTER**

**SATURDAY, MARCH 19
11 A.M.-3 P.M.**

**IUPUI GREENWOOD
LEARNING CENTER**

**IUPUI
COMMUNITY
LEARNING NETWORK**

College and Career Exploration: Dyslexia Institute

Dyslexia is a learning disability that causes a person to struggle with writing, reading and spelling. Its severity varies from person to person. Dyslexics are often highly intelligent but because of issues with reading and spelling, they may progress slower in academic endeavors. Our workshops are designed to teach adults to develop their study, organization and testing skills so that they can continue to become life-long learners.

New!

ORGANIZATION AND TIME MANAGEMENT: TEACHING ADULTS THE ART OF SUCCESSFUL SCHOOL AND STUDY SKILLS

This workshop will teach participants how to identify their dominant learning style. They will also learn how to create a learning environment that is comfortable for them as well as one that breeds success. Organizational strategies will be taught as well as time management strategies. Participants will learn habits that will help to make them successful learners. No discounts available.

Course #: 111Z01A02

Date & Time: Wed., Jan. 26, 1-3 p.m.

Location: 8395 Keystone Crossing, Ste. 102

Instructor: Karen Sheehy, Adult Prog. Coord.

Fee: \$85

New!

AN IN-DEPTH LOOK AT STUDY STRATEGIES

In this workshop participants will learn how to monitor their learning process, correct their errors while reading and edit their written work. They will also learn comprehension strategies for textbook reading as well as note-taking skills. No discounts available.

Course #: 111Z02A02

Date & Time: Wed., Feb. 23, 6-8 p.m.

Location: 8395 Keystone Crossing, Ste. 102

Instructor: Karen Sheehy, Adult Prog. Coord.

Fee: \$85

New!

ALL THINGS TEST-TAKING/HOMEWORK STRATEGIES

Concentration and memory strategies as well as how to conquer test anxiety will be learned by participants in this workshop. They will also learn how to establish positive and cooperative communication with their teacher(s). Finally, they will discover techniques to help them deal with not earning the grade they had hoped to earn even when they employed all the right strategies. No discounts available.

Course #: 111Z03A02

Date & Time: Wed., Mar. 16, 1-3 p.m.

Location: 8395 Keystone Crossing, Ste. 102

Instructor: Karen Sheehy, Adult Prog. Coord.

Fee: \$85

New!

BUILDING CONFIDENCE & INTERPERSONAL SKILLS WITH A LEARNING DISABLED ADULT

Strategies to help adults process social situations and develop stronger interpersonal relationships including conflict resolution and effective communication skills will be focused on in this workshop. This will be an interactive approach with role modeling and role reversal techniques so that you can leave with practical skills to put into place. We will also discuss the behaviors and habits of successful employees. No discounts available.

Course #: 111Z04A02

Date & Time: Wed., Apr. 27, 6-8 p.m.

Location: 8395 Keystone Crossing, Ste. 102

Instructor: Karen Sheehy, Adult Prog. Coord.

Fee: \$85

College and Career Exploration: Test Prep

Practice and preparation are proven methods to improve standardized test scores. If you need to submit GMAT, GRE or LSAT results along with your application to graduate school, you'll find classes here to help you prepare. Engineers will also find courses to ready themselves for some key exams leading to registration as a Professional Engineer.

THE LSAT: PREP FOR TEST-TAKING

This course is structured to help you practice LSAT sample questions that assess logical-analytical reasoning and reading comprehension. Learn about test format, requirements and test-taking strategies. A practice session is included. Enroll early so to be sure you have a spot. Textbook required; see receipt.

Course #: 111U15A08

Date & Time: 2 Tue., 2 Thu., & 1 Sat., Jan. 15-27 (no class Jan. 22), Sat. 9 a.m.-1 p.m., Mon. & Wed.

6:30-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Michael Helman

Fee: \$249

GMAT: PREP FOR TEST-TAKING

If you're applying to an MBA program, this review class can help you get ready for the Graduate Management Admission Test. Learn testing formats, practice test-taking strategies and review the types of questions you'll encounter. Textbook required; see receipt.

Course #: 111U14A08

Date & Time: 6 Wed., Jan. 12-Feb. 16, 6-8 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Virginia Marschand

Fee: \$249

THE GRE: PREP FOR TEST-TAKING

Graduate school is calling and the GRE is looming. If your test skills are rusty, sign up for this class. Verbal, quantitative, writing and analytical sections will be covered. Textbook required; see receipt.

Course #: 111U12A08

Date & Time: 6 Tue., Jan. 18-Feb. 22, 6-8 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Cynthia Budyn

Fee: \$349

FUNDAMENTALS OF ENGINEERING REVIEW COURSE

This review course is for individuals who plan to take the FE (formerly EIT) exam. The course is devoted to fundamental engineering subjects covered in the FE portion of the examination. Topics include statistics, mathematics, strength of materials, electrical theory, economics and thermodynamics theory. For more information about the registration process for the exam or the exam itself, see the Indiana State Board of Registration for Professional Engineers Web site at www.in.gov/pla/engineer.htm. Textbooks required; see receipt.

Course #: 111H24A00

Date & Time: 9 Sat., Jan. 22-Mar. 19, 9 a.m.-noon

Location: IUPUI Engineering & Technology Bldg.

Instructor: Ashok (Ace) Mehta

Fee: \$489

REVIEW FOR THE CIVIL PROFESSIONAL ENGINEERS EXAM

Various instructors, all specialists in pertinent areas of civil engineering, will teach this review course for civil engineers planning to take the Indiana Examination for Professional Engineers. Topics include material covered in the exam and test-taking strategies. Textbooks required; see receipt.

Course #: 111H25A00

Date & Time: 9 Fri., Jan. 21-Mar. 18, 6-9 p.m.

Location: IUPUI Engineering & Technology Bldg.

Instructor: Various

Fee: \$549

REVIEW FOR THE MECHANICAL PROFESSIONAL ENGINEERS EXAM

Various instructors, all specialists in pertinent areas of mechanical engineering, will teach this review course for engineers planning to take the Indiana Examination for Professional Engineers. Topics include materials covered in the exams and test-taking strategies. Textbooks required; see receipt.

Course #: 111H27A00

Date & Time: 9 Fri., Jan. 21-Mar. 18, 6-9 p.m.

Location: IUPUI Engineering & Technology Bldg.

Instructor: Various

Fee: \$549

College and Career Exploration: Job Search

Whether you are currently unemployed or need to make a job or career change, some expert guidance can help you develop a smart plan. The Blueprint for Action class can show you the way to start and sustain an effective job search process while the Careers After 50 course can help you explore how you can transform yourself through a new career.

A BLUEPRINT FOR ACTION

If you need to jump start your job search or are rethinking your career direction, this workshop will focus on the steps to an effective job search. You'll receive a checklist to help you stay on track and learn about some of the skills most in demand in central Indiana. Register now to ensure sufficient materials. Seating is limited.

Course #: 111W20A00

Date & Time: Sat., Feb. 12, 10 a.m.-noon

Location: IUPUI Business/SPEA Building

Course #: 111W20B00

Date & Time: Tue., Mar. 22, 6-8 p.m.

Location: IUPUI Greenwood Learning Center

Course #: 111W20C00

Date & Time: Thu., Apr. 21, 6-8 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Angie Carlen

Fee: \$10

CAREERS AFTER 50: YOUR NEXT GREAT ADVENTURE!

Explore how you can transform yourself through a new career. You may want to work part time or make money from your hobby, or you could take your work experience and become a consultant or coach. We'll look at past accomplishments individually and as a group, then we'll look ahead to the future. We'll share lessons learned as we prepare for what promises to be our best years.

Course #: 111W77A00

Date & Time: Tue., Feb. 1, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Mary Messerlie

Fee: \$59

Computers: Various

These various computer classes can help you learn how to use eBay to buy and sell collectibles, learn InDesign to publish materials, learn Illustrator to create logos or graphics, learn how to create a podcast, learn how to use Photoshop to edit your photos, or learn Microsoft Project to organize your projects.

EBAY SELLING BASICS FOR BEGINNERS

eBay doesn't have to be a mystery. Learn how it works and explore the tricks and psychology used to buy and sell collectibles. Topics include selling strategies, what sells and what doesn't, using a digital camera, using a scanner, tips for successful listings, how bidding works, what to do after the sale and more.

Course #: 111T07A06

Date & Time: 2 Tue., Feb. 1 & 8, 6:30-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Lisa Mock

Fee: \$99

DISCOVER ADOBE INDESIGN

Create booklets, pamphlets, posters, and just about anything else that delivers information in a visual style. Whether for print or digital delivery, InDesign can help you make more professional and polished documents in a way that actually saves time and makes editing easier than Microsoft Word. Whether you have a presentation or a promotional package to create, learn to do it more effectively with Adobe InDesign.

Course #: 111T43A04

Date & Time: Sat., Feb. 5, 8:30 a.m.-12:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michael Flaherty

Fee: \$99

LEARN ADOBE ILLUSTRATOR CS4

If you have always wanted to learn how to create logos, website graphics, or illustrations for printing in any format, give Adobe Illustrator a test drive. Learn how to work with design objects, color pallets, and drawing tools. Explore new features that allow for more subtle and complex designs. Learn to make just about any design you can imagine, with the new Adobe Illustrator.

Course #: 111T45A16

Date & Time: Sat., Apr. 30, 8:30 a.m.-3:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michael Flaherty

Fee: \$169

More Computers: Various courses are available on the next page

VIEW MORE EXTENSIVE COURSE DESCRIPTIONS ONLINE AT WWW.CLN.IUPUI.EDU

Computers - Various (Continued)

CREATING YOUR OWN PODCASTS

Whether you have a product or service to promote or simply want to talk about an interest area, podcasting is an ideal way to get your message out. This class will get you started on the ins and outs of podcasting. Participants will learn how to record, edit, optimize and publish professional sounding audio podcasts. Furthermore, you will learn about podcasting hosting services and how to choose the best one for you.

Course #: 111T65A00

Date & Time: Sat., Jan. 29, 9 a.m.-2 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Thomas Janke

Fee: \$89

INTRODUCTION TO MICROSOFT PROJECT

Microsoft Project is the most popular project management software available used by companies around the world. If you own Microsoft Project, plan to upgrade in the near future or need to organize projects in your company, this is the class for you. The course covers the essentials of Microsoft Project, including scheduling tasks and scheduling resources. You should have a basic understanding of project management techniques before taking this class.

Course #: 111T10A12

Date & Time: 4 Thu., Feb. 24-Mar. 17, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Frank Kevin Gaza

Fee: \$279

INTRODUCTION TO PHOTOSHOP FOR WINDOWS

Focus on using Photoshop as an essential and versatile component of the production process. Topics include using the paint and selection tools, manipulating selections and using alpha channels and utility menus.

Course #: 111T73A08

Date & Time: Sat., Jan. 22, 5:30-8:45 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michelle Bright

Fee: \$169

INTERMEDIATE PHOTOSHOP FOR WINDOWS

More advanced Photoshop techniques will be covered in this class. Learn more about accurately and efficiently fixing digital photographs using histograms, levels and channels. Learn to create automatic processes for your workflow as well the power of Photoshop layers and filters. Cropping and collage techniques also will be presented.

Course #: 111T77A08

Date & Time: Sat., Mar. 26, 8:30 a.m.-3:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michael Flaherty

Fee: \$169

An Adobe Lightroom 2 course is available on page 24

Computers - Computer Competency Certificate Program

If you feel unprepared in the level of computer competency for today's job market, new to the computer world or need to build your confidence using the computer this certificate is for you! The Computer Competency Certificate Program is designed to provide you with the basic use of a computer and to build your experience and expertise in the use of computers in today's world. You will be provided with a thorough overview of computers and basic desktop software applications. This Certificate will build your skills to move on to the Microsoft Office Certificate Program. To obtain your Computer Competency Certificate, please complete 5 of the following courses: Keyboarding Basics, An Easy Introduction to the PC, Personal Computer Fundamentals, Getting Acquainted with Windows 7, File Management Using Windows Explorer, Introduction to Internet and Email and/or Introduction to Microsoft® Office Outlook® 2007.

CERT99T03: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

AN EASY INTRODUCTION TO THE PC

Learn how to start the PC, use the mouse, open programs, create and save letters, open existing documents and load a new program. Learn the proper way to shut down the PC and what to do when you get error messages. You'll also go on the Internet to access sites and use search engines.

Course #: 111T01A08

Date & Time: Fri., Feb. 4, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Kehaulani Haydon

Fee: \$119

PERSONAL COMPUTER FUNDAMENTALS

This basic class will get you started in all areas of your computer - and make it fun. Learn about Internet functions, Microsoft Word and spreadsheets using Microsoft Excel. Learn basic hardware and software terminology to better understand your computer and basic hard-drive housekeeping functions to keep your PC running smoothly.

Course #: 111T03A16

Date & Time: 2 Fri., Feb. 11 & 18, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Lisa Mock

Fee: \$229

GETTING ACQUAINTED WITH WINDOWS 7

New programs are always daunting at first glance and making the jump from Vista to Windows 7 is no exception. Learn about desktop and taskbar enhancements, new search features, libraries, updated file sharing and protection, jump lists and troubleshooting. Students should have experience with previous versions of Windows.

Course #: 111T41A00

Date & Time: Wed., Mar. 23, 1:30-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michelle Tramm

Fee: \$59

New!

FILE MANAGEMENT USING WINDOWS EXPLORER

Understand the basics of file management. Learn how to rename, copy, move, and delete files as well as create folders and manage your files.

Course #: 111T61A07

Date & Time: Fri., Feb. 25, 8:30 a.m.-12:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Lisa Mock

Fee: \$69

New!

INTRO TO INTERNET AND EMAIL

Connect to and understand the Internet, find a specific web page, browse and search the web, add a web page to your favorites, change your home page, download pictures and software. Learn terminology and safe online practices for surfing and shopping. Practice creating, replying and forwarding email. Add attachments such as photographs and files! Learn netiquette for effective communicating.

Course #: 111T94A06

Date & Time: Fri., Feb. 25, 1:30-4:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Lisa Mock

Fee: \$69

Computers: Microsoft Office Certificate Program

Microsoft Office is the leading software suite used by U.S. businesses. If you're seeking a job, changing your present one or simply want to be more productive, you can benefit greatly from this certificate program. There are four required courses, Introduction to Word, Introduction to Excel, Introduction to Access and Introduction to PowerPoint, and one elective, which can be chosen from among other Microsoft Office courses. Note: If you are a new computer user, we suggest you take Personal Computer Fundamentals before enrolling in the required courses. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99T01: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

INTRODUCTION TO WORD FOR WINDOWS

You'll learn a lot in this two-day introductory class: how to create memos, letters, reports, form letters, newsletters and other documents; the basics of creating, editing and printing documents; typing, copying and moving text; and checking grammar and spelling. Discover how to make your documents more appealing by changing fonts, inserting clip art, using columns and creating tables.

Course #: 111T20A16

Date & Time: 2 Wed., Feb. 23 & Mar. 2,
8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Course #: 111T20B16

Date & Time: 2 Fri., Apr. 8 & 15,
8:30 a.m.-4:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Michelle Tramm

Fee: \$229

MORE WORD FOR WINDOWS

This Word class is for more advanced users and will cover customizing and creating toolbars; auto text; advanced table design; newsletters using drop caps, columns, text boxes, WordArt and borders and shading; WordGraphics; using, creating, modifying and organizing styles; using, creating and modifying templates; online forms; bookmarks; tracking versions (report writing by a committee); hyperlinks; linking to an Excel range and PowerPoint charts; and outlines.

Course #: 111T21A16

Date & Time: 2 Fri., May 6 & 13,
8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michelle Tramm

Fee: \$229

INTRODUCTION TO EXCEL

Spreadsheets are one of the easiest ways to track all the facts and figures of your life, and Excel is one the most popular spreadsheet programs around. This class will give you the tools you need to create, edit, format and print your spreadsheets.

Course #: 111T22A16

Date & Time: 2 Fri., Mar. 4 & 11,
8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Course #: 111T22B16

Date & Time: 2 Wed., Apr. 20 & 27,
8:30 a.m.-4:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Michelle Tramm

Fee: \$229

EXCEL AS A DATABASE

If you are familiar with Excel and want to make it more useful in a business environment then this course is for you. This course covers methods of filtering and outlining to display only relevant data in your spreadsheet. Learn how to subtotal easily. Use database functions to retrieve an answer and pivot tables to see trends and patterns that wouldn't be visible in other ways.

