What does it take to go back to school? Problem solving skills to figure out how to pay for it, how to fit it into your schedule, and find evening childcare or transportation arrangements. Decision making skills to determine which courses, certifications, or degrees will be the most beneficial to your career, both now and in the future. Finally, leadership skills to face a new future, perhaps a new career, with confidence as you lead by example and redefine yourself academically and professionally.

Coincidentally, these are the same skills required for success in the workplace. Going back to school is not so intimidating when you consider that the key to success is often a set of transferable skills you already possess.

Ready Indiana, in partnership with the Indiana Chamber of Commerce, is proud to support IUPUI and its Continuing Education programs by spreading the word about their workforce education services. The diverse offerings that appear in this catalog can help individuals and organizations add new skill sets and stay in-demand in today’s tough economy. From industry-recognized certifications to information technology skills to career exploration later in life, IUPUI’s Community Learning Network is answering the call and responding to the customized needs of individuals and employers!

Kris Deckard
Executive Director, Ready Indiana

SEE OUR SUMMER SAVINGS CLASSES SCATTERED THROUGHOUT THIS CATALOG FOR A SPECIAL 20% DISCOUNT
Concerned about your job?  
Want a competitive edge?  
Trying to get back into the job market?

IUPUI Community Learning Network is here to help you.

We are facing difficult economic challenges. Although many of us are concerned about jobs and our neighbors’ well being, there is hope. IUPUI’s Community Learning Network is supportive through its outreach educational efforts. We are restructuring our courses to offer marketable continuing education certificate programs and ways to give you the education needed for the knowledge economy. Or, now might be the best time to take truly affordable classes and complete the degree that you’ve always wanted to obtain! Whether you are an incoming freshman or a graduate student, we offer courses about returning to school and our advisors will give you that extra support to get you going.

Khaula Murtadha  
Associate Vice Chancellor for Lifelong Learning

Courses and certificates to:
- Enhance your skills
- Change your career direction
- Add to your expertise

Take your time looking through the pages of this catalog. If you are seeking a new job, changing careers or enhancing skills to give yourself a competitive edge, our catalog offers a variety of options. Not only will you learn how to quickly update your resume but you can take a certificate program that can be completed in as little as three months.

You’ll find information about credit classes offered on weekends or at one of our Learning Centers. Learn where and when it’s convenient for you.

This catalog contains not-for-credit online courses and information on how to access college credit online courses.

New and Free!
A BLUEPRINT FOR ACTION
If you need a quick start to finding a new job or to rethink your career direction, this free workshop will focus on the most productive steps toward 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. There’s no fee for this workshop, but please register now so that we will have materials on hand to meet your needs. Seating limited.

Course #: 092W20A00
Date & Time: Sat., May 30, 10 a.m.-noon
Location: IUPUI Business/SPEA Building  
801 W. Michigan St., IUPUI Campus
Parking information is listed on your receipt.

Course #: 092W20B00
Date & Time: Tue., Jun. 16, 6-8 p.m.
Location: Park 100 Learning Center  
5980 W. 71st St.
Instructor: Tracie Hughes, IUPUI Career & Employment Services
Fee: Free

EARLY-BIRD SPECIAL ENDS MAY 19, 2009.
Returning to School: Easier Than You Think

As our world and economy change radically, many adults contemplate going back to school and continuing their education. Although many will think about returning to school, very few will actually do it. Possibly this is due to fear or doubt that one can be successful in higher education. It can also be intimidating trying to decide where and what to study. Returning to school as an adult can be a difficult challenge but you can make the transition. Bring your questions, doubts and issues and let us work with you to begin a successful college career! This course is designed for undergraduate students.

Course #: 092U20B00
Date & Time: Mon., Jun. 8, 6-8 p.m.
Location: Park 100 Learning Center 5980 W. 71st St.
Instructor: Jennifer Pease
Fee: Free

Exploring Graduate School Options

Is grad school beckoning and you’re not sure which program to pursue? Not positive that grad school is for you? Did you know you can be a graduate nondegree student and explore your options? Join this class for students who have a bachelor’s degree and are considering graduate school. We’ll discuss nondegree status and examine other paths, including certificate, master’s and PhD programs. Additionally, we will develop strategies to help you succeed in reaching your higher education goals. Take the first step by registering for this class -- and discover that your goals are closer than you think.

Course #: 092U31A00
Date & Time: Sat., Jun. 6, 9-11 a.m. 
& 2 Tue. & 2 Thu., Jul. 28-Aug. 6, 6:30-8:30 p.m.
Location: Community Life and Learning Center 515 E. Main St., Carmel
Instructor: Michael Helman
Fee: $349

GMAT: Prep for Test-Taking

One of the tricks of the test-taking trade is to relax. You’ll do that more easily when you know what testing formats to expect, you’ve practiced test-taking strategies and you’ve reviewed the types of verbal and math questions you’ll encounter. If you’re applying to an MBA program, this review class can help you get ready for the Graduate Management Admission Test. Cambridge Test Prep materials, practice tests and a computer CD for home use are included in the course fee.

Course #: 092U14A08
Date & Time: 6 Tue., Jul. 21-Aug. 25, 6-8 p.m.
Location: Park 100 Learning Center 5980 W. 71st St.
Instructor: Cynthia Budyn
Fee: $349

THE LSAT: Prep for Test-Taking

Maximize your success on the Law School Admission Test. 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 for this course so material may be ordered for each student.

Course #: 092U15A08
Date & Time: Sat., Jul. 25, 9 a.m.-1 p.m.
& 2 Tue. & 2 Thu., Jul. 28-Aug. 6, 6:30-8:30 p.m.
Location: Community Life and Learning Center 515 E. Main St., Carmel
Instructor: Michael Helman
Fee: $349

THE GRE: Prep for Test-Taking

Graduate school is calling and the GRE test is looming. If your test skills are rusty, sign up for this class and get all of the Cambridge Test Prep materials, including a practice test and a computer adaptive disc. You’ll review the verbal, quantitative writing and analytical sections in class. With this kind of preparation, you’ll go to the head of the class.

Course #: 092U12A08
Date & Time: 6 Thu., Jul. 23-Aug. 27, 6-8 p.m.
Location: Park 100 Learning Center 5980 W. 71st St.
Instructor: Cynthia Budyn
Fee: $349

Do you want to move up in your career and need a degree? Have you been looking for an accredited college degree program that is flexible? Then consider the IUPUI General Studies Degree!

General Studies Degree

Advising appointments and information sessions are available on campus or at IUPUI learning centers by appointment. Please call 317.278.7600.

On campus: Mondays – Thursdays: 8:30 a.m. to 7:00 p.m. (extended hours) Fridays: 8:30 a.m. to 5:00 p.m.

Park 100 Learning Center: Tuesdays - 5:00 to 7:00 p.m.

Carmel Learning Center: Selected days - 1:00-8:00 p.m.
Thursday May 21
Monday June 22
Wednesday July 15
Monday August 17

IUPUI | COMMUNITY LEARNING NETWORK
INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS
Computers & Technology

**AN EASY INTRODUCTION TO THE PC**
Are you thinking of buying a computer? Or perhaps you have one but aren't sure how to get started? This course will get you headed in the right direction. 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. A reference textbook is included in the course fee.

**Course #:** 092T01A08  
**Date & Time:** 3 Tue., May 26-Jun. 9, 9 a.m.-noon  
**Location:** IUPUI Union Building  
Computer Lab Room 239  
620 Union Drive, IUPUI Campus  
**Instructor:** Kebaulani Haydon  
**Fee:** $129  
**Parking information is listed on your receipt.**

**KEYBOARDING BASICS**
Do you currently type using one or two fingers? Becoming a good typist takes a lot of practice. This course will teach you the basic concepts of keyboarding, such as finger placement and correct posture. Afterward, you will be able to use the concepts learned and polish your typing skills by practicing on your own. The course fee includes a textbook and online typing tutorial for you to practice your skills. This class is a good way to increase your keyboarding proficiency.

**Course #:** 092T04A04  
**Date & Time:** 2 Thu., Jun. 4 & 11, 9 a.m.-noon  
**Location:** Park 100 Learning Center  
5980 W. 71st St.  
**Instructor:** Kebaulani Haydon  
**Fee:** $99

**PERSONAL COMPUTER FUNDAMENTALS**
This basic class will get you started in all areas of your computer -- and make it fun. Learn about Internet functions such as e-mailing, downloading and sending attachments, storing favorite sites, searching and customizing your own Internet settings. Learn to use the Word program to create letters and envelopes. Learn to create spreadsheets using Excel and use Internet Explorer. Learn the basic hardware and software terminology to better understand your computer. You also will learn basic hard-drive housekeeping functions to keep your PC running smoothly. A reference textbook is included in the course fee.

**Course #:** 092T03A16  
**Date & Time:** 2 Tue., Jun. 9 & 16, 8:30 a.m.-4:30 p.m.  
**Location:** Park 100 Learning Center  
5980 W. 71st St.  
**Course #:** 092T03B16  
**Date & Time:** 2 Tue., Jul. 7 & 14, 8:30 a.m.-4:30 p.m.  
**Location:** IUPUI Union Building  
Computer Lab Room 239  
620 Union Drive, IUPUI Campus  
**Instructor:** Lisa Mack  
**Fee:** $249

**INTRODUCTION TO PHOTOSHOP FOR WINDOWS**
Adobe Photoshop is one of the most powerful and widely used tools in publishing today. This class focuses on the use of 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. You should have a basic understanding of Windows before taking this class. A reference textbook is included in the course fee.

**Course #:** 092T73A08  
**Date & Time:** 2 Mon., Jun. 15 & 22, 5:30-9:30 p.m.  
**Course #:** 092T73B08  
**Date & Time:** 2 Tue., Jul. 21 & 28, 5:30-9:30 p.m.  
**Location:** IUPUI Union Building  
Computer Lab Room 239  
620 Union Drive, IUPUI Campus  
**Instructor:** Michelle Bright  
**Fee:** $179  
**Parking information is listed on your receipt.**

**INTERMEDIATE PHOTOSHOP FOR WINDOWS**
If you're comfortable with the basic tools of Photoshop and are looking to do more with digital photographs and collage work, this class should be your next step. You will learn more about accurately and efficiently fixing digital photographs using histograms, levels and channels. Learn to create automatic processes for your workflow by using actions as well the power of Photoshop layers and filters to make unique and interesting images. Learn cropping and collage techniques that are great for presentations, promotional work, scrapbooking and education. You should have taken Introduction to Photoshop for Windows or have equivalent knowledge of Photoshop before taking this class. A reference textbook is included in the course fee.