Course #: 111T82A04

Date & Time: Wed., Mar. 23, 8:30 a.m.-12:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michelle Tramm

Fee: \$99

MORE EXCEL

Pick up where the intro class ended and progress to more advanced features. Topics include formulas, cell content and database functions.

Course #: 111T28A08

Date & Time: Fri., May 20, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michelle Tramm

Fee: \$169

INTRODUCTION TO POWERPOINT

Acquire the knowledge to navigate in and between presentations; create new slides; create, edit and format text in the outline and slide views; manipulate graphic objects; organize and format presentations; work with various PowerPoint masters; use advanced timesaving and text-formatting tools; and apply techniques to create a dynamic slide presentation.

Course #: 111T98A08

Date & Time: Fri., Mar. 18, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michelle Tramm

Fee: \$169

MORE POWERPOINT

Topics include design considerations, self-running presentations, creating audience handouts, adding multimedia objects, using photo fades, importing and creating graphs and spreadsheets, and more. If you've taken the Introduction to PowerPoint class or have equivalent experience, you're ready for this class.

Course #: 111T79A08

Date & Time: Wed., May 25, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michelle Tramm

Fee: \$149

INTRODUCTION TO ACCESS

Learn to successfully use this Windows-based package in just two days. Topics include creating and using tables, queries, forms, reports and macros as well as how to design interfaces specifically for Windows and master Microsoft Wizards to produce easy-to-understand documents.

Course #: 111T24A16

Date & Time: 2 Wed., Apr. 6 & 13,
8:30 a.m.-4:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Michelle Tramm

Fee: \$229

INTRODUCTION TO MICROSOFT® OFFICE OUTLOOK® 2007

This course is designed for any person who has a basic understanding of Microsoft Windows and needs to use Microsoft Office Outlook 2007 to compose and send e-mail, schedule appointments and meetings, manage contact information and tasks, and use notes. You'll also learn how to customize e-mail options as well as how to integrate information from Outlook with other Office applications.

Course #: 111T18A08

Date & Time: Wed., May 18, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michelle Tramm

Fee: \$169

Thomas F. McCarthy Memorial Scholarship for Career Training

Scholarships are available to qualified individuals who need financial assistance to attend a career oriented class. For information and an application go online to www.cln.iupui.edu/ and select Continuing Education and then select Scholarships. If you would prefer to have an application mailed to you please call (317) 278-7600.

Applications must be received in our office no later than January 18th

Computers: Basic Web Design Certificate Program

The Basic Web Design Certificate Program is intended for those who want to begin to design and maintain a professional-looking personal or company Web site. It provides the framework and basic knowledge needed to get started, and it prepares beginners to start using many of the commonly used tools in Web design and maintenance. Required courses include Introduction to Web Design, Introduction to HTML, Introduction to Dreamweaver and two electives chosen from the selection of Web Design classes, or you may take Introduction to Photoshop or Intermediate Photoshop as an elective. Our staff can assist you and your organization in planning a program of study. To view a brochure go to **www.cln.iupui.edu** and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99T02: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

INTRODUCTION TO WEB DESIGN

Design principles that produce professional polish that make a Web site stand out will be taught. Evaluate and choose HTML editors and find comparative information. Includes detailed discussion and in-class exploration of sites. Sites design not included in class.

Course #: 111T31A08

Date & Time: Sat., Jan. 29, 8:30 a.m.-4:00 p.m.

Location: IUPUI Park 100 Learning Center

Course #: 111T31B08

Date & Time: Sat., Mar. 5, 8:30 a.m.-4:00 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Michael Flaherty

Fee: \$169

INTRODUCTION TO HTML

Acquire the fundamentals of HTML through the hands-on experience of designing a unique, memorable Web page. Emphasis is on content and development using tools that ease page construction for documents and links to audio, video, e-mail and other sites. The course is taught using HTML 4.0.

Course #: 111T06A08

Date & Time: Sat., Feb. 12, 8:30 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center

Course #: 111T06B08

Date & Time: Sat., Apr. 2, 8:30 a.m.-3:45 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Kyle Morin

Fee: \$169

MORE HTML

An extensive background on the applications and tools used to create Web sites will be provided in this course. Topics covered include frames, nested tables, imagemaps, metatags and comparison of editors, CSS, browser-compatibility issues and simple rollover effect.

Course #: 111T32A08

Date & Time: Sat., Apr. 16, 8:30 a.m.-3:45 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Kyle Morin

Fee: \$169

INTRODUCTION TO DREAMWEAVER

Get the most from Dreamweaver, Adobe's powerful HTML editor, and learn the basics of Dreamweaver from a multimedia perspective.

Course #: 111T33A08

Date & Time: Sat., Feb. 26, 8:30 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Thomas Janke

Fee: \$169

MORE DREAMWEAVER

Take a deeper look into Dreamweaver with this course. We'll introduce you to the new Dreamweaver interface and move on to creating interactivity and DHTML. After this course, you should be able to design internal and external Cascading Style Sheets and fly-out menus, and understand forms and Dreamweaver form validation. Prerequisite: Introduction to Dreamweaver course or equivalent experience.

Course #: 111T34A08

Date & Time: Sat., Mar. 12,

8:30 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Thomas Janke

Fee: \$169

INTRODUCTION TO FLASH

Develop Web sites using Adobe's powerful multimedia platform by building a fully functional Flash-based Web site using animation and ActionScripting, the programming language of Flash. The course will explore the issues of publishing Flash materials via Dreamweaver on the Internet.

Course #: 111T35A08

Date & Time: Sat., Apr. 9, 8:30 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michael Flaherty

Fee: \$169

CONTINUING EDUCATION CERTIFICATE PROGRAMS

*Take the first step
in career development...*

*Enhance skills in
the changing workplace...*

*Gain skills for a
career redirection...*

Medical & Life Sciences - Pharmacy Tech

Health care reform and the demand for controlled health care costs have created an increasing need for well-educated technicians and assistants in the medical professions. This entry-level, noncredit program is designed to provide adult students with a rewarding career as a pharmacy technician. Prerequisites: You must be 18 or older, have a high school diploma/GED, and have no felony convictions. To view a brochure go to **www.cln.iupui.edu** and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

PHARMACY TECHNICIAN COURSE IN CLASS & ONLINE

This comprehensive 40-hour course prepares you to enter the pharmacy field in hospitals, home infusion pharmacies or community pharmacies as a technician under a registered pharmacist's supervision. Course content focuses on learning medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. You'll also learn dosage calculations, IV flow rates, drug compounding and dose conversions. Dispensing of prescriptions, inventory control, billing and reimbursement also are discussed. This course is approved by the Indiana State Pharmacy Board. Textbooks required; see receipt.

Course #: 111N79A40 (In Class)

Date & Time: 8 Tue. & 8 Thu., Apr. 12-Jun. 2, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Victoria Preston, R.Ph.

Fee: \$799

Course #: 111Y79A40 (Online)

Dates: 16 Weeks, Jan. 24-May 9

Instructor: Victoria Preston, R.Ph.

Fee: \$799 (No discounts are available)

National Pharmacy Technician
Examination Review course
available on the next page

Medical & Life Sciences – Online

The online medical courses listed here, as well as some others to be found on our Web site at www.cln.iupui.edu, can be started at any time, worked on at your convenience and include the books and materials you'll need for completion. Each class also has an extended description on our Web site. Students initially are given 180 days (6 months) to complete their graded course. Those who enroll through us will receive a certificate issued by IUPUI Community Learning Network. No discounts are available. Payment must be received in full to begin a class. Visit our Web site at www.cln.iupui.edu or call us at (317) 278-7600 for more information.

Medical & Life Sciences - Pharmacy Tech (Continued)

NATIONAL PHARMACY TECHNICIAN EXAMINATION REVIEW

Prepare for the National Pharmacy Technician Certification Examination in order to become a Certified Pharmacy Technician (CPhT). The topics in this review course will include: a strong emphasis on calculations review/dosage calculations; review of technician responsibilities; role of technician in pharmacy practice administration; and inventory control systems. Course requirements: 6 months (full time) on the job experience as a pharmacy technician, or completion of the IUPUI Pharmacy Technician approved training course. Students must have a current knowledge of pharmacy operation and terminology. Textbook required; see receipt.

Course #: 111N80A12

Date & Time: 6 Tue., Jan. 18-Feb. 22, 6:00-8:30 p.m.

Course #: 111N80B12

Date & Time: 6 Tue., Mar. 1-Apr. 5, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Victoria Preston, R.Ph.

Fee: \$249

New!

ONLINE ADVANCED HOSPITAL CODING & CCS PREP

Facility coding (hospital coding) is one of the best-paying sectors of the coding profession. If you're already performing some aspect of facility coding, the Advanced Hospital Coding (AHC) Program will fill in the gaps, making you a more marketable employee. These skills are essential to your successful completion of the American Health Information Management Association's (AHIMA) mastery-level credentialing exam, the Certified Coding Specialist (CCS). The AHC program covers advanced, hospital-specific coding and billing procedures and is designed to help students meet the challenge of today's changing standards. This program will utilize your existing knowledge of medical terminology and healthcare sciences. Your coding skills will be heightened and focused, preparing you for employment testing and successful completion of the CCS exam.

Course #: 111Y11A00

Fee: \$1,695

ONLINE ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING & CODING

The medical industry is experiencing a tremendous demand for individuals who have knowledge of medical office operations, including billing and coding, processing insurance forms and using medical software. In addition to learning medical billing information, students will learn skills needed for a medical receptionist/front desk position. This includes scheduling appointments, industry-specific techniques for filing, proper protocol for patient interaction and hands-on training with a practice management system used in many doctor's offices. Upon successful completion of the course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and be ready to sit for the CCA national certification exam.

Course #: 111Y05A00

Fee: \$1,995

New!

ONLINE ADMINISTRATIVE DENTAL ASSISTANT CERTIFICATE PROGRAM

This nationally recognized Administrative Dental Assistant Online Certificate Program will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant. You'll learn about dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. You'll learn about patient care, as well as how to assist with dental administrative duties.

Course #: 111Y10A00

Fee: \$1,595

ONLINE MEDICAL TERMINOLOGY

Elements of medical terminology, such as the etymology of words used to describe the human body will be introduced in this program. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune and musculoskeletal systems and compares and contrasts these systems. Students learn to define and describe the function of each bodily system.

Course #: 111Y09A00

Fee: \$595

ONLINE MEDICAL BILLING & CODING

Students can learn medical billing and coding from the comfort of their own homes with this online instructor-facilitated program. Upon successful completion of this course, students should be ready for an entry-level position doing medical billing and coding in a medical office setting. They'll also be prepared to sit for the Certified Coding Associate national certification exam.

Course #: 111Y04A00

Fee: \$1,595

ONLINE MEDICAL BILLING & CODING WITH MEDICAL TERMINOLOGY

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and be ready to sit for the national certification exam. The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes diagnostic and procedural coding and insurance forms processing.

Course #: 111Y06A00

Fee: \$1,895

ONLINE ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING & CODING AND MEDICAL TERMINOLOGY

Learn skills needed for a medical receptionist/front desk position in addition to medical billing information. Included are scheduling appointments, industry-specific techniques for filing, proper protocol for patient interaction and hands-on training with a practice management system used in many doctor's offices. Upon successful completion of this course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and be ready to sit for the CCA national certification exam. This nationally recognized Administrative Medical Specialist (AMS) online training course provides the skills needed to find a job as an AMS, Medical Billing Specialist and/or Medical Coder. The Medical Terminology online course for healthcare professionals introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions.

Course #: 111Y08A00

Fee: \$2,295

Medical & Life Sciences

Medical & Life Sciences: Medical Coding Certificate Program

The Medical Coding Certificate Program is designed to prepare students for challenging coding positions in hospitals, clinics, ambulatory surgery centers, insurance companies and other settings where diagnostic and procedural data are coded in ICD-9 CM and CPT for reimbursement purposes. Students who successfully complete the program are equipped with skills and training to take the Certified Coding Specialist and Certified Coding Specialist physician-based exams. The certificate program requires completion of seven core courses: Medical Terminology, Basic CPT/HCPCS Coding, Intermediate CPT Coding, Basic ICD-9 CM Coding, Intermediate ICD-9 CM Coding, CPT/ICD-9 Exam Review and Advanced Coding. Students enrolling in the program must have basic keyboarding and computer skills and a high school diploma or GED. For a list of keyboarding and computer courses as preparation for this course, see the Computer section in this catalog. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99N55: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

BASIC CPT/HCPCS CODING

Current procedural terminology is a national coding system used to designate medical, surgical and diagnostic services and is used to report physician and nonphysician services covered by Medicare and Medicaid. This course equips you with the skills required to use the basic CPT code book. Textbooks required; see receipt.

Course #: 111N86A24

Date & Time: 2 Sat., 2 Mon., & 2 Wed.,
Apr. 4-16, Mon., & Wed., 6-8 p.m.,
Sat., 9 a.m.-3 p.m.

Location: IUPUI Nursing Building

Instructor: Geneane White, RHIA

Fee: \$289

INTERMEDIATE ICD-9 CM CODING

The clinical process behind ICD-9 CM diagnosis coding are covered in this intermediate ICD-9 CM coding class. Topics include respiratory system disorders, infectious diseases, OB/GYN, the circulatory system, complications, adverse effects and more. Prerequisites: Basic ICD-9 CM coding and/or three years coding experience. Textbooks required; see receipt.

Course #: 111N87A20

Date & Time: 2 Sat., 2 Mon., & 1 Wed.,
Feb. 26-Mar. 9, Mon., & Wed., 6-8 p.m.,
Sat., 9 a.m.-3 p.m.

Location: IUPUI Nursing Building

Instructor: Geneane White, RHIA

Fee: \$259

CPT/ICD-9 REVIEW COURSE FOR CERTIFICATION EXAM

This class will help you prepare for the Certified Coding Specialist/ Certified Coding Specialist physician-based exam. You'll review basic ICD-9 CM and CPT coding guidelines. Textbook required; see receipt.

Course #: 111N40A12

Date & Time: 2 Sat., 1 Mon., 1 Tue., & 1 Wed.,
Mar. 12-19, Mon., Tue., & Wed., 6-8 p.m.,
Sat., 9 a.m.-3 p.m.

Location: IUPUI Nursing Building

Instructor: Geneane White, RHIA

Fee: \$229

Medical & Life Sciences - Clinical Research Certificate Program

If you have a background in health care, science or nursing, you may be considering entering the challenging and rewarding field of clinical research. The demand for skilled, knowledgeable clinical research coordinators and associates continues to grow as researchers strive for cures and aids. This certificate program offers a curriculum that teaches you the terminology and overall procedure for getting a new drug tested and ready for market. You'll learn the vocabulary and gain a general understanding that may assist you with making the move to a new career area. Note: The certificate requires completion of five core courses in the following order: Introduction to Clinical Research, Roles and Goals in Clinical Research, the Clinical Trial Process, Budgeting for Clinical Trials and Ethics of Clinical Research. Additionally, two elective courses must be taken from the Business and/or Medical areas of the catalog. We recommend that you take the Intro to Project Management course and the Medical Terminology class if you have no medical background. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99N07: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

MEDICAL TERMINOLOGY

If you're interested in upgrading your job skills in the medical, legal or insurance professions, or if you need greater familiarity with medical terminology for any reason, you can benefit from this comprehensive course. Abbreviations, spelling and terminology needed to describe basic body systems, functions, disorders, laboratory tests and surgical procedures will be covered. Textbooks required; see receipt.

Course #: 111N82A35

Date & Time: 8 Mon. & 8 Thu., Jan. 31-Mar.
24, 6:00-8:45 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Katherine Cecil, R.N.

Fee: \$389

INTRODUCTION TO CLINICAL RESEARCH

Learn the basics of planning, organizing and monitoring clinical research projects. This course covers the basics of clinical research and identifies the key activities involved in the clinical research process.

Course #: 111N91A06

Date & Time: Sat., Feb. 19, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Cleo Coyle, RN, CCRC

Fee: \$139

ROLES AND GOALS IN CLINICAL RESEARCH

Become familiar with the diverse responsibilities, goals and motivations of participants in the development of pharmaceuticals. These include the sponsoring drug company, the Food and Drug Administration, clinical site administrators, review boards and global drug development participants.

Course #: 111N92A04

Date & Time: Sat., Feb. 26, 9 a.m.-1 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Cleo Coyle, RN, CCRC

Fee: \$89

THE CLINICAL TRIAL PROCESS

Discover the hows and whys of a clinical research study from Phase I through Phase IV. This course will review the sources and content of applicable regulations, development and use of protocols, site-management issues and the processes and tools for tracking and reporting results.

Course #: 111N93A10

Date & Time: 2 Sat., Mar. 5 & 12, 9 a.m.-2 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Cleo Coyle, RN, CCRC

Fee: \$149

More Clinical Research courses
are available on the next page

Medical & Life Sciences - Clinical Research (Continued)

BUDGETING FOR CLINICAL TRIALS

The various cost factors affecting the budget process for clinical trials are discussed in this course. Learn which costs may change and the degree of change as it relates to the specific needs of the clinical trial. This course also will discuss factors that may be negotiated when putting together a clinical trial budget.

Course #: 111N94A06

Date & Time: Sat., Mar. 26, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center
Instructor: Cleo Coyle, RN, CCRC

Fee: \$139

THE ETHICS OF CLINICAL RESEARCH

A case-based introduction to the principal ethical issues involved in the design, conduct, review and evaluation of a clinical trial will be provided in this course. This course also looks at ethical concerns related to the marketing of a new drug or therapy.

Course #: 111N95A06

Date & Time: Sat., Apr. 9, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center
Instructor: E Francis Jones, CEO, Innovative Clinical Concepts

Fee: \$139

ATTENTION: BUSINESS OWNERS

If you have employees in need of degree completion, contact us! The IU General Studies Degree Program combines high academic standards with convenience and flexibility.

Mary Jane Brown, Director of Programs of Studies
(317) 278-7600

Medical & Life Sciences: Reflexology Certificate Program

This accelerated format is designed to prepare those who aspire to the highest professional U.S. standards recognized by the American Reflexology Certification Board. The program covers comprehensive scholastic and technical skills, marketing, ethics and business organization for building a successful practice as well as knowledge of industry-specific anatomy, physiology, pathology of the body as reflected on the feet, hands and ears. Instructors work in small groups to ensure students have the support necessary for skill mastery. Required courses for certification include: Introduction to Professional Reflexology, Intermediate Professional Reflexology, Advanced Professional Reflexology, Documentation Standards and Practical Application, and Professional Reflexology Skills Assessment. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99I05: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

INTRODUCTION TO PROFESSIONAL REFLEXOLOGY

Course topics include theory, history, industry standards, benefits, contraindications, documentation protocols and instructor-supervised practice in orientation, holding, sequencing and relaxation methods, and American standards for zone, thumb and finger-walking techniques. Learn the difference therapeutic reflexology can make for a variety of health conditions routinely encountered in a typical practice. This is a great standalone class for those wishing to learn basic professional reflexology. No discounts.

Course #: 111I95A32

Date & Time: 2 Sat. & 2 Sun., Mar. 5-20, 9 a.m.-6 p.m.

Location: Courtyard by Marriott Conference Center
Instructor: Thomacine Haywood, C.R., M.T., U.R.M.

Fee: \$650

INTERMEDIATE PROFESSIONAL REFLEXOLOGY

Basic anatomy, physiology, pathology of body systems and how these are reflected on the feet, along with anatomy and physiology of the lower leg, anatomical references for industry-specific documentation protocols, advanced sequencing methods and manipulation techniques are all covered in this course. Also covered are condition-specific sequencing protocols and auricular reflexology techniques. No discounts.

Course #: 111I40A36

Date & Time: 2 Sat. & 2 Sun., Apr. 2-17, 9 a.m.-6 p.m.

Location: Courtyard by Marriott Conference Center
Instructor: Thomacine Haywood, C.R., M.T., U.R.M.

Fee: \$650

ADVANCED PROFESSIONAL REFLEXOLOGY

Simple but effective marketing and business organization methods, ethics and professional standards to give students the competitive edge are covered in this course. Learn how to create an industry-specific business plan and understand advanced sequencing protocols for foot reflexology and orientation, as well as technique and methodology for working the hand. Students also will learn spa techniques such as hot stone and mud pack applications to expand revenue opportunities. This course is required for reflexology certification. No discounts.

Course #: 111I41A32

Date & Time: 2 Sat. & 2 Sun., Apr. 30-May 15, 9 a.m.-6 p.m.

Location: Courtyard by Marriott Conference Center
Instructor: Thomacine Haywood, C.R., M.T., U.R.M.

Fee: \$650

PROFESSIONAL REFLEXOLOGY SKILLS ASSESSMENT

Students are expected to satisfactorily complete a written and hands-on skills assessment of reflexology theory, history, contraindications, benefits, techniques, marketing, ethics, business organization, anatomy and physiology of body systems, and anatomy reflected on the feet. Students also must recognize typical pathology of the foot and lower leg. The assessment is scheduled with the instructor. No discounts.

Course #: 111I45A00

Date & Time: Sun., May 22, 5:30-9:30 p.m.

Location: Courtyard by Marriott Conference Center
Instructor: Thomacine Haywood, C.R., M.T., U.R.M.

Fee: \$200

DOCUMENTATION STANDARDS AND PRACTICAL APPLICATION

This course covers implementing and assessing national industry documentation standards established by the American Reflexology Certification Board through documentation of 90 individual sessions using specific protocols and anatomical references. Students will learn the value of documentation standards in the successful reflexology practice. No discounts.

Course #: 111I43A32

Instructor: Thomacine Haywood, C.R., M.T., U.R.M.

Fee: \$200

Medical & Life Sciences: Legal Nurse Consultant Certificate Program

In cooperation with the local chapter of the American Association of Legal Nurse Consultants, we offer this certificate program for RNs who have at least five years of clinical experience and want to apply their nursing education and clinical expertise to the legal system. A legal nurse consultant evaluates, analyzes and provides opinions about the delivery of health care and resulting outcomes. This program offers a structured introduction to the legal environment and the legal nurse profession. There are five courses required to complete the certificate. The required courses are Introduction to Legal Nurse Consulting, Overview of Tort Law for the LNC, Medical Research/Writing for the LNC, Legal Nurse Consultant Case Study and Practicum for the Legal Nurse Consultant. They must be taken in the order listed to complete the program. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600. For more information on the American Association of Legal Nurse Consultants, go to www.aalnc.org.

New enrollees of this certificate program start in June by taking the Introduction to Legal Nurse Consultant course. Note: This course is only offered in June each year.

CERT99N05: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply.

MEDICAL RESEARCH/WRITING FOR THE LNC

You'll be introduced to medical legal research and the basic legal medical writing of case summaries and case assessment memos. The objective of the course is for you to locate reliable sources, identify the issues of the case and present those findings in a logical narrative format. Individuals must complete the Introduction to Legal Nurse Consulting and the Overview of Tort Law courses or have equivalent experience before taking this class. Students also should have basic computer skills and access to a word-processing program. Textbook required; see receipt.

Course #: 111N88A30

Date & Time: 10 Tue., Jan. 18-Mar. 22, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Mary Ann Nowlin, RN, BS, Certified Paralegal

Fee: \$359

LEGAL NURSE CONSULTANT CASE STUDY

The practical aspects of being a Legal Nurse Consultant are taught in this course. A typical Legal Nurse Consultant case will be presented in this class. You'll study the production and preparation of medical records summaries, and then examine the parties, complaints, answer, deposition, medical records and miscellaneous items. Through class discussion and participation, you'll learn the steps necessary to review a case and provide an accurate opinion as to the potential outcome. Some homework is required. Prerequisites: Introduction to Legal Nurse Consulting, Overview of Tort Law for the LNC, Medical/Research Writing for the LNC or permission from the instructor.

Course #: 111N89A24

Date & Time: 8 Tue., Apr. 12-May 31, 6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Mary Ann Nowlin, RN, BS, Certified Paralegal

Fee: \$329

Business

If you are in need of a job then we may have what you are looking for. Whether it's learning how to operate a forklift or train others to operate a forklift, see the classes below. Or if you are interested in Hotel Sales or Catering Management, we are offering a couple of classes online. And don't forget the Wedding Consultant certificate online and learn how to write grants, see the class below.

New!

FORKLIFT OPERATOR CERTIFICATION COURSE

This course will provide operator certification for specific powered industrial truck (forklift) class(es). The classroom training consists of forklift design and capacity, pre-use inspection, operational safety, fueling and refueling, and understanding OSHA requirements for safe operation. Practical training allows each participant to operate specific types of powered industrial trucks and an evaluation of their performance.

Course #: 111A96A06

Date & Time: Fri., Apr. 29, 9 a.m.-4 p.m.

Location: MacAllister Machinery

6870 W. Washington St.

Instructor: John Lindenschmidt, CSP, ALCM

Fee: \$89

FORKLIFT OPERATOR: TRAIN THE TRAINER

Upon completion of this course, participants will understand OSHA training requirements for forklift operators, become certified as competent trainers and have the materials necessary to perform the training the next day. All attendees will receive a laminated certification card that declares competency in forklift operator certification training. Machine-specific video sets are available upon request in class.

Course #: 111A97A04

Date & Time: Wed., Mar. 23, 9 a.m.-1 p.m.

Location: RMS, 8227 Northwest Blvd.

Instructor: John Lindenschmidt, CSP, ALCM, president, Risk Management Services

Fee: \$89

New!

ONLINE HOTEL CATERING MANAGEMENT CERTIFICATE

Catering managers sell hotel guest rooms, meeting and banquet facilities, and services to maximize revenue for the hotel. Emphasis is placed on selling food and beverage in conjunction with meeting and banquet facilities to companies and organizations. If you're looking for a job in an industry with continued job growth, hotel catering might be the right career for you. No discounts.

Course #: 111Y13A00

Fee: \$395

WRITING WINNING GRANT PROPOSALS

Successfully securing grants requires the know-how to prepare grant proposals. In this hands-on course, you'll develop practical skills to clearly identify and evaluate the potential funding source to best fit the needs of your organization. You'll learn how to organize your ideas and effectively develop your proposal to get you moving toward the money your program needs.

Course #: 111P58A06

Date & Time: Sat., Mar. 12, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Ronni Williams

Fee: \$119

New!

ONLINE HOTEL SALES MANAGER CERTIFICATE

Sales are the lifeblood of any hotel or resort operation. Hotel sales managers must use proven strategies, as well as innovative techniques, for generating business from corporations, nonprofits, and individual travelers. In this course, you gain the knowledge and skills required to effectively generate the maximum sales revenue for your hotel or resort. No discounts.

Course #: 111Y15A00

Fee: \$395

New!

ONLINE WEDDING CONSULTANT CERTIFICATE

Many couples get overwhelmed with wedding consulting and often rely on a trained wedding consultant to help them make their important day as special as possible. The duties of a wedding consultant can vary, but often include helping the happy couple with their wedding ceremony and reception by helping to choose wedding cakes, reception sites, flowers, invitations, and much more! This is an excellent choice in learning more about the work of a wedding consultant and how you can learn to help create the most memorable wedding, regardless of size or budget. The best part is that you can study at home to learn more about a career as a wedding consultant. Books included. No discounts.

Course #: 111Y17A00

Fee: \$995

Business: Accounting Certificate Program

This noncredit program helps you develop your skills in accounting and offers the kind of background needed in any business environment. The program involves four required accounting courses -- Accounting Principles I and II, Cost Accounting and Payroll Accounting -- plus one required Excel computer course. One elective from the Computer or Business section also is needed to obtain this certificate. Continuing Education Units are awarded for successful completion of each course. To view a brochure, go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99P07: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

ACCOUNTING PRINCIPLES I

If you want a practical background in accounting, you can benefit from this course. Study the business accounting cycle, record entries in ledgers, prepare financial statements and interpret the results of financial data. Textbook required; see receipt.

Course #: 111P52A15

Date & Time: 6 Tue., Feb. 1-Mar. 8, 6:30-9:00 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Joseph Rodenberg, CPA

Fee: \$179

ACCOUNTING PRINCIPLES II

The focus of the course is corporate accounting functions. Topics include notes payable and receivable, valuation of receivables, inventories and plant assets, accounting for partnerships and corporations, analysis of financial statements and statements of change in financial position, and departmental and manufacturing accounting. Textbook required; see receipt.

Course #: 111P53A15

Date & Time: 3 Tue. & 3 Thu., Mar. 15-Apr. 7, (No class Mar. 29 & 31), 6:30-9:00 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Peter Murphy, CPA

Fee: \$179

PAYROLL ACCOUNTING

Handling payroll functions for your business requires specific knowledge of calculating and remitting various federal, state and local payroll-related taxes. This course covers the specific procedures of this important function, including federal and state withholding tax, IRS, individual reporting requirements, state and local income-tax withholding, FICA deductions and federal and state unemployment taxes. Procedures and records necessary to maintain accurate and comprehensive payroll records are included. Textbook required; see receipt.

Course #: 111P55A10

Date & Time: 5 Wed., Feb. 2-Mar. 2, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Lee Cole, CPA

Fee: \$149

Business: Leadership Development Certificate Program

Inspire, motivate and influence others - be a leader. Leaders establish the behavioral tone of the workplace and institute the genuine values of the organization. This certificate program is designed to enhance your understanding of leadership, teach you the difference between leading and managing, and help you think strategically. Managers, supervisors and all who aspire to be a leader in their organization will gain valuable insight. To receive the certificate, you must complete any three leadership classes and two electives from the Business and/or Computer sections of the current catalog. To view a brochure, go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99A01: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

BE A LEADER

Discover what it means to be a leader, how to develop your leadership skills and how to think strategically. Whether a current leader or future leader, this class will help hone your skills and advance your leadership potential.

Course #: 111A65A06

Date & Time: Mon., Feb. 7, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Daniel Johnson, CEC, CGP

Fee: \$129

ACCOUNTABILITY & COMMITMENT: THE MISSING LINKS IN EFFECTIVE LEADERSHIP

Instill commitment and accountability in your employees and co-workers by taking this class and learning effective and ineffective accountability techniques.

Course #: 111A22A06

Date & Time: Tue., Feb. 22, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Daniel Johnson, CEC, CGP

Fee: \$129

New!

FEEDBACK SKILLS FOR LEADERS

Feedback provides people with direction and the motivation to change or continue their performance. Leaders who provide effective feedback create opportunities for employees to grow, inspire motivation for production, and make positive contributions to their entire organization. We will discuss techniques for giving and receiving critical feedback; explore your own past responses and resistance to criticism; understand the powerful impact of praise and positive reinforcement; and use a 5-step discussion process for handling recurring problems.

Course #: 111F63A06

Date & Time: Tue., Apr. 19, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Ellen Wallace, BS, Business

Administration

Fee: \$129

More Leadership Development courses are available on the next page

Business: Business Management Certificate Program

The Business Management Certificate is especially helpful to those exploring the possibilities of a business career, updating current skills or seeking a new level of specialization. The six required classes will give you a valuable background in essential communication, customer service, office computer skills and more. Required classes are Business/Professional Writing Skills, Active Listening and a customer service class. You'll also choose two of the following: Introduction to Word for Windows, Introduction to PowerPoint or Introduction to Excel; and you'll select one of the following: Accounting Principles I, Payroll Accounting or Introduction to Human Resource Management. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99F05: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

Business: Leadership Development Certificate Program (Continued)

COACHING: SKILLS FOR LEADERSHIP SUCCESS

Acquire the 11 core competencies of coaching and examine the key coaching skills of acknowledgement, validation, accountability, strategizing, forwarding action and empowering questions. This class is valuable for team leaders, supervisors, managers and heads of boards or committees.

Course #: 111A64A06

Date & Time: Wed., Apr. 20, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: Daniel Johnson, CEC, CGP

Fee: \$129

COACHING: TEAM CONFLICT & WORKPLACE RELATIONS

Explore workplace relations and acquire practical tools in relationship coaching to align team members to a common purpose, create better team relationships and resolve conflicts among team members. This class is valuable for all who want to create and maintain a healthy environment for their team or professional partners.

Course #: 111A48A06

Date & Time: Wed., Mar. 9, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: Daniel Johnson, CEC, CGP

Fee: \$129

New!

MOLD YOUR FUTURE: BE A CHANGE MAKER

Good leaders know that the approach to change will dictate its success or failure.

This course provides you with the tools and knowledge you need to be a Change Maker - one that molds the future. By focusing on the typical reactions and the change process, you will be better equipped to develop your strategies for reducing fear and resistance and improve your chances of success.