**Course #:** 092T77A08  
**Date & Time:** 2 Tue., Aug. 11 & 18, 5:30-9:30 p.m.  
**Location:** IUPUI Union Building  
Computer Lab Room 239  
620 Union Drive, IUPUI Campus  
**Instructor:** Michael Flaherty  
**Fee:** $179  
**Parking information is listed on your receipt.**

**MASTERING EBAY FOR FUN AND PROFIT**
eBay doesn't have to be a mystery. Millions of people are doing business through Internet auctions. Learn how they work 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. Learn from an instructor who has sold hundreds of items on eBay and has been a consultant to collectors for more than 20 years.

**Course #:** 092T07A06  
**Date & Time:** 2 Tue., Aug. 4 & 11, 6-9 p.m.  
**Location:** Park 100 Learning Center  
5980 W. 71st St.  
**Instructor:** Stephen Rose  
**Fee:** $99

**INTRODUCTION TO WORD FOR WINDOWS**
You'll learn a lot in this two-day introductory workshop: 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. With this workshop, you can get the most from Word for Windows in the least amount of time. A reference textbook is included in the course fee.

**Course #:** 092T20A16  
**Date & Time:** 2 Wed., Jun. 10 & 17, 8:30 a.m.-4:30 p.m.  
**Course #:** 092T20B16  
**Date & Time:** 2 Wed., Jul. 1 & 8, 8:30 a.m.-4:30 p.m.  
**Location:** Park 100 Learning Center  
5980 W. 71st St.  
**Instructor:** Michelle Tramm  
**Fee:** $249  
**SUMMER SAVINGS FEE:** $199

**LOOK FOR OUR SUMMER SAVINGS CLASSES.**
Computers & Technology

MORE WORD FOR WINDOWS
This is a Word class for more advanced users. This class will cover customizing and creating toolbars; auto text; advanced table design; newsletters (drop caps, columns, text boxes, WordArt, borders and shading); WordGraphics; using, creating and 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. Prerequisite: ability to understand and use the basic features of Word. A reference textbook is included in the course fee.

Fee: $249

SUMMER SAVINGS FEE: $199

INTRODUCTION TO EXCEL
We're all overwhelmed with information at home and at work. How do you get a handle on it? Spreadsheets are one of the easiest ways to track all the facts and figures of your life, and Excel is the most popular spreadsheet program around. This class will give you the tools you need to create, edit, format and print your spreadsheets. A reference textbook is included in the course fee.

Fee: $179

EXCEL AS A DATABASE
Wondering what to do with all that data? Turn it into information you can use. 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. Try the consolidate command to summarize. If you're familiar with Excel and want to make it more useful in a business environment, join us.

Fee: $99

MORE EXCEL
Want to become more proficient in spreadsheet applications to address sophisticated situations? This class will pick up where the intro class ended and progress to more advanced features. Topics include formulas, cell content and database functions. Prerequisite: Introduction to Excel or equivalent Excel experience. A reference textbook is included in the course fee.

Fee: $179

INTRODUCTION TO POWERPOINT
Are you a Windows user who must learn PowerPoint? Do you need to create and present text slide presentations? This workshop introduces you to PowerPoint screen elements. Learn 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. A reference textbook is included in the course fee.

Fee: $249

EFFECTIVE PRESENTATIONS USING POWERPOINT
So you know something about PowerPoint and can make presentations. Now you want to put some pizzazz into your work and make it memorable. Join this seminar and find out how to use the many features of 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.

Fee: $149

BEGINNING DATABASES WITH SQL
This course is designed for beginners who want to take the first step toward full understanding of relational database management systems. Starting with SQL -- the universal language for adding, accessing and processing data in a database -- this hands-on class will lead you through your very first database query to the complex commands needed to solve real-world problems. The contents are delivered using MySQL, a free open-source RDBMS. Knowledge gained from this course is applicable to other RDBMS, such as Oracle, MS SQL Server and IBM DB2. A reference textbook is included in the course fee.

Fee: $649
ADVANCED SQL
If you're serious about building the Web applications of the future, you need to get up to speed with the advanced features of SQL. In this hands-on course, four major topics will be covered: SQL stored procedures, stored function programming and error handling; transactions; using stored programs in other languages; and security. SQL tuning, optimizing stored program code and programming best practices. Using MySQL, a free open-source RDBMS, you can apply knowledge gained from this course to other RDBMS, such as Oracle, MS SQL server and IBM DB2. You should have taken the Beginning Databases with SQL class or have equivalent experience. A reference textbook is included in the course fee.
Course #: 092L20A18
Date & Time: 3 Mon. & 3 Wed., Jul. 13-29, 6-9 p.m.
Location: Park 100 Learning Center 5980 W. 71st St.
Instructor: Michael Xue,
Sun-certified Java programmer
Fee: $649

INTRODUCTION TO WEB DESIGN
Learn some of the design principles that produce professional polish to make a Web site stand out. If you plan to maintain company or personal Web sites, if you are overwhelmed with choices and decisions or if it's difficult to spare the time to research all the alternatives, this course will save you time and money. It will help you evaluate and choose HTML editors and find comparative information. This class entails detailed discussion and in-class exploration of sites, but you will not design sites in class. A reference textbook is included in the course fee.
Course #: 092T31A08
Date & Time: Sat., Jun. 13, 8:30 a.m.-5:00 p.m.
Location: IUPUI Union Building Computer Lab Room 239
620 Union Drive, IUPUI Campus
Parking information is listed on your receipt.
Course #: 092T31B08
Date & Time: Sat., Jul. 11, 8:30 a.m.-5:00 p.m.
Location: Park 100 Learning Center 5980 W. 71st St.
Instructor: Ann Kismiller
Fee: $179

MORE HTML
Learn the bells and whistles that make Web sites attractive. This course provides an extensive background on applications and tools used in the creation of Web sites. Topics covered will include frames, nested tables, imagemaps, metatags and comparison of editors, CSS, browser-compatibility issues and simple rollover effect. Prerequisites: basic working knowledge of HTML, comfort with HTML tags and prior experience with images, links, tables and lists. A reference textbook is included in the course fee.
Course #: 092T32A08
Date & Time: Sat., Aug. 15, 8:30 a.m.-5:00 p.m.
Location: IUPUI Union Building Computer Lab Room 239
620 Union Drive, IUPUI Campus
Instructor: Mitch Lindle
Fee: $179

MORE DREAMWEAVER
Take a deeper look into Dreamweaver using the newest Adobe Web design tool. 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. A reference textbook is included in the course fee.
Course #: 092T34A08
Date & Time: 2 Wed., Aug. 12 & 19, 5:30-9:30 p.m.
Location: Park 100 Learning Center 5980 W. 71st St.
Instructor: Jon Eynon
Fee: $179

INTRODUCTION TO DREAMWEAVER
If you have a basic understanding of the Windows operating system, take your computer skills to the next level with Dreamweaver, Adobe’s powerful HTML editor. You’ll learn the basics of Dreamweaver from a multimedia perspective and study how to get the most from your Dreamweaver software.
Prerequisite: Introduction to HTML class or equivalent knowledge of HTML. A reference textbook is included in the course fee.
Course #: 092T33A08
Date & Time: Sat., Jul. 23 & 30, 5:30-9:30 p.m.
Location: Park 100 Learning Center 5980 W. 71st St.
Instructor: Ann Kismiller
Fee: $179

CERT99T02: You must pay a one-time nonrefundable registration fee of $25 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.
LOCAL OPPORTUNITIES. GLOBAL POSSIBILITIES.

Watch your career take off with a certificate or degree from Purdue University at the Indianapolis International Airport.

- Choose a certificate program:
  - Airline management
  - Airport management
  - Industrial technology

- Study to become an air traffic controller

*Classes offered by Purdue University’s College of Technology at Indianapolis.*

FOR MORE INFORMATION CONTACT:

Patti Blackburn, student services coordinator
techindianapolis@purdue.edu
(317) 484-1824

[www.tech.purdue.edu/indy](http://www.tech.purdue.edu/indy)

Purdue University
College of Technology at Indianapolis

EA/EOU
Online AutoCAD 2009 Certificate

The AutoCAD 2009 program includes the textbook and a 13-month student license of the AutoCAD 2009 software. AutoCAD is the leading program for computer-aided design, an essential tool in many industries. More employers use it - and need workers skilled in it - than any other CAD system. This course takes a step-by-step approach to learning AutoCAD, starting with a few basic tools to let students create and edit a simple drawing, and then gradually introducing more advanced tools. Examples and practice exercises are taken from a variety of the fields where AutoCAD is used. The course requires approximately 150 hours to complete and can be started at any time.

No discounts are available. See the extended description on our website at www.cln.iupui.edu.

Course #: 092Y41A00
Fee: $1,995

Fundamentals of Engineering Review Course

This review course is for individuals who plan to take the FE (formally 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.

Course #: 093H25A00
Date & Time: 9 Fri., Aug. 7-Oct. 2, 6-9 p.m.
Location: IUPUI Engineering/Technology Building 799 W. Michigan St., IUPUI Campus
Instructor: Various
Fee: $549
Parking information is listed on your receipt.

REVIEW FOR THE MECHANICAL PROFESSIONAL ENGINEERS EXAM

Various instructors, 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 items covered in the exams and test-taking strategies. For more information about the registration process or the exam itself, see the Indiana State Board of Registration for Professional Engineers at www.in.gov/pla/engineer.htm.

Course #: 093H27A00
Date & Time: 8 Fri., Aug. 7-Sep. 25, 6-9 p.m.
Location: IUPUI Engineering/Technology Building 799 W. Michigan St., IUPUI Campus
Instructor: Various
Fee: $549
Parking information is listed on your receipt.

ABOUT THESE ONLINE MEDICAL CLASSES

The online courses listed here, as well as some others to be found on our website 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 has a lengthier, extended description that you can read on our website. You're initially given 180 days to complete the course, which is graded. If you enroll through us, your certificate will be issued by IUPUI Community Learning Network. Due to their special nature, no discounts are available. Payment must be received in full to begin a class. Visit our website or call us at 317.278.7600 for more information.

New!

ONLINE MEDICAL TERMINOLOGY

The Medical Terminology online program 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. This course identifies and explains the terms used for the inegumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune and musculoskeletal systems. Prerequisites: Students should be proficient in keyboarding, have a basic understanding of a word-processing program and have knowledge of English grammar and punctuation.

Course #: 092Y09A00
Fee: $595

ONLINE MEDICAL TRANSCRIPTION

Medical transcription is among the 10 fastest growing occupations in the U.S. An MT often works for hospitals, outpatient clinics, physician offices, transcription services or other medical offices. Students gain a working knowledge of medical terminology and the ability to transcribe medical reports, learning the skills they need to obtain an entry-level position as a medical transcriptionist. Prerequisites: Students must have excellent editing and proofreading skills, a basic understanding of a word-processing program, and proficiencies in keyboarding, creating documents, e-mailing and printing.