Course #: 111A40A06

Date & Time: Sat., Mar. 12, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: Jennifer Tryon, CTC

Fee: \$129

Business: Business Communications Certificate Program

Employers generally rank communication as the most important skill for all employees. The ability to communicate clearly and concisely with customers, clients and co-workers is a valued commodity in all business environments. People who advance in their careers usually are effective communicators, both on paper and in person. Our certificate program can help you sharpen your written and oral communications by helping you write clearly, present ideas more concisely and speak assertively. Your written and oral communications are powerful statements about you and your organization. To complete this certificate, you must take three communication classes and one elective from the Business or Computer section of the catalog. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99F04: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

BUSINESS/PROFESSIONAL WRITING SKILLS

Learn the writing skills you need to succeed in today's workplace. Interactive sessions let you practice the skills as you learn them and get feedback from your instructor and peers. Topics include recognizing complete sentences, using punctuation marks correctly, mastering troublesome grammar rules, stating points clearly, choosing active voice over passive, eliminating unnecessary words, using e-mail in a professional manner and writing business letters and reports that command attention.

Course #: 111F88A06

Date & Time: Fri., Feb. 4, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: John Wieland, MA, adjunct faculty, IUPUI English

Fee: \$119

New!

CRITICAL THINKING MADE USEFUL

You've heard it before: managers need to develop soft skills to be successful, so you've devoted a lot of time and money to develop these skills. In the process, you've discovered that there are a lot of theories and concepts out there. What you really need are hands-on tools to help you make better decisions, reduce problems, hit goals, and improve your planning cycle. This course offers just that - real tools for managers - that you can implement tomorrow.

Course #: 111A98A06

Date & Time: Tue., Feb. 8, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: Jennifer Tryon, CTC

Fee: \$119

EMOTIONAL INTELLIGENCE

During this class, we will explore ways to help identify and control drama in the workplace. Learning techniques to manage your reactions and raise your level of emotional intelligence will result in more positive, constructive relationships in personal and work-related situations, and lead to a more satisfying and productive life.

Course #: 111A99A06

Date & Time: Tue., Feb. 15, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: Ellen Wallace, BS, Business Administration

Fee: \$119

New!

WORK SMART - EMOTIONAL INTELLIGENCE (PART 2)

This class moves to Work Smart strategies which are directed toward creating organizations in which smart people can be successful. Content includes conducting an organizational self-assessment, providing social skills training, fostering teamwork and building passionate enthusiasm for work. If you are a leader of any level or hope to be then join us in this follow-up class to learn about Emotional Intelligence from a leaders' perspective.

Course #: 111F58A04

Date & Time: Tue., Feb. 22, 9 a.m.-1 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: Ellen Wallace, BS, Business Administration

Fee: \$69

New!

MANAGING UP

In this class we will learn strategies for succeeding with your boss; the characteristics of good employee-employer relationships; how to communicate with impact and effectiveness; improve the quality and quantity of your work; increase self-confidence, motivation, and morale; and manage your time and priorities better.

Course #: 111F11A06

Date & Time: Tue., Mar. 1, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: Ellen Wallace, BS, Business Administration

Fee: \$119

New!

SERVING EXTERNAL CUSTOMERS

It's become common for people in business to talk about "internal customers." In this class we will refer to our "external customers" as our "Trapeze Buddies." The metaphor expresses teamwork, communication, precision timing, and the "extra effort" mentality, as well as the serious consequences of letting somebody down. In this class we will define who a Trapeze Buddy is and their critical connections to each other. By determining success distinctions, key performances and priorities we will recommend some ways to improve those significant relationships.

Course #: 111F13A06

Date & Time: Tue., Mar. 8, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: Ellen Wallace, BS, Business Administration

Fee: \$119

More Business Communications courses are available on the next page

Business: Business Communications (Continued)

New! BRINGING OUT THE BEST IN PEOPLE AT THEIR WORST

In this class we will discuss ways to get through to people while they are behaving badly and help bring out the best while they are at their worst. We will help to identify and assemble elements of effective communication with types such as the Tank, the Sniper, the Whiner, the Grenade, the Know-it-all, and 5 others.

Course #: 111F08A06

Date & Time: Tue., Mar. 15, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Ellen Wallace, BS, Business Administration

Fee: \$119

New! ONLINE CUSTOMER SERVICE

Learn to identify and profile your customer base, analyze their environment, develop tools to access that base and learn techniques that can enhance your company's image to your customers. Five operating principles will be reviewed. Through exercises, you'll have an opportunity to take a look at your organization's strengths and weaknesses as well as your own. Textbook required; see receipt.

Course #: 111G05C12

Date & Time: Mar. 15-Apr. 30

Instructor: Ellen Wallace, BS, Business Administration

Fee: \$212

ACTIVE LISTENING

Discover 50 reasons to become a better listener and become more aware of our listening habits. Also learn six negative listening habits, the three levels of listening, the six barriers to listening and more. The focus will be on empathetic listening and listening response activities.

Course #: 111F18A04

Date & Time: Fri., Feb. 11, 9 a.m.-1 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Ellen Wallace, BS, Business Administration

Fee: \$69

Business: Project Management Certificate Program

Managing projects is vital to any manager's effectiveness. This certificate program is designed to acquaint managers with specific project management techniques and general skills that relate to effective project management. A total of six courses must be completed to receive the Project Management Certificate; five must be from the Project Management area of the catalog. Introduction to Microsoft Project (listed in the Computer section) can be taken as one of the five or as the elective. One elective course must be completed from the Project Management, Business and/or Computer sections of the catalog. The classes in the Project Management Certificate Program meet the educational requirements for the PMP certification, contact your local chapter for more information. The Introduction to Project Management course or equivalent project management knowledge is a prerequisite for all other Project Management classes. To view a brochure go to **www.cdn.iupui.edu** and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99V09: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

INTRODUCTION TO PROJECT MANAGEMENT

Managing a project is difficult without a systematic approach. This course introduces proven techniques to manage projects, and their component processes. Topics include risk management, communications, project lifecycles and quality assurance. Learn to use various project management tools, procedures and methodologies while you establish a glossary of project management terms. This class or equivalent knowledge is required for other classes.

Course #: 111V30A06

Date & Time: Sat., Jan. 29, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Rick Koen

Course #: 111V30B06

Date & Time: Fri., Feb. 11, 9 a.m.-4 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Charlotte Franck, PMP

Course #: 111V30C06

Date & Time: Sat., Feb. 19, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: David Francis, PMP

Fee: \$169

MANAGING SHORT TERM PROJECTS

All of us are required to complete tasks that are of short duration but require varied amounts of effort and complexity to complete. This class will provide tools and techniques for effectively controlling those projects. Department heads, administrators, supervisors and anyone who has sole or primary responsibility for meeting deadlines and completing activities or reports will find this course valuable. Learn to deal with multiple bosses and gain more control of your work activity.

Course #: 111V34A06

Date & Time: Sat., Apr. 16, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: David Francis, PMP

Fee: \$169

MANAGING PROJECTS THROUGH CHAOS

Let's face it! Running a project in today's environment is like pushing a wet noodle uphill. How can you create a product or service that satisfies stakeholders? Is it possible to meet expectations when everyone keeps changing their mind? How can you run projects in this chaotic world and still be successful? In this course, you will learn how to balance project processes with stakeholder management to create a successful project that can weather constant change and still meet your stakeholders' needs.

Course #: 111V19A06

Date & Time: Fri., Feb. 25, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Charlotte Franck, PMP

Fee: \$169

PLANNING AND MANAGING COMPLEX PROJECTS

Complex projects involve utilizing advanced organizational and communication skills with multiple resources and areas of expertise. Examine the processes for successful project management of large-scope projects and explore project initiation, planning, negotiating, executing, controlling and closing. Leadership, conflict resolution, management styles and group presentation skills also will be discussed as well as charting and diagramming.

Course #: 111V36A06

Date & Time: Sat., Mar. 12, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: David Francis, PMP

Course #: 111V36B06

Date & Time: Fri., Mar. 18, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Charlotte Franck, PMP

Fee: \$169

More Project Management courses are available on the next page

MANAGING MULTIPLE PROJECTS

In today's work environment, many of us are faced with managing multiple small and large projects with competing priorities and resources. We will look at ways of prioritizing projects, key success factors for projects and project team management, with the goal of effectively handling multiple projects.

Course #: 111V17A06

Date & Time: Sat., Apr. 30, 9 a.m.-4 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Monica Faurote

Fee: \$169

INTRODUCTION TO RISK MANAGEMENT: CONTROLLING UNCERTAINTY

Every project involves uncertainty that can increase risk for your project and contributes to project failure. Risk can arise from any element of a project - objectives, schedule, cost, quality and scope. In this class, you'll get the tools you need to identify, analyze and control the risks associated with a project. Learn to manage risk to maximize success.

Course #: 111V80A06

Date & Time: Sat., Feb. 26, 9 a.m.-4 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Colleen Cullinan, PMP

Fee: \$169

DETAIL PROJECT PLANNING

Attention to details is essential in the success of any project. This class will focus on how to develop a project plan and budget, identify scope, track issues and execute a project. Topics include project definition, vendor selection, specifications, post-project review and more.

Course #: 111V31A06

Date & Time: Sat., Mar. 26, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: David Francis, PMP

Course #: 111V31B06

Date & Time: Sat., Apr. 9, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Rick Koen

Fee: \$169

Business: Project Management (Continued)

ADVANCED TOPICS IN PROJECT MANAGEMENT

Projects must weather the storms of organizational changes, shifts in business needs and conflicting stakeholder demands. This class provides project managers with practical methods and tools in change dynamics, conflict management and high-performance team building to navigate obstacles and achieve project success.

Course #: 111V18A06

Date & Time: Fri., Apr. 29, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Charlotte Franck, PMP

Fee: \$169

MANAGING A TECHNOLOGY PROJECT

IT projects present unique challenges to a project manager. Master the skills needed for top notch Information Technology Project Management. This class will cover planning, scheduling and controlling of IS/IT Projects as well as identifying critical success factors and the hidden risks inherent in IT projects.

Course #: 111V93A06

Date & Time: Fri., Mar. 11, 9 a.m.-4 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Keshia Cooper

Fee: \$169

PROJECT COMMUNICATIONS CLASS

Project managers must be able to communicate effectively with all of their stakeholders, customers, team members, project sponsors and executive management. Attend this class and find out how to polish your communication skills through theory and specific examples.

Course #: 111V97A06

Date & Time: Sat., Mar. 19, 9 a.m.-4 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Colleen Cullinan, PMP

Fee: \$169

PROJECT MANAGEMENT GROUP DECISION MAKING

How does your project team or group make a decision? Group decision making is essential to avoid disagreements, confusion and delay. Learn what you can do to improve the quality of decisions your group makes, using proven decision making techniques.

Course #: 111V20A06

Date & Time: Fri., May 6, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Charlotte Franck, PMP

Fee: \$169

NEGOTIATING WITH INTERNAL AND EXTERNAL PROJECT SUBCONTRACTORS

In this class, you'll learn about mutual gains negotiations versus zero-sum negotiations, your negotiating style and how it interacts with others, the process and strategy of mutual gains negotiations, five common errors in judgment and how they can lead to failure, how to prepare and plan for negotiations, how to negotiate with internal and external providers or customers and fellow employees in a win-win manner, how to make offers and counteroffers, when to stay and when to walk away from negotiations, and how to efficiently reach agreements that leave the relationship intact.

Course #: 111V33A07

Date & Time: Fri., Apr. 1, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: David Wachtel

Fee: \$169

PROJECT MANAGEMENT PROBLEM SOLVING

If you have a background in project management and are looking for ways to handle project problems, this course can help. Some areas this course covers include resource management, integration management, procurement and time management. It also describes common problems and suggestions for scope creep, unrealistic expectations, missed deliverables and accelerated deadlines. The course also provides a brief overview of project management software.

Course #: 111V32A06

Date & Time: Fri., Mar. 25, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Charlotte Franck, PMP

Fee: \$169

MANAGING PROJECT PEOPLE

Managing people is a critical project management skill. Learn the project roles people fill, the variety of skills and experiences they bring to the project and their personal diversity all can be leveraged to increase your project success rate. Explore specific people problems and conduct sample exercises to solve these problems.

Course #: 111V86A06

Date & Time: Sat., Apr. 23, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Charlotte Franck, PMP

Fee: \$169

Business: Human Resource Management Certificate Program

Do you like matching people with the right job? Do you want to know more about OSHA and EPA regulations? Would you be able to spot potential employee-relation problems? Do you enjoy helping others reach their goals? Do you know how to establish an effective emergency action plan? The information gained is valuable on personal and professional levels. This certificate program requires four core classes; you choose any four Human Resource classes and two electives from the Business and/or Computer areas of the current catalog. In one or two semesters, you can launch your career in human resources. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99F03: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

This introduction will provide a starting point for an understanding of what human resources management entails so you can begin to develop a mindset capable of dealing with a variety of issues in people management. You'll learn the primary duties of an HR professional and practical skills you can use to handle the important challenges of an HR job, as well as how the decisions you make affect the business objectives of your organization.

Course #: 111F80A06

Date & Time: Sat., Feb. 26, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Nicole Noonchester, HR Director, State Bank of Lizton

Fee: \$139

RECRUITMENT, INTERVIEWING & SELECTION

This course examines the process of hiring employees and offers concrete strategies for implementing a sound recruitment and selection policy within your organization. Topics include identifying job requirements, selecting recruitment sources, screening applicants, conducting interviews and legal considerations. If you're responsible for hiring employees, this course can help improve your process.

Course #: 111F82A08

Date & Time: Sat., Mar. 19, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Nicole Noonchester, HR Director, State Bank of Lizton

Fee: \$139

PERSONNEL LAW: LEGAL ISSUES AFFECTING HR

This class provides you with a broad overview of Indiana common law as well as state and federal statutory prescriptions that affect the employer-employee relationship. Although the course is not intended to turn you into a legal expert, it does describe a general framework of state and federal laws and can help you identify issues and situations that can cause legal problems for employers.

Course #: 111F14A08

Date & Time: 2 Sat., Apr. 30 & May 7, 9 a.m.-1 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: John Henning, Attorney at Law

Fee: \$139

COMPENSATION

An effective compensation program can have far-reaching effects on your organization. Anyone who works in the compensation area should consider this course. Topics to be covered include job analysis, job value, market data, pay delivery and reward systems, incentives, legal considerations and new approaches in pay structure development.

Course #: 111F84A06

Date & Time: Fri., Mar. 18, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Mary Kay Conley, CBP, CCP, Compensation & Benefits Consultant

Fee: \$139

More Human Resource Management courses are available on the next page

Business: Human Resource Management (Continued)

INTRODUCTION TO EMPLOYEE BENEFITS

Benefits are crucial to attracting and retaining a quality workforce. This introduction will give you a general overview of employee benefits, including monetary and nonmonetary benefits, medical and health-related benefits, and traditional and nontraditional benefits, such as flexible schedules. Learn how you can communicate effectively about your company's benefit plans to become an employer of choice in today's competitive work environment.

Course #: 111F89A06

Date & Time: Sat., Apr. 16, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Nicole Noonchester, HR Director, State Bank of Lizton

Fee: \$139

FOSTERING A CIVIL WORK ENVIRONMENT

Today's work culture calls upon managers to fully engage employees and treat them as partners. Yet, many management practices remain largely focused on "carrot and stick" strategies that reinforce old-fashioned notions of employees as subordinates who must be controlled and manipulated. This class will explore possibilities for creating civil work environments through trust in and respect for people. HR managers and professionals will leave with some specific actions they can take to develop a more civil and positive workplace.

Course #: 111F06A06

Date & Time: Fri., Apr. 1, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Daniel Griffith

Fee: \$69

SHRM LEARNING RESOURCE COURSE IN CLASS & ONLINE

Are you preparing for the Professional in Human Resources or the Senior Professional in Human Resources certification exam? This course covers the functional areas of HR management, including management practices, general employment practices, staffing, HR development, compensation and benefits, employee and labor relations, health safety and security. Enhance your skills and prepare for the PHR or the SPHR exam. The class will help prepare you for the certification exam.

Course #: 111F28A36 (In Class)

Date & Time: 12 Wed., Feb. 2-Apr. 27,

(No class Mar. 30), 6:00-8:45 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Nicole Noonchester, HR Director, State Bank of Lizton

Fee: \$899

Course #: 111Y28A36 (Online)

Dates: 12 Weeks, Feb. 2-Apr. 27 (no class Mar. 30)

Instructor: Nicole Noonchester, HR Director, State Bank of Lizton

Fee: \$899 (No discounts are available)

Green & Sustainability

We offer classes to foster greater awareness and applications of sustainable practices into all areas of your life.

BEGINNING SOY WAX CANDLE MAKING

Make your home smell great with hand poured and clean-burning jar candles. In this class, you will learn how easy it is to make your own soy wax fragrant candles. These candles make great gifts, so get ready for the fall and winter holidays. The demonstration includes creating soy wax jar candles. You will make two 8-ounce jar candles to take home with you. You will pay an additional supply fee of \$10 (cash only) to the instructor at the class.

Course #: 111M83A00

Date & Time: Sat., Apr. 30, 2-4 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Beckley's Best Blends

Fee: \$59

New!

ONLINE SMART HOME - HOME NETWORK DESIGN/CONFIGURATION

A comprehensive introduction to installing computer networks, designed specifically for residential technology installers, builders, or do-it-yourself homeowners. This course begins by explaining the capabilities and benefits of home networks as a means of sharing computers and Internet access, and also as the backbone for connectivity between other residential technologies. The course provides a thorough grounding in the design, installation, and configuration of home networks, including both wired and wireless considerations. Prerequisites: Students should be familiar with the operation of a computer and have basic knowledge of structured wiring.

Course #: 111M25A00

Fee: \$325

NATIVE AMERICAN AND PIONEER USES OF WILD PLANTS

This course will cover the ethnobotanical uses of native and introduced wild plants and how the Native Americans and the early pioneers used them for food, medicine and every day products. Also included in this course will be folklore about the reputed uses of wild plants that are no longer used today, how some wild plants have transitioned into everyday plants and vegetables that we use today, and a brief overview of plant families that are poisonous, edible, medicinal and utilitarian. A field trip is included in this one-day class.

Course #: 111M15A06

Date & Time: Sat., Apr. 30, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Thomas Zennie

Fee: \$119

New!

ONLINE CORPORATE SOCIAL RESPONSIBILITY/ GREEN BUSINESS PRACTICES

This is a course for those who own their own business and desire to understand how to be more aware of the effects of indoor air quality and energy use in the business environment. This is a level one course for all business owners to become green business leaders. We will define green building, concepts such as recycling, sustainability, green certifications and green standards. We will include a guide for developing a business energy plan. Upon passing the final exam, students will receive a Level One Green Certified Business Leader, with the Green Leadership Certification.

Course #: 111M26A00

Fee: \$149

Paralegal Studies Certificate Program

The noncredit option for Paralegal Studies is designed for the student who already holds an associate or bachelor's degree. If you don't have a degree and would like more information about the Paralegal Studies program, contact the Political Science department at (317) 274-7387. The requirements for the noncredit Paralegal Studies program are documentation of your degree (school transcript), four required courses and six elective courses. The required courses are Introduction to Law, Legal Research and Writing I, Litigation I and Professional Responsibility for Paralegals. Elective courses include Litigation II, Torts, Estate Law, Property Law, Family Law, Advanced Legal Research and Writing, Criminal Law, Bankruptcy and Contracts. The prerequisite for enrolling in any elective courses or the specific-content courses is Introduction to Law. For a complete written description of the program, current courses being offered and an admission application, call (317) 278-9701.

CERT99K00: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this noncredit certificate program. Discounts do not apply.

Motorsports

Explore motorsports with one of the classes below by learning the history of the Indy 500, the history and technology in auto racing, or open wheel racing.

DONALD DAVIDSON'S INDY 500 HISTORY

Ladies and gentlemen, newcomers and old-timers, join us to celebrate the history and traditions of "The Greatest Spectacle in Racing." Meet Donald Davidson at the Speedway High School and be entertained by his knowledge of historic events, anecdotes and colorful characters from the 500-mile race. Share your own memories, ask questions and enjoy learning from the expert himself.

Course #: 111R97A00

Date & Time: 4 Tue., Apr. 5-26, 7-9 p.m.

Location: Speedway High School

Instructor: Donald Davidson

Fee: \$65

New!

AUTO RACING HISTORY AND TECHNOLOGY

Uncover the history of auto racing and technology development in the sport. Gain an overview of the motorsports industry including who controls the sport, the many different types of racing cars, sanctioning bodies, rules, and safety. Culminates on the last night with an interesting in-class, hands-on project demonstrating one of the key design aspects in racing.

Course #: 111R01A00

Date & Time: 4 Wed., Mar. 9-30, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Peter Hylton

Fee: \$89

New!

OPEN WHEEL RACING

Explore the specifics of open-wheel racing, including the many types of cars that make up this segment of the sport. Discuss important sanctioning bodies and tracks, and how open-wheel racing has evolved through time. Examine famous people from this portion of the sport, and the past and future of open wheel racing. Culminates with a visit to one of the historic and significant races in open wheel racing, the annual Night-Before-The-500 races at ORP (ticket included in tuition).

Course #: 111R02A00

Date & Time: 3 Wed., May 11-28, 6:30-8:30 p.m. & 1 Sat., May 28, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Peter Hylton

Fee: \$129

Language, Arts and Culture: Cultural

The Cultural offerings below include classes from diverse disciplines. You'll find a variety of ways to express and celebrate your own cultural heritage. Write, draw, play!

MAKE MONEY TRAVELING & FREE VACATIONS

Learn more than 40 different ways to make your vacations free in this fun, information-packed class. Learn about the best Internet travel Web sites, the latest on travel safety, health and more. The instructor is the owner of Go Global and has traveled to more than 80 countries and 40 states. A \$15 materials fee is payable to the instructor the day of class for a book that provides names, phone numbers and Web sites of the contacts you need to put this practical information to use. Enroll early, because this class is offered only one time a year.

Course #: 111M81A00

Date & Time: Tue., May 10, 6:30-9:30 p.m.

Location: Arthur M. Glick JCC

Instructor: Gina Henry-Cook

Fee: \$49

New!

NEPAL HIMALAYA: TREKKING, MOUNTAINEERING AND CULTURE OF NEPAL

Participate in an eye-opening pictorial experience of climbing and trekking in the Nepal Himalaya. You'll be introduced to mountaineering and the Buddhist/Hindu culture of Nepal through photos and accounts of the instructor's Himalayan adventures and cultural experiences, including a killer avalanche and helping to build a school in a remote mountain village.

Course #: 111J95A00

Date & Time: Sat., Apr. 9, 9 a.m.-noon

Location: IUPUI Park 100 Learning Center

Instructor: Jeffrey Rasley

Fee: \$49

INTRODUCTION TO DRAWING

This course features instructor demonstrations as well as in-class and at-home drawing projects as you learn to draw what you see. Covered topics include shading, proportion, perspective and artist tricks to check accuracy.

Course #: 111B82A00

Date & Time: 5 Tue., Feb. 8-Mar. 8, 6-8 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michele Pilely, designer

Fee: \$119

INTERMEDIATE DRAWING

Realize your artistic potential in this course which is designed to broaden and improve your drawing skills. The course helps you develop your skills in proportion, shape and values, and expands your sketching experience using drawing pencils, charcoal, and colored pencils. A supply list will be included on your receipt.

Course #: 111B83A00

Date & Time: 5 Tue., Mar. 15-Apr. 19,

(No class Mar. 29), 6-8 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michele Pilely, designer

Fee: \$119

SKETCHBOOK DRAWING

A sketch is a drawing without much detail. In this class, learn how to "quick sketch" a subject or scene, adding as much or as little detail as you desire. Students will develop the ability to "eye" an object, animal, still life, street scene, or landscape, etc., and successfully reproduce its essence in a sketchbook. Using a variety of pencils, create thumbnail sketches, value drawings, line art and shaded images. Students will produce several sketches per class. Light-hearted and fun. Open to all levels and abilities, including beginners. Supply list provided.

Course #: 111B88A00

Date & Time: 5 Thu., Mar. 3-Apr. 7,

(No class Mar. 31), 6-8 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michele Pilely, designer

Fee: \$119

New!

SHARING OUR SOULS (S.O.S.)

Formerly a class designed for women writers, the doors are open and the invitation is extended to anyone who enjoys writing. Join us as we venture on a collaborative writing journey that will culminate with "sharing our souls" in a public forum.

Course #: 111B14A00

Date & Time: 6 Sat., Feb. 5-Mar. 12,

10 a.m.-noon

Location: IUPUI Park 100 Learning Center

Instructor: Sylvia Cunningham, adjunct faculty, IUPUI English Dept.

Fee: \$149

New!

WRITING AND POPULAR CULTURE

Have an interest in all things popular? This course will involve mixing a number of writing styles and genres with what is happening in the world around us. Using art, music, and film, this class will offer a glance into the 'popular culture' of today's society...and then we will write about it.

Course #: 111B13A00

Date & Time: 6 Thu., Feb. 3-Mar. 10,

6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Sylvia Cunningham, adjunct faculty, IUPUI English Dept.

Fee: \$149

LINE EDITING FOR BEGINNERS

Learn about copy editing, proofreading, content editing, publishing, and how to revise your own work before a professional editor or even a publisher reads your work. In-class exercises and hands-on editing exercises will help you grow not only as a writer but also as an editor, whether for your own work or as a professional in the publishing business. You'll learn techniques from a professional editor, and you'll have the opportunity to discuss your own editing philosophies.

Course #: 111B09A06

Date & Time: 3 Thu., Mar. 10-24,

6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Christopher Stolle

Fee: \$119

Language, Arts & Culture: Foreign Languages

Students in these French, German, Chinese, Japanese, Italian, or Spanish classes learn languages for travel, for business or just for the challenge. Begin learning a new language or come to refresh and expand on prior knowledge. Enjoy the low-stress atmosphere.

CONVERSATIONAL FRENCH I

This class will help you learn the French you need to know to communicate in everyday situations. You'll start with pronunciation and basic vocabulary, and begin to learn grammar as you speak and use the language. There are no grades given in this noncredit introductory class, but you'll earn the satisfaction of knowing you've begun to expand your world. Textbook required; see receipt.

Course #: 111C41A00

Date & Time: 6 Tue., Feb. 1-Mar. 8,

6:00-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Patricia Theobald, French teacher

Fee: \$149

CONVERSATIONAL FRENCH II

Tres bien. You've mastered beginning French. Now you're ready to tackle the next level. You'll build your vocabulary and learn more complex expressions. Future and past tense will be covered. You'll love hearing yourself speak the most beautiful phrases with proper intonation and expression. Textbook required; see receipt.

Course #: 111C42A00

Date & Time: 6 Tue., Apr. 12-May 17,

6:00-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Patricia Theobald, French teacher

Fee: \$149

CONVERSATIONAL GERMAN I

Sprechen sie Deutsch? Imagine a trip to Germany to visit relatives or to enjoy the beautiful countryside. Now imagine being able to carry on a conversation, read a menu or understand a train schedule while you're there. Whether you're brushing up on old skills or starting from scratch, you'll learn the basics of everyday vocabulary, grammar and phrase usage for work and travel. Textbook required; see receipt.

Course #: 111C30A00

Date & Time: 6 Tue., Feb. 1-Mar. 8,

6:00-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Renate Maria Heider-Singh,

German Instructor

Fee: \$149

CONVERSATIONAL CHINESE I

Conversational Chinese I is intended for beginners, and focuses on developing your ability to use Chinese language in verbal communication. You will learn Chinese pronunciation, the most essential and useful conversational sentences and simple grammar in order to carry on basic conversations. You'll have many opportunities to practice using the language in a range of contexts likely to be encountered in Chinese culture. Textbooks required; see receipt.

Course #: 111Q10A12

Date & Time: 8 Mon., Feb. 7-Apr. 4,

(No class Mar. 14), 6:00-7:30 p.m.

Location: IUPUI Cavanaugh Hall

Instructor: Xiaqi Shang

Fee: \$150

CONVERSATIONAL CHINESE II

Conversational Chinese II is intended for people who have mastered basic Chinese conversation skills from Conversational Chinese I and would like to build on these skills. The course will help to develop your ability to use Chinese language in verbal communication. You'll fine tune your pronunciation and learn more functional conversation skills and grammar in order to carry on more complex conversations. You'll have many opportunities to practice using the language in a range of contexts likely to be encountered in Chinese. Textbooks required; see receipt.

Course #: 111Q11A12

Date & Time: 8 Mon., Feb. 7-Apr. 4,

(No class Mar. 14), 6:00-7:30 p.m.

Location: IUPUI Cavanaugh Hall

Instructor: Guixia Xie

Fee: \$150

CONVERSATIONAL JAPANESE I

Begin learning Japanese for business or social purposes in a class for people who want to discover this beautiful language. We'll focus primarily on speaking and understanding the language and learning about Japanese customs and etiquette.

Course #: 111C38A00

Date & Time: 6 Thu., Feb. 17-Mar. 24,

6:30-9:00 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: B J Ensign, Japanese Instructor

Fee: \$149

ITALIAN FOR TOURISTS

In this course you will learn basic vocabulary for ordering at a restaurant and for asking simple questions like how much something costs or where the bathroom is located.

You'll learn about cultural differences, money exchange, public transportation, what to pack for your trip, where to go shopping, where to lodge, and other important day-to-day functions to make the best use of your time. All materials are included in the course fee.

Course #: 111J15A00

Date & Time: 4 Mon., Jan. 17-Feb. 7,

6:30-8:30 p.m.

Course #: 111J15B00

Date & Time: 4 Mon., May 2-23,

6:30-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Cristiana Thielmann, Italian

Instructor

Fee: \$109

CONVERSATIONAL ITALIAN I

Build vocabulary and learn phrases in the language of great opera, art and romance through oral-participation. Students will learn to ask and answer simple questions in Italian through interaction with the instructor and classmates and will gain knowledge of fundamental aspects of Italian culture and geography. A textbook is available at the first class for \$35, payable to the instructor by cash or check only.

Course #: 111C51A00

Date & Time: 6 Wed., Jan. 19-Feb. 23,

6:00-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Cristiana Thielmann, Italian

Instructor

Fee: \$149

CONVERSATIONAL ITALIAN II

If you've completed our Italian I class or have a little bit of background in the Italian language -- know greetings, present tense of the regular verbs to be and to have, numbers, singular and plural nouns, subject pronouns and articles -- then you can continue learning with this second class for beginners. You'll learn more irregular verbs and increase your vocabulary and ability to converse. Emphasis always is placed on grammar and cultural information.

Course #: 111C52A00

Date & Time: 6 Wed., Mar. 9-Apr. 13,

6:00-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Cristiana Thielmann, Italian

Instructor

Fee: \$149

CONVERSATIONAL SPANISH FOR BEGINNERS

Start to learn Spanish in a relaxed but focused environment. Topics include proper pronunciation, mastering everyday vocabulary such as greetings, names and numbers, common questions and more and the present tense of common verbs. Experience is not required. Textbook required; see receipt.

Course #: 111C10A16

Date & Time: 6 Sat., Feb. 5-Mar. 12,

10:00 a.m.-12:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Karyn Hobbs, Spanish teacher

Course #: 111C10B16

Date & Time: 8 Wed., Jan. 26-Mar. 16,

9:30-11:30 a.m.

Location: IUPUI Park 100 Learning Center

Instructor: Yvonne Isner-Bernier, Spanish

instructor

Course #: 111C10C16

Date & Time: 6 Mon., Jan. 31-Mar. 14,

(No class Feb. 21), 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Rafael Pendon, Spanish instructor

& tutor

Course #: 111C10D16

Date & Time: 6 Tue., Mar. 1-Apr. 5,

6:30-9:00 p.m.

Location: Arthur M. Glick JCC

6701 Hoover Road

Instructor: Marvin Gainer, Spanish teacher

Fee: \$149

More Spanish courses are available on the next page

Language, Arts & Culture: Foreign Languages (Continued)

CONVERSATIONAL SPANISH FOR BEGINNERS II

If you've learned the basics of Spanish -- such as the alphabet, greetings, basic colors, numbers and pronunciations -- you're ready for this second beginners' class. Expand your vocabulary and grammar while continuing to focus on conversational skills. Textbook required; see receipt.

Course #: 111C11A16

Date & Time: 6 Mon., Mar. 28-May 2, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center
Instructor: Rafael Pendon, Spanish instructor & tutor

Course #: 111C11D16

Date & Time: 7 Wed., Mar. 30-May 11, 9:15-11:30 a.m.