Course #: 092Y02A00
Fee: $1,595

ONLINE MEDICAL BILLING AND 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 and will be prepared to sit for the Certified Coding Associate national certification exam.

Course #: 092Y04A00
Fee: $1,595
PHARMACY TECHNICIAN COURSE
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. Textbooks are provided and included in the course fee. This course is approved by the Indiana State Pharmacy Board.

Course #: 092N79A40
Date & Time: 8 Tue. & 8 Thu., Jun. 2-Jul. 19, 6:00-8:30 p.m.
Location: 1111 Middle Drive, IUPUI Campus
Instructor: Victoria Preston, RPh
Fee: $699
Parking information is listed on your receipt.

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, the Ethics of Clinical Research and Budgeting for Clinical Trials. 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. For more information, call (317) 278-7600.

CERT99N07: You must pay a one-time nonrefundable registration fee of $25 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

INTRODUCTION TO CLINICAL RESEARCH
In this class you’ll learn the basics of planning, organizing and monitoring projects. New research is being funded all the time. By taking this class, you could become part of the solution to the many serious health problems facing our world. Pharmaceutical firms invest enormous sums of money in the development of new drugs that require independent studies for FDA approval. This course covers the basics of clinical research and identifies the key activities involved in the clinical research process. Nurses, medical technicians, life-science graduates, those aspiring to pursue a new career and those currently in the field will gain an insight not generally available. It’s required that you take this course first in order to obtain the Clinical Research Certificate.

Course #: 092N91A06
Date & Time: Sat., Jun. 13, 9 a.m.-4 p.m.
Location: 1111 Middle Drive, IUPUI Campus
Instructor: Cleo Coyle, RN, CCRC
Fee: $129
Parking information is on your receipt.

ROLES AND GOALS IN CLINICAL RESEARCH
Learn how the drug development business works. This course will familiarize you with the diversity of responsibilities, goals and motivations of participants in the development of pharmaceuticals. These participants include the sponsoring drug company, the Food and Drug Administration, clinical site administrators, review boards and global drug development participants. Discover the variety of scenarios in which all or some of these participants interact. Note: You are required to take the Introduction to Clinical Research course prior to enrolling in this course.

Course #: 092N92A04
Date & Time: Sat., Jun. 27, 6 a.m.-1 p.m.
Location: 1111 Middle Drive, IUPUI Campus
Instructor: Cleo Coyle, RN, CCRC
Fee: $79
Parking information is listed on your receipt.

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. The ethical considerations involved in human-subject trials also will be addressed. Note: You are required to take the Introduction to Clinical Research course prior to enrolling in this course.

Course #: 092N93A10
Date & Time: 2 Sat. Jul. 11 & 18, 9 a.m.-2 p.m.
Location: 1111 Middle Drive, IUPUI Campus
Instructor: Cleo Coyle, RN, CCRC
Fee: $139
Parking information is listed on your receipt.

BUDGETING FOR CLINICAL TRIALS
Budgeting is a key component in any clinical trial. This course discusses the various cost factors affecting the budget process for clinical trials. 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. Whether you are directly or indirectly involved in budgeting issues, this seminar will provide valuable insight into how trials are funded. Note: You are required to take the Introduction to Clinical Research course prior to enrolling in this course.

Course #: 092N94A06
Date & Time: Sat., Jul. 25, 9 a.m.-4 p.m.
Location: 1111 Middle Drive, IUPUI Campus
Instructor: Cleo Coyle, RN, CCRC
Fee: $129
Parking information is listed on your receipt.

THE ETHICS OF CLINICAL RESEARCH
This course will provide a case-based introduction to the principal ethical issues involved in the design, conduct, review and evaluation of a clinical trial. This course also looks at ethical concerns related to the marketing of a new drug or therapy. Specific topics will include study design (i.e., the use of placebos); subject recruitment, informed consent and privacy; data and safety monitoring; the role of IRBs; assessing research outcomes; the transition from trial to therapy; conflicts of interest and obligations of pharmaceutical companies.

Course #: 092N95A06
Date & Time: Sat., Aug. 8, 9 a.m.-4 p.m.
Location: 1111 Middle Drive, IUPUI Campus
Instructor: E Francis Jones, CEO, Innovative Clinical Concepts
Fee: $129
Parking information is listed on your receipt.

Medical Coding Certificate

This 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 knowledge 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. Basic keyboarding and computer skills are required as well as a high school diploma or GED for students enrolling in the program. For more information, call (317) 278-7600.

CERT99N05: You must pay a one-time nonrefundable registration fee of $25 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.
**Medical & Life Science**

**BASIC ICD-9-CM CODING**
Coding, a system by which information can be communicated, is vital to people working in the medical and allied health professions and in medical records. This course introduces the basic rules for coding diseases and procedures according to ICD-9 CM, and it familiarizes you with volumes I, II and III of the ICD-9 coding books. Physicians, billing and accounts clerks and others can benefit from this course. An overview of ICD-10 also will be provided.

**Course #: 092N85A30**
**Date & Time:** 3 Mon., 3 Wed. & 3 Sat., Jun. 1-20; Mon. & Wed.: 6-8 p.m.; Sat.: 9 a.m.-3 p.m.
**Location:** IUPUI Nursing Building 1111 Middle Drive, IUPUI Campus
**Instructor:** Geneane White, RHIA
**Fee:** $289
**Parking information is listed on your receipt.**

**INTERMEDIATE ICD-9 CM CODING**
This intermediate ICD-9 CM coding class addresses the clinical process behind the ICD-9 CM diagnosis coding. 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 of clinical experience. You should be familiar with a Word-type processing program.

**Course #: 092N87A20**
**Date & Time:** 1 Tue., 2 Wed. & 2 Sat., Aug. 11-22; Mon. & Wed.: 6-8 p.m.; Sat.: 9 a.m.-3 p.m.
**Location:** IUPUI Nursing Building 1111 Middle Drive, IUPUI Campus
**Instructor:** Geneane White, RHIA
**Fee:** $259
**Parking information is listed on your receipt.**

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**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 with at least five years of clinical experience who 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 will offer a structured introduction to the legal environment and the legal nurse profession. There are five courses required and one elective 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. The elective should be Introduction to Word for Windows, Personal Computer Fundamentals or Introduction to Project Management. For more information, call (317) 278-7600. For more information on the American Association of Legal Nurse Consultants, go to www.aalnc.org.
**CERT99N05:** You must pay a one-time nonrefundable registration fee of $25 to enroll in this certificate program. Discounts do not apply.

**Course #: 092N30A16**
**Date & Time:** 6 Thu., Jun. 25-Jul. 30, 6:00-8:30 p.m.
**Location:** IUPUI Nursing Building 1111 Middle Drive, IUPUI Campus
**Instructor:** Mary Ann Nowlin, RN, BS, certified paralegal
**Fee:** $199
**Parking information is listed on your receipt.**

**OVERVIEW OF TORT LAW FOR THE LNC**
Individuals in the Legal Nurse Consultant program will learn about the structure of the American legal system as well as the various facets of American law as it relates to the nurse consultant. The course will compare civil and criminal law. Legal concepts and terminology will be reviewed in an effort to provide a general overview of the inner workings of a law office. The class will provide an in-depth review of medical malpractice, personal injury and all other causes of action based in negligence. Prerequisite: Introduction to Legal Nurse Consulting course.

**Course #: 092N31A18**
**Date & Time:** 6 Tue., Aug. 11-Sep. 15, 6-9 p.m.
**Location:** IUPUI Nursing Building 1111 Middle Drive, IUPUI Campus
**Instructor:** Gloria Danielson, JD
**Fee:** $229
**Parking information is listed on your receipt.**

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**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 do not have a degree and would like more information about the Paralegal Studies program, contact the Political Science department at (317) 274-7387. 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 Legal Ethics for the Paralegal. 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) 274-4892.

**CERT99K00:** You must pay a one-time nonrefundable registration fee of $25 to enroll in this noncredit certificate program. Discounts do not apply.
New!

**ACTIVISM 101: EARLY CHILDHOOD EDUCATORS**

This one-day class is a primer on the state of early childhood at the local, state, and national level. You’ll learn practical ways to get involved; whether it is sitting on a board or finding a second career. Come find out if early childhood advocacy, program development or program stewardship is right for you; and meet people who will help answer questions and guide you. Are you a professional passionate about ensuring the success of future generations? Are you a teacher hoping to better understand how you might be able to impact things that affect your students’ success? There are many opportunities for well-informed citizens from all walks of life to make a difference for our children. Understanding the issues and the policies and programs is the first step. Bring your ideas, your questions and come ready to map out your personal action plan for getting involved.

**Course #: 092W01A08**  
**Date & Time:** Fri., Jun. 26, 9 a.m.-4 p.m.  
**Location:** Park 100 Learning Center  
5980 W. 71st St.  
**Instructor:** Ted Maple  
**Fee:** $79

**MARKET YOURSELF: RESUME’ WRITING AND YOUR CAREER SEARCH**

“How do I write an appropriate resume?”  
“Is my current resume effective?”  
“Where do I start?”  
This one-day resume-writing class will focus on producing a successful, well-organized resume. We also will explore what to do -- and what not to do -- in your job search. Thank-you letters, cover letters, references and salary information, and general career-search topics also will be covered. Get the up-to-date information you’ve been waiting for.

**Course #: 092W57A06**  
**Date & Time:** Sat., Jul. 18, 9 a.m.-4 p.m.  
**Location:** Community Life and Learning Center  
515 E. Main St., Carmel  
**Instructor:** Rick Tisdale, PHR, Easter Seals Crossroads  
**Fee:** $119  
**SUMMER SAVINGS FEE:** $95

**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 total of six 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. Participants also will choose two of the following: Introduction to Word for Windows, Introduction to PowerPoint or Introduction to Excel. In addition, students will select one of the following: Accounting Principles I, Payroll Accounting or Introduction to Human Resource Management. For more information, call (317) 278-7600.

**CERT99F05:** You must pay a one-time nonrefundable registration fee of $25 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

**INTRODUCTION TO SIX SIGMA**

This one-day workshop introduces the philosophy and tools of Six Sigma, the leading quality-improvement program. Learn how companies have used this methodology to drive dramatic improvements in processes including design, order entry, inventory management and manufacturing.