Location: IUPUI Park 100 Learning Center
Instructor: Yvonne Isner-Bernier, Spanish instructor

Fee: \$149

CONVERSATIONAL SPANISH FOR BEGINNERS III

In this class, you'll review basics and work to expand your vocabulary and improve your grammar. You'll continue refining your use of verbs and practice direct and indirect objects and pronouns. If you're not sure which level is appropriate for you, call (317) 278-7600.

Course #: 111C12A16

Date & Time: 8 Wed., Jan. 26-Mar. 16, noon-2 p.m.

Location: IUPUI Park 100 Learning Center
Instructor: Yvonne Isner-Bernier

Fee: \$149

KEEP IT UP: PRACTICING YOUR SPANISH

Practice and enjoy conversations in Spanish in this class that is different each semester it's offered. You will discuss current events, talk about everyday situations, and read brief articles from newspapers and periodicals in a comfortable, friendly, and lively atmosphere.

Course #: 111C14A16

Date & Time: 6 Wed., Mar. 30-May 4, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center
Instructor: Rafael Pendon

Fee: \$149

Language, Arts and Culture: English as a Second Language

If English is not your native language, we have classes to help you continue to improve your English-speaking skills.

CONVERSATION AND PRONUNCIATION FOR BEGINNING ESL STUDENTS

English conversation and vocabulary skills are more easily learned in a relaxed and friendly environment. Feel more comfortable opening, maintaining and closing a conversation in personal settings, groups and on the telephone. Improve your speech so native English speakers can better understand you.

Course #: 111C90A16

Date & Time: 8 Wed., Feb. 2-Mar. 23, 6:30-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Jeff Burnham, M.A. Linguistics

Fee: \$149

STRENGTHENING ENGLISH GRAMMAR SKILLS FOR ESL STUDENTS

Adults who want to improve their speaking and writing abilities in a new language can benefit from studying its grammatical patterns which can help you control errors so your spoken and written English is more natural. This eight-week Level II course reinforces correct verb usage, subject/verb agreement, word order and simple sentence structures. Textbook required; see receipt.

Course #: 111C91A16

Date & Time: 8 Wed., Apr. 6-May 25, 6:30-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Jeff Burnham, M.A. Linguistics

Fee: \$149

ACCENT REDUCTION

Learning the American style of English - the intonation, rhythm, speech muscularity, resonance and syllable stress - can help you speak more understandably, articulately and expressively. If you're a non-native speaker of English with at least intermediate-level language skills, sign up for this course to help you better communicate with your friends, neighbors and co-workers. Textbook required; see receipt.

Course #: 111C92A16

Date & Time: 8 Mon., Feb. 7-Mar. 28, 6:30-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Jeff Burnham, M.A. Linguistics

Fee: \$149

Life Skills: General

This section features Life Skills classes that can benefit your bank account for years to come. Get out of debt, become a more efficient landlord, and put a value on your collectibles.

DEBT FREE AND PROSPEROUS LIVING

How would you like to pay off all of your consumer debt (credit cards, car payments and more) in one to three years, then pay off your 30-year mortgage in another three to four years? You can do this with your current income. In this class, you will learn specific, powerful and proven strategies that work every time. This is a linear math, critical path technology to eliminate your debts and let you operate 100 percent on cash, never needing credit again. Bring a list of your debts with balances and monthly payments (principal and interest only for mortgages). During class you'll develop your own debt-elimination plan that can be implemented immediately into your lifestyle. Note: No insurance, investments or get-rich-quick schemes will be offered or sold. This is strictly an educational workshop. Bring a calculator to class. An optional workbook is available from the instructor for \$39.

Course #: 111J14A00

Date & Time: Sat., Feb. 19, 9:30 a.m.-1:30 p.m.

Location: IUPUI Greenwood Learning Center

Course #: 111J14B00

Date & Time: Sat., May 21, 9:30 a.m.-1:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Forest Wilson, Financial Consultant

Fee: \$49

LANDLORDING

If you own rental property, this one-day workshop can give you the information you need to manage your residential holdings more efficiently. It also can help you identify many pitfalls to avoid. Topics include Indiana leasing laws, federal fair housing requirements, tenant screening, rent collection, leases, the eviction process and more.

Course #: 111J65A00

Date & Time: Sat., Apr. 2, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Joyce Thayer-Sword, attorney

Fee: \$139

VALUING & RESEARCHING YOUR ANTIQUES & COLLECTIBLES

This course will show you how to research the value of your own antiques, decorative arts and collectibles. We will discuss how to detect and interpret characteristics of value for furniture, silver, glass, ceramics, books and general collectibles, as well as how to spot fakes and reproductions. Understanding the appropriate marketplace for each category of objects will be critical to understanding how to determine their value. Dispelling some popular myths about value, we will cover Fair Market, Insurance Replacement and Marketable Cash Value, and show how these are determined by professional appraisers. Handouts will include a reading list to use as you wish, sample appraisals, and a self-challenge homework assignment for researching one of your own objects. You will be provided with some critical tools for researching values, and may bring your findings to share with the class.

Course #: 111J36A00

Date & Time: 3 Thu, Mar. 24-Apr. 7, 6-8 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Donna Einhorn, Accredited Member of International Society of Appraisers

Fee: \$69

Life Skills: Culinary

Whether you call it culinary arts or cooking, you'll learn several tips for food preparation... from appetizers to entrees to desserts. Bon appetite!

New! APPETIZER COOKING CLASS

Veterans and newcomers to the kitchen will appreciate this hands-on cooking class where guests will learn to make appetizers fit for the next party or potluck. At this exciting interactive cooking class, guests enjoy a lively introductory lesson featuring time-saving tips and tricks for stress-free entertaining. After the cooking is over, guests savor the 'fruits' of their labor hot from the oven! There is a grocery fee of \$10 (cash only) payable to the instructor the night of class.

Course #: 111S07A03

Date & Time: Wed., Feb. 2, 6-9 p.m.

Location: Ben Davis High School

Instructor: Nicholas Mayes, Chef

Fee: \$65

New! ENTRÉE COOKING CLASS

Learn the art of cooking while feeling like you're at a tasty gourmet party. A big hit with gourmets and beginners alike, this cooking class is a unique culinary combination of a hands-on cooking event and a pampered dinner party. After arriving, the head chef provides an overview of this culinary event, next you will head into a working commercial kitchen to create the entree. After the cooking class, you will retreat to the dining room and enjoy a sampling of the meal created. There is a grocery fee of \$15 (cash only) payable to the instructor the night of class.

Course #: 111S08A03

Date & Time: Wed., Mar. 2, 6-9 p.m.

Location: Ben Davis High School

Instructor: Nicholas Mayes, Chef

Fee: \$65

New! "QUICK & EASY DESSERTS" COOKING CLASS

You will make delicious and rich desserts that are perfect for entertaining that look beautiful without the culinary degree. Whether you're a cooking enthusiast or a novice, this cooking class promises to be fun and entertaining. There is a grocery fee of \$10 (cash only) payable to the instructor the night of class.

Course #: 111S09A03

Date & Time: Wed., Apr. 6, 6-9 p.m.

Location: Ben Davis High School

Instructor: Nicholas Mayes, Chef

Fee: \$65

New! THE MINDFULNESS DIET

In this class you'll learn how to eat mindfully, and discover how mindfulness can help you regain touch with bodily sensations of authentic hunger and satiety. You'll learn how mindfulness can reduce stress and explore its deeper potentials to reduce food cravings and emotional eating. Mindfulness will help any diet or way of eating to work better, and offers the possibility of dramatically liberating your relationship to food. Please bring a snack to class.

Course #: 111J72A00

Date & Time: 2 Wed., Mar. 23 & Mar. 30,

6:30-8:30 p.m.

Location: Arthur M. Glick JCC

Instructor: Douglas Hanvey

Fee: \$39

Enhance your skills
Change your career direction
Add to your expertise

CONTINUING EDUCATION
AND COLLEGE CREDIT CLASSES

Life Skills: Interior Decorating Certificate Program

The Interior Decorating Certificate Program provides insight that will enhance your understanding of design. A well-designed home provides a successful background for comfortable living. To earn the certificate, you must complete three required courses: Introduction to Decorating, Drawing Skills for Interior Decorating and Concepts and Techniques in Interior Decorating. You must also complete one additional elective from either business communications, floral design or interior decorating area of the current catalog. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99S02: You must pay a one-time, nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program. The Interior Decorating Certificate is for completion of the listed courses, not a professional certification.

INTRODUCTION TO DECORATING

Decorating interior living spaces is one of the most popular pastimes. This fixation has led to a global transfer of concepts, ideas, culture and materials that broadens the possibilities and expands the mind to dramatically impact the way we think about our homes. Come inside and learn the basics of using colors, lines, moods and textures to create the décor of your dreams.

Course #: 111S60A08

Date & Time: 4 Thu., Feb. 3-24,

6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Carla Conway, interior designer

Fee: \$119

DRAWING SKILLS FOR INTERIOR DECORATING

Learn the basics of drawing to scale. This course provides information, resources and drawing exercises useful to anyone wanting to design or rework home living spaces. The skills you learn in the course can help you communicate more knowledgeably and accurately with professional designers and contractors so you can participate more effectively in the decorating of your home. Bring an architectural scale, a triangle, an eraser, drafting pencils and graph paper to the first class. You will receive an additional supply list the first night of class.

Course #: 111S32A10

Date & Time: 4 Tue., Mar. 1-22,

6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Libby Kelley, interior designer

Fee: \$119

CONCEPTS AND TECHNIQUES IN INTERIOR DECORATING

Professional decorators teach interior decorating basics, to help you avoid costly mistakes as you create a tasteful, personal look for your home. Learn about color, texture, window treatments, floor and wall coverings, accessories and other aspects of home decorating.

Course #: 111S33A08

Date & Time: 4 Thu., Apr. 7-28,

6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Carla Conway, interior designer

Fee: \$119

Life Skills: Floral Design Certificate Program

Have you always loved flowers? Do you have an “eye” for shape, color and texture? Would you like to do just certain kinds of floral design or learn a variety? Would you like to work at a job you really enjoy? Do you need someone to show you the basics of arranging flowers? The following courses give you the competitive edge needed to find your niche in this growing field. The program provides a well-rounded base for personal satisfaction or a career. To receive the certificate you must take three floral design classes and you must also complete one additional elective from either business communications, floral design or interior decorating area of the current catalog. . In as little as one semester, you can gain the self-assurance to confidently move into the world of floral design. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99S03: There is a \$35 one-time, nonrefundable registration fee to enroll in the certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

FUNDAMENTALS OF FLOWER ARRANGING

A love of flowers, an eye for design and a desire to create things of beauty are just three of the many reasons you should sign up for this class. You'll complete a new arrangement at each session. Work will be in fresh flowers. Plan to pay a materials fee of \$75 to the instructor the first night of class by check or cash only.

Course #: 111S31A10

Date & Time: 5 Mon., Feb. 21-Mar. 21, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
Instructor: Sara Thompson, floral designer,

McNamara Florist

Fee: \$119

INTERMEDIATE FLOWER ARRANGING

For the student who has completed the basic flower-arranging class and wants to move on to the next level of floral design, or the student who has some design experience. Learn the latest trends in design and design principles, such as line, depth, color and elements of floral construction. Work will be in fresh flowers. Additional materials will be available the first night of class for \$75, payable to the instructor in cash or by check.

Course #: 111S38A10

Date & Time: 5 Mon., Apr. 4-May 2, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
Instructor: Sara Thompson, floral designer,
McNamara Florist

Fee: \$119

ADVANCED FLOWER ARRANGING

If you've completed the Fundamentals of Flower Arranging and Intermediate Flower Arranging classes, you are ready to enroll in this course. It will move quickly if you have the knowledge and are prepared to go forward with more advanced training. You will do an arrangement each session and study design principles of texture, color and more. Bring scissors and a small pocketknife to class. Materials will be available at the first class meeting for \$85, payable to the instructor by check or cash only.

Course #: 111S39A10

Date & Time: 5 Mon., May 9-Jun. 13, (No class May 30), 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
Instructor: Sara Thompson, floral designer,
McNamara Florist

Fee: \$119

BEGINNING WEDDING FLOWERS

Learn how to construct bridal bouquets, corsages, boutonnieres, altar bouquets and pew bows. Fresh flowers will be used; dried and silk flower arrangements will be discussed. Students should bring scissors, wire cutters and a small pocketknife or flower cutter to class. There is an additional materials fee of \$85, payable to the instructor (cash or check) at the first class. Prerequisite: Fundamentals of Flower Arranging or equivalent experience.

Course #: 111S34A10

Date & Time: 5 Wed., Feb. 2-Mar. 9, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
Instructor: Sara Thompson, floral designer,
McNamara Florist

Fee: \$119

CENTERPIECES AND MORE

In this class you'll learn some great entertainment ideas for personal or commercial applications. We will cover construction of basic centerpieces as well as ideas for party themes and gala events. Holiday entertainment decorating ideas also will be covered. You'll design an arrangement each session. Please bring a small pocketknife and scissors to use as tools. There is an additional \$75 fee for materials due to the instructor at the first class by cash or check only. Prerequisite: Fundamentals of Flower Arranging or the equivalent.

Course #: 111S80A10

Date & Time: 5 Wed., Mar. 16-Apr. 20, (No class Mar. 30), 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
Instructor: Sara Thompson, floral designer,
McNamara Florist

Fee: \$119

Your Company...Our Workforce Education A PERFECT MATCH

IUPUI Continuing Education offers a variety of classes and certificate programs to meet your workforce education needs.

- * Project Management
- * Leadership
- * Languages
- * Computers
- * Communications
- * Classes tailored to meet your needs

Contact Ron Lindle at (317) 278-7600 or rlindle@iupui.edu

IUPUI COMMUNITY
LEARNING NETWORK

Bill Cronin Memorial Scholarship for Floral Design

Scholarships are available to qualified individuals who need financial assistance to attend a floral design class. For information and an application go online to www.cln.iupui.edu/ and select Continuing Education and then select Scholarships. If you would prefer to have an application mailed to you please call (317) 278-7600.

Applications must be received in our office no later than January 18th

Photography: Photography Certificate Program

Photographs can be art, history and news; photography can be a hobby or a career. Whether you take pictures for business or pleasure, you will enjoy these classes and hone your photographic techniques and use of technology. Sharpen your skills with the aid of professional photographers in our Photography Certificate Program. To earn the certificate, take the three required courses -- Photography Fundamentals, Advanced Photography Techniques and a Photoshop class -- and take two electives from among the other photography classes listed in our catalog. After taking the classes, arrange with us to submit a portfolio of your photographs for review. To view a brochure go to **www.cln.iupui.edu** and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

CERT99E00: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

PHOTOGRAPHY FUNDAMENTALS

Like any new language, the lingo of photography can be intimidating - F-stops, lenses, depth-of-field control, shutter speed, film speeds and more. It's all covered in this introductory class. You'll have some outside shooting assignments to help you get a feel for your camera and learn how to set up the best shots. Note: This course doesn't cover autofocus point-and-shoot cameras.

Course #: 111E01A00

Date & Time: 5 Sat., Feb. 19-Mar. 19,

9 a.m.-noon

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Christie Harrison, M.A. in History.

Photography instructor

Course #: 111E01B00

Date & Time: 6 Tue., Feb. 8-Mar. 15,

6:30-9:00 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Richard Greg Mitchell, professional

photographer

Course #: 111E01C00

Date & Time: 6 Tue., Apr. 5-May 10,

6:30-9:00 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Kevin Kiley

Fee: \$169

BEGINNING PHOTOGRAPHY WITH DIGITAL CAMERAS

Enjoy using your camera and take more keepers than deleters in this easy-going class. It covers the basic techniques to improve your composition, adjust for different lighting, edit, organize and share your work. Bring your digital camera to the first class.

Course #: 111E02A00

Date & Time: 4 Wed., Jan. 26-Feb. 16,

6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School

Course #: 111E02B00

Date & Time: 4 Mon., Apr. 18-May 9,

6:30-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Richard Greg Mitchell, professional
photographer

Fee: \$119

ADVANCED PHOTOGRAPHY

Explore lighting, correct metering techniques and home portraiture. Hands-on assignments will help you learn to take a variety of photographs, including wedding pictures, landscapes and artistic shots. Composition techniques also will be discussed. Prerequisite: Photography Fundamentals or equivalent background and experience.