**Course #: 092V88A08**  
**Date & Time:** Fri., Jul. 10, 9 a.m.-4 p.m.  
**Location:** Community Life and Learning Center  
515 E. Main St., Carmel  
**Instructor:** Harold Wagner  
**Fee:** $159

**MANAGE YOUR TIME BY MANAGING YOURSELF!**

Do you ever feel as if you just don’t have enough time? Is there always something you wish you would have been able to do but didn’t have time for it? In actuality, it was the choices that you made that led to these feelings—the only way to manage your time is to manage and take ownership for choices you are making about how to spend your time. Before you can manage your time appropriately, you must first understand how you are spending your time. During the class, you will analyze the time choices that you make and identify ways to incorporate activities that are most important to you. You will also receive best practices and tips on living a more balanced and happy life by focusing on your top priorities.

**Course #: 092V59A04**  
**Date & Time:** Fri., Jul. 17, 8:30 a.m.-12:30 p.m.  
**Location:** Community Life and Learning Center  
515 E. Main St., Carmel  
**Instructor:** Andrea Moore, Human Resource Consulting, Flashpoint  
**Fee:** $99

**TRAIN THE TRAINER**

Are you required to train employees, but you need to enhance your skills and confidence as a trainer? This course guides you through every aspect of how professional trainers create effective training programs. Topics include principles of adult learning, the four-step method of effective instructional design, classroom management and more. Whether you perform limited training for small groups of people or are responsible for major training functions, this course can provide techniques you can apply to your situation.

**Course #: 092P51A06**  
**Date & Time:** Fri., Aug. 14, 9 a.m.-4 p.m.  
**Location:** Community Life and Learning Center  
515 E. Main St., Carmel  
**Instructor:** Lou Becker Schultz, IUPUI writing instructor, trainer and business consultant  
**Fee:** $139

**10 COMMON FINANCIAL MISTAKES BABY BOOMERS MAKE AND HOW TO AVOID THEM**

Over the next 15 years, 68 million to 70 million people in the United States will reach age 60. As a baby boomer, do you feel financially prepared for retirement? Learn how to avoid 10 common financial mistakes baby boomers make that could cost thousands of dollars throughout retirement. Leave with a better understanding of retirement planning, 401(k) rollover options, choosing high-quality mutual funds and institutional money managers, principal-guaranteed equity investments, reducing taxes using five approved strategies, guaranteeing a lifetime income, protecting assets from the costs of long-term care, what to do with old life insurance policies and asset-allocation techniques. Sign up and bring a spouse or friend for the same price. One workbook is provided in course fee. The cost is $12 for additional books.

**Course #: 092P62A00**  
**Date & Time:** 3 Wed., Jul. 15-29, 6:30-9:00 p.m.  
**Location:** Keystone Conference Center  
9100 Keystone Crossing  
**Instructor:** Jeff Roach  
**Fee:** $69

**FORKLIFT TRAIN THE TRAINER**

Back by popular demand, this equipment course was designed by the safety professionals of RMS-Safety to meet OSHA requirements for employers and to ensure that all forklift training and evaluations are conducted by individuals who have adequate knowledge, training and experience. 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 #: 092A97A04**  
**Date & Time:** Wed., Jun. 3, 9 a.m.-1 p.m.  
**Location:** RMS  
8227 Northwest Blvd., Building B, Ste. 230  
**Instructor:** John Lindenschmidt, CSP, ALCM, president, Risk Management Services  
**Fee:** $109

**ENROLL ONLINE AT WWW.CLN.IUPUI.EDU AND RECEIVE A 10% DISCOUNT.**
Early-bird special ends May 19, 2009.

Accounting Certificate Program

This noncredit program develops 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 a certificate in this program. Continuing Education Units are awarded for successful completion of each course. For more information, call (317) 278-7600.

Cert99p07: You must pay a one-time nonrefundable registration fee of $25 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. This is the first required course for the Accounting Certificate program.

Course #: 092P52A16
Date & Time: 4 Tue. & 4 Thu., Jul. 7-30, 6:30-8:30 p.m.
Location: Community Life and Learning Center
Instructor: Joseph Rodenberg, CPA
Fee: $179

Accounting Principles II

If you’ve completed Accounting Principles I or have a basic knowledge of accounting, this course is for you. 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.

Course #: 092P53B16
Date & Time: 4 Tue. & 4 Thu., Aug. 4-27, 6:30-8:30 p.m.
Location: Community Life and Learning Center
Instructor: Peter Murphy, CPA
Fee: $179

Cost Accounting

Cost Accounting provides data for planning and controlling routine operations, making long-range projections and determining income. This course provides the concepts needed to use accounting as a management tool. Topics include statements, balance sheets and using information to make business decisions. Individuals should have completed Accounting Principles I and II or have equivalent knowledge before taking this class.

Course #: 092P03A16
Date & Time: 6 Wed., Jul. 22-Aug. 26, 6:30-8:30 p.m.
Location: Park 100 Learning Center
Instructor: Lee Cole, CPA
Fee: $179

Iupui Community Learning Network

IUPUI Continuing Studies, the noncredit program of the Community Learning Network, offers a variety of classes & certificate programs to meet your workforce education needs. We offer classes in:

- Project Management
- Computers
- Leadership
- Communication
- Languages
- and more

Contact Ron Lindle at rlindle@iupui.edu

Early-Bird special ends May 19, 2009.
**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 #: 092A98A06**
**Date & Time:** Fri., Jun. 5, 9 a.m.-4 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** Ellen Wallace, BS, business administration
**Fee:** $119

**EMOTIONAL INTELLIGENCE**
Often, people undermine their own happiness and success by wasting time on personality conflicts, complaining and losing self-control when faced with tense and stressful situations. During this class, we will explore ways to help identify and control the added 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, productive life.

**Course #: 092A99A06**
**Date & Time:** Fri., Jun. 26, 9 a.m.-4 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** Ellen Wallace, BS, business administration
**Fee:** $119

**CRITICAL THINKING**
Through the critical-thinking strategies in this course, you’ll learn to make effective decisions based on careful evaluation, develop the best solutions to problems, identify key issues without getting sidetracked and use critical thinking to write and speak with impact. It’s easy to fall into traps such as emotional manipulation, deceptive reasoning and lazy thinking. This course will teach you how to identify, avoid and deal with these traps when you encounter them in yourself or within your organization.

**Course #: 092F18A04**
**Date & Time:** Fri., Jul. 10, 9 a.m.-1 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** Ellen Wallace, BS, business administration
**Fee:** $59

**SUMMER SAVINGS FEE:** $47

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**DEALING WITH DIFFICULT PEOPLE**
We’re all come across some hard-to-work-with people in our daily lives. Wouldn’t it be great to have some surefire techniques to help you cope with those individuals and manage the difficult situations they cause? At this seminar, you’ll learn what makes people difficult and how their behavior influences your own. You’ll also learn how to avoid being dragged into a negative situation and understand strategies for dealing with specific behaviors. Stop letting difficult people control you; take charge by taking this class.

**Course #: 092F15A06**
**Date & Time:** Fri., Jul. 31, 9 a.m.-4 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** Ellen Wallace, BS, business administration
**Fee:** $119

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**BUSINESS COMMUNICATIONS CERTIFICATE PROGRAM**
Employers generally rank communication ability as the No. 1 skill essential to 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 communication by writing clearly, presenting ideas more concisely and speaking 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.

**CERT99FO4:** You must pay a one-time nonrefundable registration fee of $25 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

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**PUMP UP YOUR COMMUNICATION!**
Communication is the foundation for all human interaction. It is at the heart of all successful relationships in the workplace. From team building to leadership to customer service, communication skills are crucial both for personal and organizational effectiveness. In this session, you will learn how to improve your communication skills in areas such as active listening, giving and receiving feedback, defining and delivering the message, assertiveness and nonverbal communication. A $15 material fee is payable to the instructor at the class.

**Course #: 092V24A04**
**Date & Time:** Fri., Jun. 12, 8:30 a.m.-12:30 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** Andrea Moore, Human Resource Consulting, Flashpoint
**Fee:** $99

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**CUSTOMER SERVICE CERTIFICATE PROGRAM**
Everyone in your work environment is a customer, and everyone has customers, whether they’re across the counter, on the other end of the phone or in the next office. Preparing employees to deal effectively with fellow employees and external customers increases an organization’s customer satisfaction. This series of courses will help you develop customer service skills needed in a broad range of businesses. You may select any two customer service classes and three electives from the Business area of the catalog. For more information, call (317) 278-7600.

**CERT99FO2:** You must pay a one-time nonrefundable registration fee of $25 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

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**SUmmER SAVINgS fee:** $47

SEE PAGE 31 FOR ENROLLMENT FORM.
INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

There is no single view as to what HRM entails; it’s different wherever people are different and always is transforming. HR professionals need to be flexible, but they can be assured of an exciting and rewarding career. This introduction will provide a starting point for an understanding of what HRM entails so you can begin to develop a mindset capable of dealing with a variety of issues in people management. Let this class teach you the basics of managing a company’s most valuable resource - its people. 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 decisions you make affect the business objectives of your organization.

Course #: 092F80A06
Date & Time: Sat., Jun. 27, 9 a.m.-4 p.m.
Location: Community Life and Learning Center 515 E. Main St., Carmel
Instructor: Nicole Noonchester, HR director, State Bank of Lizton
Fee: $129

APPLICATION OF HUMAN RESOURCE MANAGEMENT TECHNIQUES

This class gives you the opportunity to practice your HR management skills in real-world settings. Through case studies and class exercises, you’ll learn to look at situations and make HR-related decisions with a broad, business-based perspective. You’ll also learn how simple issues become complex situations and how to address those issues effectively. The case studies cover a wide variety of HR topics. This course is a valuable follow-up to Introduction to Human Resource Management.

Course #: 092F71A06
Date & Time: Sat., Aug. 8, 9 a.m.-4 p.m.
Location: Community Life and Learning Center 515 E. Main St., Carmel
Instructor: Nicole Noonchester, HR director, State Bank of Lizton
Fee: $129

INTRODUCTION TO EMPLOYEE BENEFITS

Benefits are crucial to attracting and retaining a quality workforce. This introduction will give you an 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 #: 092F89A06
Date & Time: Sat., Jul. 11, 9 a.m.-4 p.m.
Location: Community Life and Learning Center 515 E. Main St., Carmel
Instructor: Nicole Noonchester, HR director, State Bank of Lizton
Fee: $129

RECRUITMENT, INTERVIEWING & SELECTION

Hiring good employees is the key to your organization’s success. 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 #: 092F82A06
Date & Time: Sat., Jun. 13, 9 a.m.-4 p.m.
Location: Community Life and Learning Center 515 E. Main St., Carmel
Instructor: Nicole Noonchester, HR director, State Bank of Lizton
Fee: $129

COMPENSATION

An effective compensation program can have far-reaching effects on your organization. Your ability to attract employees and pay them -- and meet the laws and regulations affecting compensation -- are considerations. 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 #: 092F84A08
Date & Time: Fri., Jul. 17, 9 a.m.-4 p.m.
Location: Community Life and Learning Center 515 E. Main St., Carmel
Instructor: Mary Kay Conley, CBP, CCP, compensation and benefits consultant
Fee: $129

LEgAL ISSUES AffECTINg HR

The legal aspects of HRM are an important consideration when recruiting employees, as they can cause legal problems for employers. This course will help you identify issues and situations that can be covered by state and federal statutory prescriptions that affect the employer-employee relationship. These laws can help you identify issues and situations that can cause legal problems for employers.

Course #: 092F14A08
Date & Time: 2 Sat., Aug. 22 & 29, 9 a.m.-1 p.m.
Location: Community Life and Learning Center 515 E. Main St., Carmel
Instructor: John Henning, attorney at law
Fee: $129

BEHAVIOR INTERVIEWING

Because of the increasing cost of hiring or replacing employees, it’s more important than ever to hire the right people. It’s still difficult to know if you’ve selected the right person. One of the best tools is a well-constructed interview that focuses on past behavior, which can help predict future performance. This seminar will show you how to structure your interviews, develop proper behavior questions and evaluate the process. You’ll participate in actual practice interviews to reinforce behavior interviewing techniques. You also will be provided a number of forms to help you implement the skills learned in this workshop.

Course #: 092A28A06
Date & Time: Fri., Jun. 19, 9:00 a.m.-4:30 p.m.
Location: IUPUI Business/SPEA Building 801 W. Michigan St., IUPUI Campus
Instructor: Fred Huffman
Fee: $119

Parking information is listed on your receipt.

Sales: Motivation and Skills Online!

Explore what motivates successful salespersons; learn the dynamics of selling!

www.cln.iupui.edu or call (317) 278-7600 to enroll. Low fee of $99 (no discounts).
Class begins June 1st.

LOOK FOR OUR SUMMER SAVINGS CLASSES.
Leadership Development Certificate Program

Inspire, motivate and influence others - be a leader. Leaders establish the behavioral tone of the workplace. Above all else, they institute and embody 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 into what it means to be a leader. To receive the certificate, you must complete any three leadership classes and two electives from the Business and/or Computer section. For more information, call (317) 278-7600.

CERT99A01: You must pay a one-time nonrefundable registration fee of $25 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

COACHING: SKILLS FOR LEADERSHIP SUCCESS

The most critical success factor for leaders today is their relationship with others. This hands-on class emphasizes the practical coaching skills that create a high-performance work environment. In addition to introducing the 11 core competencies of coaching, the seminar examines the key coaching skills of self-awareness, validation, accountability, strategizing, forwarding action and empowering questions. This seminar is valuable for team leaders, supervisors, managers, and heads of boards or committees.

Course #: 092A64A06
Date & Time: Wed., Aug. 5, 9 a.m.-4 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Daniel Johnson
Fee: $119

LEADERSHIP DEVELOPMENT FOR MANAGERS AND SUPERVISORS

Benchmarking research shows that managers and direct supervisors are the most effective senders of messages regarding change. The No. 1 obstacle to successful change management is employee and middle-manager resistance. Manager and supervisor buy-in and support are critical for changes to be successful. Today's best managers empower their people, resolve conflicts, lead employees through changes and help them continuously improve their performance. This one-day seminar focuses on the skills you'll need to accomplish those tasks.

Course #: 092A65A06
Date & Time: Wed., Jun. 10, 9 a.m.-4 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Daniel Johnson
Fee: $119

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. The Project Management Certificate has many courses to choose from. The certificate requires five courses in 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 the Computer sections of the catalog. A total of six courses must be completed to receive the Project Management Certificate. For more information, call (317) 278-7600.

CERT99V09: You must pay a one-time nonrefundable registration fee of $25 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 can be complex and difficult without a systematic approach. This course introduces proven techniques to manage projects, and it introduces project management knowledge areas in terms of their component processes. Topics include project risk management, scope management, communications, project lifecycle, and quality assurance. Learn to use various project management tools, procedures, and methodologies. Establish a glossary of terms and identify project management skills that are required to successfully implement process improvements. This course provides an overview to effectively implement projects within organizations and prepares individuals for other courses in project management.

Course #: 092V30A07
Date & Time: 4 Wed., Jun. 3-24, 6:30-8:30 p.m.
Location: Park 100 Learning Center
5980 W. 71st St.
Instructor: David Francis, PMP

Course #: 092V30B07
Date & Time: Fri., Jun. 12, 9 a.m.-4 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Charlotte Franck, PMP
Fee: $165

DEALING WITH CONFLICT IN PROJECT TEAMS

As much as you would like to close your eyes to it, sweep it under the rug or pretend it isn't even there, you can't! When you're a project manager, it - that is, conflict - always will be part of your work life. You could choose not to deal with it, but you and your project team eventually would pay a big price in the form of broken relationships, lost productivity and general mistrust in the workplace. So why not take some time to learn about the ins and outs of conflict as well as strategies for resolving those everyday disagreements that creep into project teams? In addition to developing knowledge, you'll have an opportunity to practice key skills you'll use to work through and resolve issues. Come prepared with an ongoing conflict you're currently working on or a previous conflict that didn't turn out the way you'd hoped. This hands-on, interactive session will allow time for you to work through your real-world issues.

Course #: 092V29A04
Date & Time: Fri., Jun. 19, 8:30 a.m.-12:30 p.m.
Location: Park 100 Learning Center
5980 W. 71st St.
Instructor: Charlotte Franck, PMP
Fee: $99
PROJET MANAGEMENT

GROUP DECISION MAKING

Which best describes your project team or group when it’s time to make a decision? You hem and haw, never getting to the point of actually making a decision. You make a decision, but no one remembers or acts upon the agreement. You seem to agree on a decision, but disagreement surfaces afterward about the decision. If any of these statements rings true, then it’s time to work on your group’s decision-making process. Join us and find out what you can do to improve the quality of decisions your group makes. Prerequisite: Introduction to Project Management or project management experience.

Course #: 092V20A06
Date & Time: Wed., Jul. 29, 9 a.m.-4 p.m.
Location: Community Life and Learning Center
Instructor: Charlotte Franck, PMP
Fee: $165

PLANNING AND MANAGING COMPLEX PROJECTS

Complex projects involve utilizing advanced organizational and communication skills with multiple resources and areas of expertise. This class will examine the processes for successful project management of large-scope projects. The class also will explore project initiation, planning, negotiating, executing, controlling and closing complex projects. Leadership, conflict resolution, management styles and group presentation skills also will be discussed. Utilization of Gantt charts, work breakdown structures, Pert charts and network diagrams will be covered. Prerequisite: Introduction to Project Management or project management experience.

Course #: 092V36A08
Date & Time: 4 Wed., Jul. 8-29, 6:30-8:30 p.m.
Location: Park 100 Learning Center
Instructor: David Francis, PMP
Fee: $165

MANAGING MULTIPLE PROJECTS

Project management doesn’t always mean managing one project. In today’s work environment, many of us are faced with managing multiple small and large projects with competing priorities and resources. This course focuses on how to manage multiple projects with limited resources. We will look at ways of prioritizing projects, key success factors for projects and their managers, resource allocation and project team management. Project managers are often referred to as a Jack-of-all-trades. Why? Because they make things happen. The challenge is making it happen with multiple projects running all at one time. Prerequisite: Introduction to Project Management or project management experience.

Course #: 092V17A08
Date & Time: Sat., Jul. 25, 9 a.m.-4 p.m.
Location: Community Life and Learning Center
Instructor: Monica Faurote
Fee: $165

INTRODUCTION TO RISK MANAGEMENT: CONTROLLING UNCERTAINTY

Every project involves uncertainty. Uncertainty increases 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. Prerequisite: Introduction to Project Management or project management experience.

Course #: 092V80A06
Date & Time: Sat., Aug. 22, 9 a.m.-4 p.m.
Location: Community Life and Learning Center
Instructor: Colleen Cullinan, PMP
Fee: $165

ADVANCED TOPICS IN PROJECT MANAGEMENT

Projects must weather the storms of organizational and political changes, shifts in business needs and conflicting stakeholder demands. Advanced Topics provides project managers with practical methods and tools to change dynamics, conflict management and high-performance team building to navigate obstacles and achieve project success. Prerequisite: Introduction to Project Management or project management experience.

Course #: 092V18A08
Date & Time: Fri., Aug. 14, 9 a.m.-4 p.m.
Location: Park 100 Learning Center
Instructor: Charlotte Franck, PMP
Fee: $165

MANAGING PROJECT PEOPLE

Managing people -- your most valuable project resource -- is a critical project management skill. In this class you will learn how to leverage the project roles people fill, the variety of skills and experiences they bring to the project and their personal diversity (age, gender, culture) to increase your project success rate. This class will discuss specific people problems, review resource-related project plan issues (using MSProject) and conduct sample exercises to give you real-time experience solving these problems. Prerequisite: Introduction to Project Management or project management experience.

Course #: 092V86A06
Date & Time: Fri., Aug. 7, 9 a.m.-4 p.m.
Location: Park 100 Learning Center
Instructor: Charlotte Franck, PMP
Fee: $165

PROJECT MANAGEMENT INSTITUTE CENTRAL INDIANA CHAPTER

“The Project Management Institute Central Indiana Chapter (PMICIC) is a not-for-profit educational association that is comprised of over 1200 project managers in the greater Indianapolis area. They provide a variety of programs to enhance the professional execution of project management practices. For more information about the PMI Central Indiana Chapter, see www.PMICIC.org .”

ENROLL ONLINE AT WWW.CLN.IUPUI.EDU AND RECEIVE A 10% DISCOUNT.
Grant Writing

WRITING WINNING GRANT PROPOSALS
Grant-seeking is a multibillion-dollar-a-year business that is growing increasingly competitive. To be among the 10 percent who receive funding, you will need to learn how to effectively compete. Successfully securing grants requires the know-how to prepare effective 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. Good writing will not save bad ideas, but bad writing can kill good ones. You will learn how to organize your ideas and effectively develop your proposal to get you moving in the right direction toward the money your program needs.

**Course #: 092P58A08**
**Date & Time:** Sat., Aug. 1, 9 a.m.-4 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** Ronni Williams, Blue Chip Training & Consulting Solutions, Inc., and technical reviewer for 2nd Edition of “Grant Writing for Dummies”
**Fee:** $139

Two Million Minutes: A Global Examination

This provocative documentary takes a deep look at how three countries, China, India, and the United States, prepare their students for the future.