Course #: 111E04A00

Date & Time: 6 Wed., Mar. 30-May 4,

6:15-8:45 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Richard Greg Mitchell, professional
photographer

Fee: \$169

HOW TO TAKE BETTER IMAGES WITH YOUR SLR CAMERA

An SLR, or single-lens reflex, camera allows you to look through the lens at your subject rather than through a viewfinder. A 35mm or digital still camera with removable lenses is typically an SLR. Topics covered include basic controls and settings, exposure, depth of field, flash photography and composition.

Course #: 111E11A00

Date & Time: 3 Fri., Feb. 25-Mar. 11,

10:30 a.m.-1:00 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Lyle Mannweiler

Fee: \$119

COMPOSITION AND LIGHTING FOR STUDIO/PORTRAIT

If you own a 35mm camera (or a digital SLR camera with adjustable settings), you can produce professional portraits right in your home. Learn to use existing lighting or an electronic flash unit and basic or elaborate professional equipment. Learn how and when to use a light meter, a flash unit and reflectors. The course also will cover masculine, feminine and group poses as well as composition, framing, background and props.

Course #: 111E75A00

Date & Time: 6 Tue., Mar. 15-Apr. 19,

6:30-9:00 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Karen Bowling, Professional

photographer

Fee: \$169

WEDDING PHOTOGRAPHY

Have you wondered about getting into the business of photographing weddings? In this class you will learn about the special challenges inherent in capturing weddings. You'll cover an overview of topics such as wedding portraits and the choice of settings for them, photos in houses of worship and other ceremony venues, pre-ceremony photos, receptions and handling family, friends and groups. Prerequisite: Photography Fundamentals or equivalent background and experience.

Course #: 111E06A00

Date & Time: 4 Thu., Apr. 7-28,

6:30 - 9:00 p.m.

Location: Arthur M. Glick JCC

Instructor: Karen Bowling, Professional
photographer

Fee: \$139

BEYOND THE ORDINARY

There is ordinary photography, common pictures we see daily; there is good photography, that crosses our paths a few times every day; and there is photography beyond the ordinary, that stops us in our tracks. This course will help you produce the latter in your photography through the use of light, composition, texture, emotion and subject. There will be self-assignments, personal projects and an exciting outing where we will photograph a subject new to all. To be sure this is unique, we will determine this during our first class and compare images in the last class.

Course #: 111E71A00

Date & Time: 5 Mon., Feb. 28-Mar. 28, 6:

15-8:45 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Stan Gurka

Fee: \$89

Photography (Continued)

FIELD PHOTOGRAPHY

Here's a great class for photographers who want to practice what they've learned under the guidance of an experienced instructor. This class builds on and follows topics covered in Photography Fundamentals, adding actual photo shoot experience. The first class will meet in the classroom on Saturday, April 9th; the next 4 class sessions will be on the following Saturdays, with times and locations for your supervised photo shoots to be arranged by the instructor and students. Each week, topics such as bracketing, composition, filters and lighting will be featured, and students' work will be critiqued. Several of the classes will meet early (8 a.m.), and one class will be a late-afternoon/early-evening shoot. Possible locations include Holliday Park, West Park, Crown Hill and the canal/downtown Indianapolis area. Prerequisite: Photography Fundamentals or equivalent course or experience.

Course #: 111E05A00

Date & Time: 5 Sat., Apr. 9-May 14 (No class Apr. 23), 9:00 a.m.-noon

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Kevin Kiley

Fee: \$149

New!

BEGINNING SPORTS PHOTOGRAPHY

Sports photography is about successfully capturing a definitive moment. The photographer tries to achieve a juxtaposition of several elements in a short amount of time. First the technical aspects are attended to, then the photographer may take some artistic liberties and surplus shots to catch a key moment. You'll learn about procuring credentials and uncovering outlets for work; travel and editing; equipment and other expenses.

Course #: 111E53A00

Date & Time: 3 Wed., Apr. 13-27, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School

Instructor: Dan Helrigel

Fee: \$89

ADOBE LIGHTROOM 2 FOR BEGINNERS

Adobe Lightroom is an application built to streamline your image developing and archiving process, without all the complex bells and whistles of Photoshop that sometimes can be confusing. With Lightroom you will be able to take images from your camera and quickly bring them to their full potential. Learn to work with multiple images, even an entire photo shoot! Organize your image collection and show them off in various formats. If digital photography is your focus, you will love Lightroom.

Course #: 111T49A08

Date & Time: Sat., Feb. 19, 9 a.m.-3 p.m.

Location: IUPUI Park 100 Learning Center

Instructor: Michael Flaherty

Fee: \$159

More Photoshop courses
available on page 6

CLASSES.
CERTIFICATES.
BACHELOR
DEGREE.

IUPUI Community
Learning Network

Your Lifelong
Learning Connection

Music

A variety of music classes are available. You can learn how to play the harmonica, guitar or piano. If you want to enjoy music without having to play an instrument, then you might enjoy the Introduction to Jazz and the Indianapolis Jazz Scene class.

BLUES HARMONICA

Playing the harmonica is an easy, fun way to break into music. Learn the basic techniques of traditional and modern blues and country styles, including solos and accompaniment. Requirements: a 10-hole diatonic harmonica in the key of C (may be purchased for approximately \$25 from the instructor at the first class), a tape recorder (optional, but recommended) and attentive ears. No experience necessary.

Course #: 111D38A00

Date & Time: 6 Tue., Feb. 15-Mar. 22, 6:30-7:30 p.m.

Location: Arthur M. Glick JCC

Instructor: Allen Stratyner, professional musician

Fee: \$89

FINGERPICKING FOLK GUITAR

This course will feature strumming styles, arpeggiated fingerpicking, continual-bass picking, melody in the bass plus chords, and in the treble plus chords. Materials needed for class are an acoustic guitar, a Method Book available from the instructor at the first class for \$10.00, and a lined notebook for notes and assignments. Students should have right hand finger nails a bit long (nails in left hand cut very short) to get the most out of playing the guitar.

Course #: 111J22A00

Date & Time: 6 Thu., Apr. 14-May 19, 7:00-8:30 p.m.

Location: Arthur M. Glick JCC

Instructor: Dan Willens

Fee: \$89

PIANO 101 FOR BEGINNING STUDENTS

This beginning piano class introduces students to the joys of piano in a fun, non-threatening environment. Using the IUPUI Music Academy's keyboard lab facility, featuring digital pianos and computer-assisted instruction, students learn how to read music and acquire the basic piano skills necessary to play the music they want to play! You should have a piano or keyboard at home in order to practice and improve your skills. Parking is your own responsibility. Textbook included in course fee.

Course #: 111Q45A00

Date & Time: 10 Sat., Feb. 12-Apr. 30, (No class Mar. 19 & Apr. 16), 1:15-2:45 p.m.

Location: IUPUI Informatics Complex

Instructor: Alice Hopkins, IUPUI Music Academy Instructor

Fee: \$170

PIANO 102 FOR BEGINNING STUDENTS

Piano 102 is a continuation of Piano 101 and for those with some previous music experience. Students will continue work on note reading in both clefs and hand coordination in all keys. Contact the academy office for placement questions at (317)278-4139 or musacad@IUPUI.edu. Parking is your own responsibility. Textbook included in course fee.

Course #: 111Q45B00

Date & Time: 10 Sat., Feb. 12-Apr. 30, (No class Mar. 19 & Apr. 16), 3:00-4:30 p.m.

Location: IUPUI Informatics Complex

Instructor: Alice Hopkins, IUPUI Music Academy Instructor

Fee: \$170

AN INTRODUCTION TO JAZZ AND THE INDIANAPOLIS JAZZ SCENE

Be introduced to jazz history, including swing, bebop, hard bop, cool, free jazz, fusion and modern jazz. You'll also get to meet and hear from some great local jazz musicians. Following classroom instruction, you'll head down to the Chatterbox on Mass Ave to listen to a live jazz performance with the guest of the day demonstrating a specific style of jazz. There you'll continue your discussion and meet the performers. You must be 21 or older to attend this course.

Course #: 111J41A00

Date & Time: 6 Tue., Apr. 12-May 17, 6-10 p.m.

Location: Indianapolis Senior Center, Inc.

Instructor: Monika Herzig, IU School of Music

Fee: \$129

Dance and Fitness

Choose your own way to have fun, work out, or exercise. Learn “T’ai Chi”; check out the new “Wedding Dance”; or try “First Dance: Ballroom Dance” if Dancing With the Stars is your inspiration.

FIRST DANCE: BALLROOM DANCE

Learn the waltz, rumba, swing and other great dances. This course will teach you how to become a great dance partner, especially if you’re preparing for a wedding reception, first dance, prom or father-daughter dance. Come with or without a partner.

Course #: 111D70A00

Date & Time: 6 Wed., Jan. 19-Feb. 23, 7-8 p.m.

Location: Fred Astaire Dance Studio - Indy South

Instructor: Mark Smith, owner/instructor

Fee: \$89

New!

WEDDING DANCE

Of all the wedding traditions, the first dance is the sweetest. All eyes are on you as you take your first steps together. We know how important this magical moment is and we want to help you make it even more special with our customized wedding dance lessons.

Our instruction gives you a simple, solid foundation in dance fundamentals that your friends and family can admire on your big day!

Course #: 111D79A00

Date & Time: 6 Wed., Apr. 13-May 18, 7-8 p.m.

Location: Fred Astaire Dance Studio - Indy South

Instructor: Mark Smith, owner/instructor

Fee: \$89

SALSA DANCING

Who can resist the tantalizing beat of the Latin rhythm? It makes you want to get out on the dance floor and move. Mambo and Salsa are two of the hottest dances at clubs everywhere, and this class can get you up and moving to their beats. Dancing is a great way to exercise and have a good time.

Course #: 111D21A00

Date & Time: 6 Wed., Jan. 19-Feb. 23, 8-9 p.m.

Location: Fred Astaire Dance Studio - Indy South

Instructor: Mark Smith, owner/instructor

Fee: \$89

WEST COAST SWING

West Coast swing is one of 30 different types of swing dancing. This thrilling dance form keeps gaining in popularity throughout the country, and right now, it’s hot, hot, hot. Its versatile nature lends itself to any type of music - you can West Coast swing to anything. This class is for both dancers and non-dancers. Join the fun and get out on the dance floor.

Course #: 111D63B00

Date & Time: 6 Wed., Apr. 13-May 18, 8-9 p.m.

Location: Fred Astaire Dance Studio - Indy South

Instructor: Mark Smith, owner/instructor

Fee: \$89

BELLY DANCING: AN ELEGANT EXERCISE

Exercise can be exciting and elegant, especially when you are belly dancing. Come explore the fundamental elements of the Egyptian belly dance. Relax with the mesmerizing quality of slow movements, energize with powerful shimmies and then integrate these into exhilarating dance combinations. This class is appropriate for experienced dancers and beginners and emphasizes proper breathing, posture, correct alignment and core strength. During each 90-minute session, students will learn a different choreography and discover their creative movement potential.

Course #: 111D60A00

Date & Time: 6 Tue., Feb. 1-Mar. 8,

6:30-8:00 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Course #: 111D60B00

Date & Time: 6 Tue., Apr. 5-May 10,

6:30-8:00 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Stacie Jones, dancefitness instructor

Fee: \$99

BALLET AND TUMMY TONING FOR BEGINNERS

Practice ballet-inspired workouts to strengthen and tone the total body, especially the abdomen, shoulders, legs and back and improve grace, balance, posture, flexibility and confidence. Learn basic ballet techniques as well as strong abdominal sculpting tips.

Course #: 111D89A00

Date & Time: 6 Wed., Apr. 6-May 11, 6-7 p.m.

Course #: 111D89B00

Date & Time: 6 Thu., Feb. 3-Mar. 10, 6-7 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: Stacie Jones, dancefitness instructor

Fee: \$79

T’AI CHI CHIH

T’ai Chi Chih is a series of 19 gentle, easy-to-learn movements that circulate and balance the chi - the intrinsic energy within each of us. T’ai Chi Chih is not a martial art. Rather, it’s a moving meditation that promotes good health and joyful well-being. Anyone from young to old, in any physical condition, can practice T’ai Chi Chih. If you’ve taken this class before, join us again to learn more and increase your rewards from T’ai Chi Chih practice.

Course #: 111D49A00

Date & Time: 8 Mon., Mar. 7-Apr. 25,

6:30-8:00 p.m.

Location: Roberts Park United Methodist Church

Instructor: Ann Daly, certified Tai Chi Chih

instructor

Fee: \$129

T’AI CHI (TAUJ)

The course provides physical training in and intellectual exploration of T’ai Chi. You will learn T’ai Chi 24 forms, which is a gateway to T’ai Chi exercises, and “push hands.” Choreographed by a group of famous T’ai Chi masters, the 24 forms feature the essence of Yang style T’ai Chi. The instructor will guide students to coordinate the movements of arms, legs, waists, and eyes, to breathe naturally and concentrate. The instructor will also interpret the attacking and defending meaning embodied in different movements to provide an understanding of T’ai Chi from a martial arts perspective. In addition, the instructor will also introduce the technique of “push hands” to illustrate basic T’ai Chi principles.

Course #: 111Q20A00

Date & Time: 8 Wed., Feb. 16-Apr. 13,

(No class Mar. 16), 6:00-7:30 p.m.

Location: IUPUI Cavanaugh Hall

Instructor: Jing Wang

Fee: \$150

YOGA

Through ancient stretching exercises, relaxation and conscious breathing techniques, yoga students can learn to relax and surrender the mind’s focus to the body’s abilities. They gently increase these abilities through greater awareness, balance and self-acceptance. In this way, yoga builds self-confidence, strength, energy, vitality and peace.

Course #: 111D25A00

Date & Time: 8 Thu., Jan. 27-Mar. 17, 7-8 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Course #: 111D25B00

Date & Time: 8 Tue., Apr. 5-May 24, 7-8 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: National Institute for Fitness & Sport

Fee: \$119

BEGINNING PILATES

Pilates improves the endurance of the powerhouse muscles to develop increased stability over long periods of time when performing everything from functional activities to sports. Develop a longer, leaner look, stronger posture and a more flexible spine. Bring a yoga mat to class.

Course #: 111D88A00

Date & Time: 8 Tue., Mar. 29-May 17, 7-8 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Course #: 111D88B00

Date & Time: 8 Wed., Feb. 2-Mar. 23, 7-8 p.m.

Location: IUPUI Greenwood Learning Center

Instructor: National Institute for Fitness & Sport

Fee: \$119

HOW TO HIKE THE APPALACHIAN TRAIL

This course will provide an extensive overview of the Appalachian Trail in its many forms. Throughout the course, we will examine the history of the trail and its uses, the history, modernization and functionalities of backpacking gear, the lifestyle of a hiker and what constitutes a successful thru-hike. Students will be expected to apply this knowledge on day-hikes throughout the semester and on an overnight hike to conclude the class.

Course #: 111J55A00

Date & Time: 6 Wed., Feb. 23-Mar. 30,

6:30-8:30 p.m.

Location: Comm. Life & Learning Ctr. (Carmel)

Instructor: Andrew Brake

Fee: \$99

College Credit Classes at the Community Life & Learning Center



The Community Life & Learning Center in Carmel supports the career and personal goals of the busy adult, providing both college credit classes and continuing education in one facility. Located directly across from the

Carmel High School on Main Street, the Learning Center is home to the Kelley School of Business MBA Program and the School of Social Work's Child Welfare Education and Training Partnership with the State of Indiana.

Community Life & Learning Center

515 E. Main Street • Carmel, IN 46032

For information: **(317) 569-9203**

SPRING SEMESTER CLASSES:

Ast-A 100 THE SOLAR SYSTEM (3 cr)
Class Number: 25580 Turner, William Keith
06:00 PM 09:00 PM R 01/10/11 to 05/08/11

Biol-N 200 BIOLOGY OF WOMEN (3 cr)
Class Number: 21398 Daskalos, Janet Jean
05:45 PM 08:25 PM W 01/10/11 to 05/08/11

Econ-E 201 INTRO TO MICROECONOMICS (3 cr)
Class Number: 22023 Robinson, Michael
06:00 PM 08:40 PM T 01/10/11 to 05/08/11

Hper-F 255 HUMAN SEXUALITY (3 cr)
Class Number: 25997 Baldwin, Kathleen L.
06:00 PM 08:40 PM M 01/10/11 to 05/08/11

Rel-R 133 INTRODUCTION TO RELIGION (3 cr)
Class Number: 26303 Foust, Thomas
06:00 PM 08:40 PM W 01/10/11 to 05/08/11

Spea-J 101 AMERICAN CRIMINAL JUSTICE SYS (3 cr)
Class Number: 29001
06:00 PM 08:40 PM W 01/10/11 to 05/08/11

Spea-J 150 PUBLIC SAFETY IN AMERICA (3 cr)
Class Number: 26836 Foley Jr, William Albert
06:00 PM 08:40 PM R 01/10/11 to 05/08/11

SCHEDULED COURSE SECTIONS SUBJECT TO CHANGE.