The title refers to the amount of time students live during the four years of high school: Two Million Minutes until high school graduation…Two Million Minutes to build an intellectual foundation…Two Million Minutes to prepare for college and ultimately career…Two Million Minutes to go from a teenager to an adult.

How students spend this time will impact their economic prospects for the rest of their lives.

The film tells the broader story of the universal importance of education today and addresses what many are calling a crisis for U.S. schools regarding chronically low scores in math and science.

Join Robert A. Compton, the film’s executive producer, as well as a venture capitalist and entrepreneur, for this screening followed by a question and answer session.

**When:** May 19, 2009, from 8:30 – 11:00 a.m.
**Where:** IUPUI Campus Center, 420 University Blvd, IUPUI Campus
**Fee:** Free to anyone making advanced reservations
**To reserve your seat go to [www.cln.iupui.edu](http://www.cln.iupui.edu) and sign up or call 317-278-7600.

Conversational and Pronunciation for Beginning ESL Students

Learn English conversation and vocabulary skills in a relaxed and friendly environment. You’ll learn to feel more comfortable opening, maintaining and closing a conversation in personal settings, in groups and on the telephone. Improve your speech so native English speakers can better understand you. If English isn’t your first language and you’d like to learn to speak and understand it better, sign up for this course to learn how to better communicate with your friends, neighbors or coworkers. Enrollment is limited so each student can receive individual attention.

**Course #: 092C92A16**
**Date & Time:** 8 Tue., Jun. 2-Jul. 28, (No class Jun. 30), 6:30-8:30 p.m.
**Location:** IUPUI Nursing Building 1111 Middle Drive, IUPUI Campus
**Instructor:** Pamela Ruble, MA, TESL-certified instructor
**Fee:** $139
**Parking information is listed on your receipt.**

Vocabulary Learning Strategies for ESL Students

This course is for adult English learners who want to improve their English vocabulary. Vocabulary building is important for improving a student’s ability to listen, read, speak and write in many daily situations. Many students want to build their knowledge of English words and use a dictionary, thesaurus or phrase book more effectively. We will study word-recognition and word-learning strategies, practice combining basic word roots with prefixes and suffixes, use common phrases and idioms, and learn groups of words about topics in everyday life. This six-week course will help students gain confidence and expand their vocabulary in English.

**Course #: 092C95A16**
**Date & Time:** 8 Wed., Jun. 10-Jul. 29, 6:30-9:30 p.m.
**Location:** Park 100 Learning Center 5980 W. 71st St.
**Instructor:** Jayne Marek, Ph.D., TESL Certified
**Fee:** $139

Parking information is listed on your receipt.
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. Learning those patterns 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. Learning strategies will be taught throughout the course, and students will apply their learning to real situations.
**Course #**: 092C91A16
**Date & Time**: 6 Tue., Jun. 30-Aug. 4, 6:00-8:30 p.m.
**Location**: IUPUI Nursing Building 1111 Middle Drive, IUPUI Campus
**Instructor**: Pamela Ruble, MA, TESL-certified instructor
**Fee**: $139

Parking information is listed on your receipt.

CONVERSATIONAL FRENCH I
So you've always wanted to go to Paris, but the language barrier intimidates you? This class will help you learn the French you need to know 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 A's or F's given in this noncredit introductory class; you'll earn the satisfaction of knowing you've begun to expand your world.

**Course #**: 092C41A00
**Date & Time**: 6 Mon., Jun. 28-Aug. 4, 6:00-8:30 p.m.
**Location**: Community Life and Learning Center 515 E. Main St., Carmel
**Instructor**: Patricia Theobald, French teacher
**Fee**: $139

CONVERSATIONAL ITALIAN I
Ciao! Prego! Molto bene! Is there any language more beautiful than Italian? You'll be speaking these beautiful phrases and building your vocabulary in the language of great opera, art and romance after just 16 hours of class time in this oral-participation course. Through interaction with the instructor and classmates, you will learn to ask and answer simple questions in Italian, and you also will gain knowledge of fundamental aspects of Italian culture and geography. Whether you're planning a trip to Italy or just dreaming of one, you'll say “grazie” to this class. The textbook is available at the first class for $35, payable to the instructor by cash or check only.

**Course #**: 092C51A00
**Date & Time**: 6 Mon., Aug. 17-Sep. 21, 6:00-8:30 p.m.
**Location**: Community Life and Learning Center 515 E. Main St., Carmel
**Instructor**: Cristiana Thielmann, Italian instructor
**Fee**: $139

NEW!
FORGIVABLE ARABIC
Forgivable Arabic focuses on what is useful and frequently encountered in the real world. It focuses on communication basic to typical needs, such as greeting, making introductions, initiating small talk, sharing information, expressing likes and dislikes, asking directions, and ordering a meal. Forgivable Arabic is built on the premise that making mistakes is part of the learning process; functionality is the goal and lack of perfection is forgivable. This course targets the “most essential” for communicating in Arabic. The course fee includes a textbook and an audio CD for listening comprehension.

**Course #**: 092C72A00
**Date & Time**: 3 Tue. & 3 Thu., May 28-Jun. 16, 6:00-8:30 p.m.
**Location**: IUPUI Cavanaugh Hall 425 University Blvd., IUPUI Campus
**Instructor**: Larbi Oukada
**Fee**: $169

SUMMER SAVINGS FEE: $135
Parking information is listed on your receipt.

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 will be given many opportunities to practice using the language in a range of contexts likely to be encountered in Chinese culture. Required textbook information will be printed on your receipt.

**Course #**: 092Q11A12
**Date & Time**: 6 Mon., Aug. 17-Sep. 21, 6:00-8:30 p.m.
**Location**: IUPUI Confucius Institute Cavanaugh Hall, Room 129 425 University Blvd., IUPUI Campus
**Instructor**: Hao Wei
**Fee**: $150
Parking is not included. See your receipt for details.

CONVERSATIONAL CHINESE II
Conversational Chinese II is intended for people who have mastered basic Chinese conversation skills and would like to continue to build up their skills. The course will help to develop your ability to use Chinese language in verbal communication. You will fine-tune your pronunciation, learn more functional conversation skills and learn more grammar in order to carry on more complex conversations. You will be given many opportunities to practice using the language in a range of contexts likely to be encountered in Chinese culture. Required textbook information will be printed on your receipt.

**Course #**: 092Q13A12
**Date & Time**: 6 Wed., Jul. 8-Aug. 12, 6-8 p.m.
**Location**: IUPUI Confucius Institute Cavanaugh Hall, Room 129 425 University Blvd., IUPUI Campus
**Instructor**: Lisu Kwong, Chinese instructor
**Fee**: $150
Parking is not included. See your receipt for details.

SEE PAGE 31 FOR ENROLLMENT FORM.
CONVERSATIONAL SPANISH FOR BEGINNERS
Learning a foreign language is essential in our multicultural world, but it’s often intimidating. If you want to learn Spanish in a relaxed but focused environment, start here. Even if you’ve never said “holaa” in your life, this class will give you the skills you need to get started. You’ll learn pronunciation and everyday vocabulary, with special attention paid to phrase usage and basic grammar.

Course #: 092C10A16
Date & Time: 5 Mon. & 3 Wed., Jun. 1-29, (No class Jun. 17), 6-8 p.m.
Location: Community Life and Learning Center
Instructor: Sara Silver-Lee

Course #: 092C10B16
Date & Time: 6 Wed., Jul. 8-Aug. 12, 9:00-11:30 a.m.
Location: Park 100 Learning Center
Instructor: Yvonne Isner-Bernier, Spanish instructor

Course #: 092C10C16
Date & Time: 6 Tue., Jul. 7-Aug. 11, 6:00-8:30 p.m.
Location: Propylaeum Carriage House
Instructor: Marvin Gainer, Spanish teacher

Fee: $139

KEEP IT UP: PRACTICING YOUR SPANISH
Ya has estudiado gramática española y tu vocabulario es bueno, pero necesitas hablar con más soltura, este es tu curso.
Keep up the good work. Practice and enjoy conversations in Spanish in a 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 #: 092C14A16
Date & Time: 6 Thu., Jul. 9-Aug. 13, 6:00-8:30 p.m.
Location: Propylaeum Carriage House
Instructor: Rafael Pendon, Spanish instructor and tutor

KEEP IT UP: PRACTICING YOUR SPANISH
Ya has estudiado gramática española y tu vocabulario es bueno, pero necesitas hablar con más soltura, este es tu curso.
Keep up the good work. Practice and enjoy conversations in Spanish in a 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 #: 092C14A16
Date & Time: 6 Thu., Jul. 9-Aug. 13, 6:00-8:30 p.m.
Location: Propylaeum Carriage House
Instructor: Rafael Pendon, Spanish instructor and tutor

Fee: $139

CONVERSATIONAL SPANISH FOR BEGINNERS II
If you’ve started to learn Spanish and you know some of the basics -- such as the alphabet, greetings, basic colors, numbers and pronunciations -- then you can continue learning with this second class for beginners. You’ll expand your vocabulary and grammar while focusing on conversational skills.

Course #: 092C11A16
Date & Time: 6 Tue., Jul. 21-Aug. 25, 6:00-8:30 p.m.
Location: Propylaeum Carriage House
Instructor: Marvin Gainer, Spanish teacher

Fee: $139

ONLINE SPANISH LIVE! LEVEL I
What if you could attend a Spanish class from your home or office, saving travel time and gas money? You can! You’ll prepare assignments before each class session and then participate in a 50-minute live class with the instructor and other students for live practice. Your instructor will guide you in the use of vocabulary, grammar and conversation. Additional written and reading exercises will help you internalize the language. You’ll need a high-speed Internet connection, a microphone and a headset with USB connection so you can talk through the computer. Prior to class you’ll receive step-by-step instructions to get you going. Questions? For more information see the extended description on our website at www.cln.iupui.edu.

Course #: 092C81A16
Date & Time: 8 Tue. & 8 Thu., Jun. - Jul. 23, 8:00-8:50 a.m.
Location: Online
Instructors: Enrica Ardemagni, IUPUI Spanish professor and consultant on immersion programs, with several teaching excellence awards & Amy Landaw

Fee: $139

IMMERSION SPANISH INSTITUTE
IUPUI Continuing Studies’ noncredit program offers quick and easy enrollment for beginners, as well as those continuing with Spanish, who want to focus on improving their skills. Classes meet from 9 a.m. to 4 p.m. Monday through Friday. You’ll speak only Spanish as you develop or improve basic conversational skills. Enjoy small class size, individual attention and a relaxed atmosphere. Business professionals, teachers, travelers and social and health service professionals all have benefited from these classes. Materials are included in your course fee. Please bring a brown bag lunch. Not sure what level you need? Call 317.274.4892 for assistance. See our Web site, www.cln.iupui.edu, and then choose Continuing Studies and Course Catalog for more detailed information.

LEVEL III
This course further develops Spanish speaking and comprehension skills for those who’ve taken the two prior levels or have additional background.

Course #: 092C23A35
Date & Time: Mon.-Fri., Jun. 15-19, 9 a.m.-4 p.m.
Location: Park 100 Learning Center
Instructor: Amy Bomke-Keating
Fee: $459

LEVEL I
Continue learning basic skills if you’ve already taken a beginning class or have a modest amount of experience.

Course #: 092C22A35
Date & Time: Mon.-Fri., Jul. 13-17, 9 a.m.-4 p.m.
Location: Park 100 Learning Center
Instructor: Amy Bomke-Keating
Fee: $459

LEVEL II
This course further develops Spanish speaking and comprehension skills for those who’ve taken the two prior levels or have additional background.

Course #: 092C23A35
Date & Time: Mon.-Fri., Jun. 15-19, 9 a.m.-4 p.m.
Location: Park 100 Learning Center
Instructor: Amy Bomke-Keating
Fee: $459

IMPROVING CONVERSATION
This section is for those who are able to converse in Spanish and want to maintain and advance their fluency. You’ll refresh your skills, increase your vocabulary and improve your grammar.

Course #: 092C28A35
Date & Time: Mon.-Fri., Jul. 13-17, 9 a.m.-4 p.m.
Location: Park 100 Learning Center
Instructor: Amy Bomke-Keating
Fee: $459

Look for our Summer Savings Classes.
HOW TO PLAY GOLF
This class, taught by PGA professionals, will help you learn how to enjoy one of the fastest-growing sports in the world. Through a series of five outdoor group lessons, you'll learn how to hit full swing shots, how to chip and, most important, how to make those putts. Bring a friend or several friends and sign up for classes together. Sign up for the orientation meeting listed at the location where you wish to take classes. Various times and days will be offered for the outdoor sessions based on the number of students per location. You must be 16 years or older to take this class. The range ball fee of $26 per person is payable during the orientation.

Course #: 092D20A00
Date & Time: Tue., Jun. 16, 7 p.m.
Location: Eagle Creek Golf Club
8802 W. 56th St.
Instructor: Mark Smith, owner,
Dance Master Studio
Fee: $79

DANCE COMBO: WEST COAST SWING & TANGO
Dance Combo is a terrific way to learn two dances in one class. This combo will have you dancing at your favorite club in no time. You'll learn West Coast Swing, with all of its fast steps and bouncy moves. You'll also learn the tango, with all the special steps that will have you looking great out on the dance floor. Enroll with a partner or come alone. It's fun and it's great exercise.

Course #: 092D13A00
Date & Time: 6 Wed., Jul. 15-Aug. 19, 8-9 p.m.
Location: Dance Master Studio
2002 E. Southport Road
Instructor: Mark Smith, owner,
Dance Master Studio
Fee: $79

SUMMER SAVINGS FEE: $79

FIRST DANCE: BALLROOM DANCE
Whether you're learning to dance with a partner or you just want to dance for fun or exercise, this class is for you. 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. You can take this class by yourself or with a partner.

Course #: 092D89A00
Date & Time: 6 Wed., Jul. 15-Aug. 19, 7-8 p.m.
Location: Dance Master Studio
2002 E. Southport Rd.
Instructor: Mark Smith, owner,
Dance Master Studio
Fee: $79

Ballet and Tummy Toning for Beginners
This class consists of ballet-inspired workouts that strengthen and tone the total body, especially the abdomen, shoulders, legs and back. The workouts also improve grace, balance, posture, flexibility and confidence. In this class you will learn basic ballet techniques as well as strong abdominal sculpting. This course is designed for beginners and anyone who wants to gain strength, stamina and muscle tone. Sign up today and you'll be on your way to getting the body and confidence you've always dreamed about.

Course #: 092D89A00
Date & Time: 6 Thu., Jun. 4-Jul. 16, (No class Jul. 2), 6-7 p.m.
Location: Park 100 Learning Center
5980 W. 71st St.
Instructor: Tina Hiett
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. Designed by Justin Stone in 1974, it’s based on ancient principles of yin/yang and effortless effort. T’ai Chi Chih is not a martial art. Rather, it’s a moving meditation that promotes good health and joyful well-being. Commonly observed benefits include reduced tension and stress, improved blood pressure and increased energy, flexibility and creativity. Anyone from young to old, in any physical condition, can practice T’ai Chi Chih. It requires no special athletic ability or equipment. If you’ve taken this class before, join us again to learn more and increase your rewards from T’ai Chi Chih practice.

Course #: 092D49A00
Date & Time: 6 Tue., Jun. 16-Jul. 21, 6:00-7:30 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Ann Daly, certified T’ai Chi Chih instructor
Fee: $129

Belly Dancing: An Elegant Exercise
Exercise can be elegant, especially when you are belly dancing! Come and 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. Wear comfortable clothing suitable for movement; a coin scarf or hip sash also may be worn. Participants may take class in soft-soled dance shoes or bare feet. No socks please (too slippery!). Do not wear baggy clothing that inhibits movement and prevents the instructor from recognizing proper alignment.

Course #: 092D60A00
Date & Time: 6 Tue., Jun. 9-Jul. 14, 6:30-8:00 p.m.
Location: Glendale OASIS Room
6101 N. Keystone Ave.
Instructor: Stacie Jones
Fee: $99

New!

Healthy Living
Fitness

FOR CUSTOMER SERVICE, CALL (317) 278-7600.
RUB YOUR FEET, IMPROVE YOUR HEALTH:
INTRODUCTION TO REFLEXOLOGY
FOOT MASSAGE
Nationally certified reflexologist and author Thomacine Haywood offers this fun shoes-off/hands-on introductory course to the ancient healing discipline of reflexology. It will address specific health concerns like sinus problems, allergies, migraines, neck tension and weight loss, and it now features an on-the-go reflexology technique anyone can do with a simple golf ball. You’ll learn by hands-on class work the basic foot-massage techniques used by professionals to ease tension; encourage circulation, elimination and the balance of body systems; and release feel-good endorphins. A $30 nonrefundable materials fee is required, paid to instructor the first night of class by check or in cash.

Course #: 092N76A06
Date & Time: 2 Tue., Aug. 4 & 11, 6-9 p.m.
Location: Indiana Therapeutic Massage
7780 North Michigan Road
Instructor: Thomacine Haywood, CR, MT, URM
Fee: $79

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 support necessary for skill mastery. Required courses for certification, available now for enrollment online at www.cln.iupui.edu, include Introduction to Professional Reflexology, Intermediate Professional Reflexology, Advanced Professional Reflexology, Documentation Standards and Practical Application, and Professional Reflexology Skills Assessment. You may enroll in individual courses without enrolling in the certificate program. For information, call (317) 278-7600.

See the Fall 09 Reflexology Classes on our website at www.cln.iupui.edu

- Introduction to Professional Reflexology
- Intermediate Professional Reflexology
- Advance Professional Reflexology
- Documentation Standards and Practical Applications
- Professional Reflexology Skills Assessment

THERAPEUTIC MASSAGE
THE THERAPEUTIC MASSAGE CERTIFICATE PROGRAM

In partnership with the Indiana Therapeutic Massage School (Ad code AC-0268)
is an intensive 600-hour program designed to prepare you to take the National Certification Examination for Therapeutic Massage and Bodywork and for a career in massage therapy.

Call 278-7600 for a brochure and application. Enrollment is limited. Mention the catalog when you enroll. Now accepting applications.

See our website at www.cln.iupui.edu for more info and start dates

ENROLL ONLINE AT WWW.CLN.IUPUI.EDU AND RECEIVE A 10% DISCOUNT.
**Introduction to Drawing**
Learn to draw what you see. Believe it or not, we can all draw -- naturally. Adults usually have forgotten that natural way of drawing they knew as a child. This five-week class will reacquaint you with that ability. There will be demonstrations by the instructor as well as in-class and at-home drawing projects. Included in the information will be shading, proportion and perspective as well as some tricks artists use to check accuracy. The instructor has been teaching art to adults for more than 20 years. Don’t wait any longer to begin to draw what you see. A materials list will be sent to you upon registration.

**Course #: 092B82A00**
**Date & Time:** 5 Thu., Jul. 16-Aug. 13, 6-8 p.m.
**Location:** Arthur M. Glick JCC
6701 Hoover Road
**Instructor:** Michele Pliley, artist
**Fee:** $139

**Watercolor Technique**
This is a drawing-based workshop, well suited for beginning artists and those with more painting experience who wish to expand their technical vocabulary of watercolor painting. Students will learn to appreciate the happy accidents of this beautiful transparent medium. Handouts, printed information and a brochure detailing the instructor’s method will be given to every student. You will be sent a complete supply list upon registration. Hurry - this popular class will fill quickly.

**Course #: 092B82A00**
**Date & Time:** 5 Thu., Jun. 4-Jul. 2, 6:30-8:30 p.m.
**Location:** Arthur M. Glick JCC
6701 Hoover Road
**Instructor:** Michele Pliley, artist
**Fee:** $139

**Sterling Silver Jewelry I**
Have fun and learn to make your own one-of-a-kind piece of jewelry from start to finish. Bring your lunch and spend the day learning to hand-fabricate a ring or pendant. All tools and techniques are provided by the instructor. An additional supply fee of $15 is due to the instructor at the time of class, cash only, to cover sheet sterling silver, bezel and the cabochon stone.

**Course #: 092B96A00**
**Date & Time:** Sat., Jun. 27, 9:30 a.m.-3:30 p.m.
**Location:** Park 100 Learning Center
5980 W. 71st St.
**Instructor:** Mary Tinkle
**Fee:** $109

**Creative Writing I**
Have you always thought you could write a great story if you could just get started? Have you started, but your mind went blank after the title and you’re not sure what to do next? Maybe it’s time take the next step and join author/illustrator Peter J. Welling as he leads a page-turning thriller as Well as he leads a page-turning thriller for adults. Don’t wait any longer to begin to draw what you see. A materials list will be sent to you upon registration.