LOOKING FOR AN ADULT DEGREE COMPLETION PROGRAM?

Consider the IU General Studies Degree Program in the IUPUI Community Learning Network. Attend an Adult Degree Completion Seminar or schedule an appointment with an advisor to learn more about this flexible, convenient program. Call (317) 278-7600 today!

College Credit Classes at the IUPUI Park 100 Learning Center



Located amidst Park 100 businesses in Pike Township on the northwest side of Marion County, the Learning Center provides both college credit classes and continuing education classes in a professional setting. The computer lab, classrooms and student study areas offer the latest technology conducive to learning. Nearby food establishments, free parking and easy accessibility to I-465 make this an ideal educational facility for Central Indiana residents.

IUPUI Park 100 Learning Center

5980 W. 71st Street, Suite 100 • Indianapolis, IN 46278

For information: **(317) 278-9700**

SPRING SEMESTER CLASSES:

Cit 21200 WEB SITE DESIGN (3 cr)

Class Number: 25905 Catlin, Sally
06:00 PM 09:00 PM R 01/11/11 to 04/04/11

Comm-R 110

FUNDAMENTALS OF SPEECH COMM (3 cr)

Class Number: 26343
06:00 PM 08:40 PM W 01/10/11 to 05/08/11
Class Number: 29531
06:00 PM 08:40 PM M 01/10/11 to 05/08/11

Csci-N 399 DIGITAL CITIZENSHIP (3 cr)

Class Number: 30445 Roberts, Michele Suzanne
06:00 PM 08:40 PM M 01/10/11 to 05/08/11

Eng-W 131 ELEMENTARY COMPOSITION 1 (3 cr)

Class Number: 26723 Mileva, Milena Lyubomirova
06:00 PM 08:40 PM M 01/10/11 to 05/08/11

Eng-W 206 INTRO TO CREATIVE WRITING (3 cr)

Class Number: 22264 Douglas, Mitchell L. H.
06:00 PM 08:40 PM M 01/10/11 to 05/08/11

Her-A 261 INTRO COMPUTER IMAGERY I (3 cr)

Class Number: 24501 Werner, Michelle Diane
06:30 PM 09:00 PM MW 01/10/11 to 05/08/11

Intr 10300 INTRO TO INTERIOR DESIGN (3 cr)

Class Number: 26550 Schulz, Joni M
05:30 PM 07:10 PM M 01/10/11 to 05/08/11

Mus-Z 301 ROCK MUSIC IN THE 70'S & 80'S (3 cr)

Class Number: 24674 Mullins, Debra Jane
06:00 PM 08:40 PM W 01/10/11 to 05/08/11

Ols 25200

HUMAN BEHAVIOR IN ORGANIZATIONS (3 cr)

Class Number: 23211 Krull, Christine L
06:00 PM 08:40 PM M 02/07/11 to 05/08/11

Ols 26300 ETHICAL DECISIONS IN LDRSHIP (3 cr)

Class Number: 23212 Turner, Patricia Arlene
06:00 PM 08:40 PM T 03/08/11 to 05/08/11

Phil-P 162 LOGIC (3 cr)

Class Number: 23301 Tilley, John J.
06:00 PM 08:40 PM T 01/10/11 to 05/08/11

Soc-R 100 INTRODUCTION TO SOCIOLOGY (3 cr)

Class Number: 23852 Stucker, Joe E
06:00 PM 08:40 PM M 01/10/11 to 05/08/11

SCHEDULED COURSE SECTIONS SUBJECT TO CHANGE.

College Credit Classes at the IUPUI Greenwood Learning Center

Aesthetically enhanced with displays of art from students in the Herron School of Art & Design and photographs by students of the Continuing Education photography program, the Greenwood Learning Center has the latest classroom technology. Located off I-65 on County Line Road, local amenities and ample parking increases this Learning Center's appeal to both students and instructors.



IUPUI Greenwood Learning Center

555 E. County Line Road, Suite 104 • Greenwood, IN 46143

For information: **(317) 278-5900**

SPRING SEMESTER CLASSES:

Bus-X 100 BUS ADMINISTRATION: INTRO (3 cr)
Class Number: 21562
05:45 PM 08:25 PM M 01/10/11 to 05/08/11

Bus-X 204 BUSINESS COMMUNICATIONS (3 cr)
Class Number: 24584 Adams, Kim S.
06:00 PM 08:40 PM T 01/10/11 to 05/08/11

Comm-R 110
FUNDAMENTALS OF SPEECH COMM (3 cr)
Class Number: 25212
06:00 PM 08:40 PM T 01/10/11 to 05/08/11
Class Number: 29534
06:00 PM 08:40 PM R 01/10/11 to 05/08/11

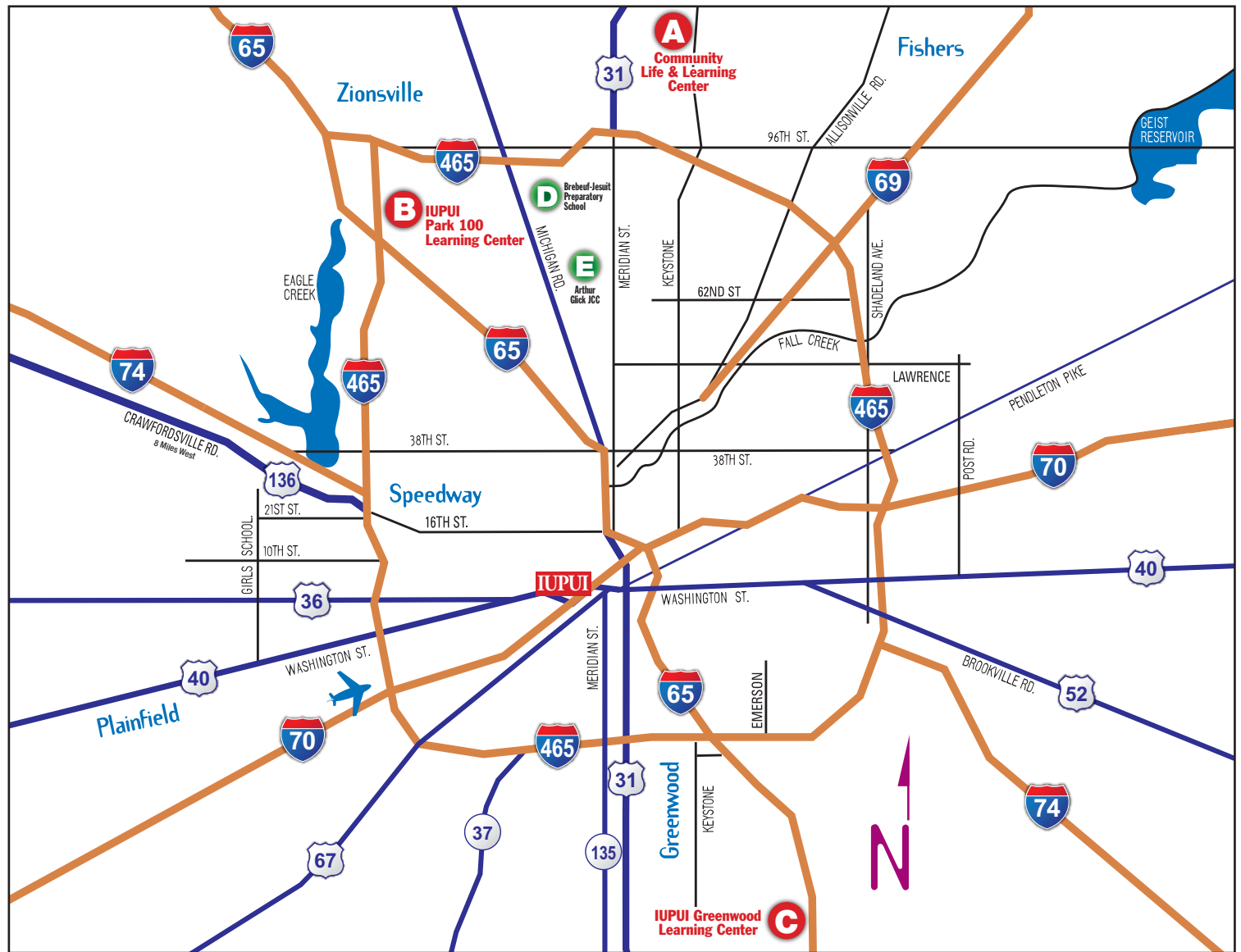
Ols 25200
HUMAN BEHAVR IN ORGANIZATIONS (3 cr)
Class Number: 31221 Huffman, Fredric L.
06:00 PM 09:00 PM T 02/07/11 to 05/08/11

SCHEDULED COURSE SECTIONS SUBJECT TO CHANGE.

ONLINE DISTANCE EDUCATION COURSES MAY FIT YOUR BUSY SCHEDULE

For a complete, up-to-date listing of online classes offered through the IUPUI Community Learning Network, go to **www.cln.iupui.edu** click on Distance Education.

Map of Off-Campus Locations



A. Community Life and Learning Center
515 E. Main Street, Carmel

B. IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

C. IUPUI Greenwood Learning Center
555 E. County Line Rd. Suite 104, Greenwood

D. Brebeuf Jesuit Preparatory School
2801 West 86th Street

E. Arthur M. Glick Jewish Community Center (JCC)
6705 Hoover Road

To get driving directions and to view an IUPUI Campus map go to
www.cln.iupui.edu/directions

FOR CUSTOMER SERVICE, CALL (317) 278-7600

Registration and General Information: Continuing Education

OFFICE INFORMATION

Regular Hours: 8:30 a.m. to 5:00 p.m.
Monday through Friday.
Extended Hours: Call our Park 100 Office
at (317) 278-9700, or our Greenwood
Office at (317) 278-5900, Monday through
Thursday, 5:00 p.m. to 8:30 p.m.
Address: Continuing Education
IUPUI Community Learning Network
620 Union Dr., Suite 244
Indianapolis, IN 46202-5171
Phone: (317) 278-7600.

HOW TO ENROLL

1. BY MAIL - CHECK OR MONEY ORDER ONLY

Fill out the enrollment form on page 31.
Make your check or money order payable
to IUPUI and mail to: IUPUI Community
Learning Network Continuing Education,
Noncredit Programs, 620 Union Dr., Suite
142, North Wing Indianapolis, IN 46202-
5171.

2. ONLINE - CREDIT CARD ONLY

Access the CLN homepage at <http://www.cln.iupui.edu/> and select the Continuing Education link. Click "How to Enroll" and follow the directions for online enrollment. Upon submission of the online form, your credit card information is processed through a secure server.

3. WALK-IN - CHECK OR MONEY ORDER ONLY

Come to the IUPUI Continuing Education office in the Union Building, 620 Union Dr., Suite 244 in the North Wing, between 8:30 a.m. and 5:00 p.m. Monday through Friday. (Check or Money Order only.)

UPCOMING CLASSES

For a listing of our upcoming classes go to our website at <http://www.cln.iupui.edu/> and find on the lower center "Calendar".

CLASSROOM INFORMATION

LOCATIONS:

The room number assignments, when known, will be indicated on your receipt.

ADAPTIVE EDUCATIONAL SERVICES:

Individuals who need auxiliary aids for communication or who need assistance for access or accommodations should contact Adaptive Educational Services at (317) 274-3241 two weeks prior to the start of class.

COURSE CHANGES AND CANCELLATIONS:

On occasion, it may be necessary for Continuing Education to cancel, postpone or combine classes, in which case you will be notified. Please provide accurate and updated telephone numbers and an e-mail address on your enrollment form so we may contact you should it become necessary. You may want to verify the scheduling and location of your class by calling our office at (317) 278-7600 before your first class meeting.

REFUNDS DUE TO CANCELLATIONS:

If your class has been canceled, you may choose to apply your payment toward another course or your payment will be refunded to you.

INCLEMENT WEATHER:

When bad weather prevails, listen to your local channels for school closures. If high schools are closed because of inclement weather and your class is held at that location, the class is canceled.

LOW ENROLLMENT:

Continuing Education reserves the right to cancel a course if low enrollment or other contingencies prevail.

FULL CLASSES:

If space is not available in a class, we will contact you to offer another section of the course or return your payment.

CEU'S:

Students who take CEU eligible continuing education courses can now print off their own copies of their CEU's from their student profile. Students cannot access and print CEU's until 5 days after the class has been completed. Access to CEU's online will be allowed only for classes taken after February 1, 2010. For more information on how to access and print CEU's, please call (317) 278-7600.

PARKING

CLASSES HELD AT IUPUI:

Please check your receipt for parking information for classes held on the IUPUI campus.

PARKING FOR THE DISABLED:

If you have a disability and would like a disabled parking permit, please call Parking Services at (317) 274-4232 before the first class meeting for instructions.

REFUND POLICY

For a course refund, call our office at (317) 278-7600. Please allow six weeks to process a check refund. Credit card refunds may be done within 10 business days.

COURSE REFUND:

If you notify Continuing Education of your withdrawal at least three business days before the first class meeting, 100 percent of the course fee will be refunded. If you withdraw from a course within the three business days before the first class meeting, a 50 percent refund will be issued. After that, no refund will be issued. Please allow six weeks from the date you withdraw from a class for a check refund.

NONNEGOTIABLE CHECKS

If a check is returned nonnegotiable from the bank, including stop payments, you will be charged the amount of the purchase plus a nonrefundable \$20 service charge.

IUPUI TOBACCO POLICY

IUPUI is a tobacco-free campus. Please help us maintain a healthy environment by not smoking on university property. See www.tobaccofree.iupui.edu for more information.

DISCOUNT POLICY

Only one discount per course. Discounts can not be combined.

TEXTBOOKS

If a textbook is required for a course, you may go to one of the bookstores. Provide the course number and title of the course you are taking for quicker service. Please indicate that the course is through Continuing Education.

BARNES & NOBLE @ IUPUI BOOKSTORE
420 UNIVERSITY BLVD.
(317) 278-B00K

INDY COLLEGE BOOKSTORE
601 W. 11TH ST.
(317) 631-2665

BOOK REFUNDS:

Questions about book refunds should be directed to the store from which you purchased your textbooks.

COMPANY BILLINGS

Companies choosing to pay for employees to attend classes may be billed for classes. Authorization (signed letter or PO) must accompany the enrollment information and may be faxed to Continuing Education, however, an original form must also be mailed. For more details, please call (317) 278-7600. If your employer requires a signed voucher for payment of your classes, you are now required to provide the signed original voucher to Continuing Education prior to being enrolled in a class. If your company does not require a signed original voucher, your company must provide approval of payment for your course fees via company letterhead.

**LOOK FOR OUR
NEXT CATALOG IN MAY 2011**

BY MAIL

Check or Money Order only:

**IUPUI Continuing Education
Union Building Room 142
620 Union Drive
Indianapolis, IN 46202-5171**

ONLINE

Credit Card only:

**Access the CLN homepage at:
<http://www.cln.iupui.edu>
Select Continuing Education.
Select "How to Enroll"
and follow the directions.**

WALK IN

Check or Money Order only:

**IUPUI Continuing Education
Union Building Room 244
620 Union Drive
Indianapolis, IN 46202-5171
Mon-Fri, 8:30 a.m. - 5:00 p.m.
(no cash accepted)**

Please make check or money order payable to IUPUI

First Name	M.I.	Last Name
Address		
City	State	ZIP Code
Organization/Employer		
Work Phone	Home Phone	E-mail

COURSE#	COURSE TITLE	FEE
DISCOUNTS: (NOTE: One discount per class) (Check if applicable) <input type="checkbox"/> Early Bird 15% Discount (January 18, 2011 deadline). <input type="checkbox"/> IUPUI Employee - Call (317) 278-7600 for details.		<div> SUBTOTAL COURSE FEE \$ </div> <div> LESS APPLICABLE DISCOUNTS (IF ANY) \$ </div> <div> TOTAL COURSE FEES \$ </div>

*Parking details for on-campus classes included on receipts.
Credit cards only accepted through online enrollment.*

UNION BUILDING
620 Union Drive, Room 244
Indianapolis, IN 46202-5171

20-992-15 Req. 111

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