**Course #: 092B24A00**
**Date & Time:** 6 Tue., Jun. 2-Jul. 7, 6:30-8:30 p.m.
**Location:** Park 100 Learning Center
5980 W. 71st St.
**Instructor:** Peter Welling, author/illustrator
**Fee:** $129

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**Home & Garden Certificate Program**
If you've been watching HGTV and wish you could be as creative as the individuals on TV, consider our Home & Garden Certificate Program. You can develop your skills in the floral or interior decorating track -- or both -- and gain a well-rounded base for personal satisfaction or your next career. The floral design track requires that you complete three floral design classes (Fundamentals of Flower Arranging, Intermediate Flower Arranging and Advanced Flower Arranging or Wedding Flowers) and one elective class from the Home and Garden section for a total of four classes. For the interior decorating track, you need to complete three required courses (Introduction to Decorating, Drawing Skills for Interior Decorating, and Concepts and Techniques in Interior Decorating) and one elective from the Home and Garden for a total of four classes. To do both tracks, you need the three required floral classes and the three required interior decorating classes -- a total of six classes for both tracks.

**Course #: 092S31A10**
**Date & Time:** 5 Mon., Jun. 1-29, 6:30-8:30 p.m.
**Instructor:** Sara Thompson, floral designer,
Community Life and Learning Center
515 E. Main St., Carmel
**Fee:** $119

**Intermediate Flower Arranging**
This is for the student who has completed the basic flower-arranging class and wants to move on to the next level of floral design, as well as for the student who has some design experience. We will cover the latest trends in design and design principles, such as line, depth, color and elements of floral construction. Our work will be in fresh flowers. Bring a small pocketknife and scissors. Additional materials will be available the first night of class for $75, payable to the instructor in cash or by check. Enroll early as space is limited.

**Course #: 092S31A10**
**Date & Time:** 5 Mon., Jun. 1-29, 6:30-8:30 p.m.
**Location:** Community Life and Learning Center
515 E. Main St., Carmel
**Instructor:** Sara Thompson, floral designer,
Community Life and Learning Center
515 E. Main St., Carmel
**Fee:** $119

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**Early-Bird Special Ends May 19, 2009.**
Home & Garden

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. Enroll early as space is limited.
Course #: 092S39A10
Date & Time: 5 Tue., Jul. 28-Aug. 25, 6:30-8:30 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Debra Watson, floral designer
Fee: $119

INTERMEDIATE WEDDING FLOWERS
Arrangements for weddings can make or break this very special occasion in a bride’s life. In this intermediate class, you will continue to make altar bouquets, corsages, pew decorations, pew bows and headpieces in the styles and flowers that most brides want. If you attended the Beginning Wedding Flowers class, then you will not want to miss this next-level class. Although fresh flowers will be used in class, we will discuss silk flowers. You will need to bring scissors, a small pocketknife, wire cutters or a flower cutter to class. Proper use of the chapel will be covered in class as well. Additional materials are available the first night of class for $85, payable to the instructor by cash or check only. Prerequisite: Beginning Wedding Flowers or its equivalent.
Course #: 092S33A10
Date & Time: 5 Wed., Jun. 3-Jul. 1, 6:30-8:30 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Debra Watson, floral designer
McNamara Florist
Fee: $99

CONCEPTS AND TECHNIQUES IN INTERIOR DECORATING
In this course, professional decorators teach you interior decorating basics, helping 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. Prerequisites: Introduction to Decorating and Drawing Skills for Interior Decorating.
Course #: 092S33A10
Date & Time: 5 Tue., Jun. 3-Jul. 28, 6:30-8:30 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Carla Conway, interior designer
Fee: $149

THE FINISHING TOUCH
Accessorizing is the finishing touch to any room of your home. Whether you are looking for a traditional or more luxurious style, a round accent table can add personality to your living space. Lamps, tabletop accessories, books, artwork and personal collections, to name a few, selected and placed correctly, will give you just the right touch to complete your room. These ideas and others will be discussed to give your living space just the right “finishing touch.”
Course #: 092S37A06
Date & Time: 2 Thu., Jul. 16 & 23, 6-9 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Carla Conway, interior designer
Fee: $399

INTRODUCTION TO DECORATING
There are thousands of decorating themes in use around the world – but only a handful have found their way into the mainstream in our part of the world. Here are some you’ll want to know about: Mediterranean, Italian, Moroccan and Japanese. 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. So come inside and learn the basics of using colors, lines, moods and textures to create the décor of your dreams.
Course #: 092S60A08
Date & Time: 4 Tue., Jun. 2-23, 6:30-8:30 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Carla Conway, interior designer
Fee: $139

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 or 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 #: 092S32A10
Date & Time: 5 Tue., Jul. 14-Aug. 11, 6:30-8:30 p.m.
Location: Community Life and Learning Center
515 E. Main St., Carmel
Instructor: Libby Kelley, interior designer
Fee: $149

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601 W. 11th St. Indianapolis, IN
One block west of MLK on 11th St.
(317) 631-2665
For all of your textbooks needs

SEE PAGE 31 FOR ENROLLMENT FORM.
NEW!

**A LANGUAGE OF LIFE, SUSTAINABILITY AND TRANSFORMATION**
This workshop is highly interactive, educational and inspiring. It is a fun way to introduce the basics of Nonviolent Communication™. This process guides us to reframe how we express ourselves and how we hear others, in a way that greatly increases the chances of inspiring a compassionate communication. Perhaps most important, the process helps us relate to ourselves with more understanding and compassion, thus freeing more of our creative energy and resulting in more happiness at home, success at work and effectiveness in contributing to positive social change in our communities.

**Course #: 092J22A00**
**Date & Time:** Sat., Jun. 13, 2-5 p.m.
**Location:** Arthur M. Glick JCC 6701 Hoover Road
**Instructor:** Albert Schinazi
**Fee:** $59

**SUMMER SAVINGS FEE:** $47

**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” through-hike. Students will be expected to apply this knowledge on day hikes throughout the semester and on an overnight hike to conclude the class. The definitive purpose of the class will be to educate and inspire students, young and old, to get out and see the world on two feet.

**Course #: 092J55A00**
**Date & Time:** 6 Wed., Jun. 10-Jul. 15, 6:30-8:30 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** Andrew Brake
**Fee:** $99

**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, and then pay off your 30-year mortgage in another three to four years? You can do this with your current income. You will learn specific, powerful and proven strategies that work every single time. This is a linear math, critical path technology to eliminate all your debts and then 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), and during class you will 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, and there is an optional workbook available from the instructor for an additional $39.

**Course #: 092P14A00**
**Date & Time:** Sat., Jul. 25, 9:30 a.m.-1:30 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** Forest Wilson, financial consultant
**Fee:** $49

**NEW!**

**CHANGE YOUR LIFE THROUGH MEDITATION**
Meditation has many benefits, including improving our peace of mind, our health and our relationships. This course provides an opportunity to learn how to meditate and use our experience of meditation to positively affect all aspects of our daily life. Everyone is welcome and invited to attend this course, which can have a profound impact on day-to-day happiness. No prior experience of meditation is necessary. Dress comfortably for class.

**Course #: 092J79A00**
**Date & Time:** 6 Wed., Jun. 10-Jul. 15, 6:30-8:30 p.m.
**Location:** Park 100 Learning Center 5980 W. 71st St.
**Instructor:** Alexis Salaman
**Fee:** $99

**LET’S GO TO ITALY!**
Planning to go to Italy? Learn helpful tips that will make you feel you could leave tomorrow as a seasoned traveler. We’ll compare the differences in cultural habits between the U.S. and Italy and discuss topics such as the money-exchange process and public transportation. We’ll also talk about food, clothes to pack, shopping, hotels and other important day-to-day functions to make the best use of your time, whether you are traveling with a group tour or on your own. The instructor is a native Italian and knows how to help make your trip to this beautiful country a fantastic experience.

**Course #: 092J15A00**
**Date & Time:** Sat., Aug. 22, 9 a.m.-1 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** Giuseppina Theibmann, Italian instructor
**Fee:** $49

**ON YOUR OWN IN GREAT BRITAIN AND IRELAND**
Have you ever thought of traveling independently in England, Scotland, Wales or Ireland? Whether you are adding a few days to a business trip or taking the vacation of a lifetime, this class offers you the encouragement and resources to plan an experience that is uniquely yours. Experienced travelers will give you firsthand advice and answer your questions about driving, public transportation, B&Bs, pubs, British currency and everything else you need to know to make your trip a success.

**Course #: 092J93A00**
**Date & Time:** Sat., Jun. 6, 9:30 a.m.-12:30 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel
**Instructor:** John & Margaret Yergler
**Fee:** $39
**Photography Certificate Program**

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 Black and White Darkroom -- and take two electives from among the other photography classes listed in our catalog. After taking the courses, arrange with us to submit a portfolio of your photographs for review. For more information, call (317) 278-7600.

**CERT99E00:** You must pay a one-time nonrefundable registration fee of $25 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

**BEGINNING PHOTOGRAPHY WITH DIGITAL CAMERAS**

If you want to take good pictures using a digital camera, this class is for you. You’ll learn the principles of good photography and how to use your digital camera to make your pictures noteworthy. Learn to improve your composition and adjust for different light. Once you have a good image, learn editing tips and how to archive, organize and share your work. Bring your digital camera to the first class.

**Course #: 092E02A00**
**Date & Time:** 4 Mon., Jun. 8-29, 6:30-8:30 p.m.
**Location:** Park 100 Learning Center 5980 W. 71st St.

**Course #: 092E02B00**
**Date & Time:** 4 Thu., Jul. 9-30, 6:30-8:30 p.m.
**Location:** Propylaeum Carriage House 150 E. 14th St.

**Instructor:** Richard Greg Mitchell, professional photographer

**Fee:** $119

**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. But don’t worry; 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. Soon, you’ll be taking those great pictures of family and friends like you always knew you could. Bring your camera (film or digital), if you have one, to the first class. Note: This course doesn’t cover autofocus point-and-shoot cameras. It’s the first class to take if you’re working toward our Photography Certificate.

**Course #: 092E01A00**
**Date & Time:** 6 Wed., Jun. 3-Jul. 8, 6:00-8:30 p.m.
**Location:** Arthur M. Glick JCC 6701 Hoover Road

**Instructor:** Richard Greg Mitchell, professional photographer

**Textbook:** None Required.

**Fee:** $119

**ADVANCED PHOTOGRAPHY**

This class moves you beyond the basics to maximize your photographic talent. You’ll get the most out of these six intensive sessions if you’ve completed the Photography Fundamentals class or have equivalent experience with your camera. You’ll explore lighting, correct metering techniques and home portraiture. You will have hands-on assignments that will help you learn to take a variety of photographs, including wedding pictures, landscapes and artistic shots. Composition techniques also will be discussed. Bring your camera and flash to the first class.

**Course #: 092E04A00**
**Date & Time:** 6 Wed., Jul. 15-Aug. 19, 6:30-9:00 p.m.
**Location:** IUPUI Engineering & Technology Building 799 W. Michigan St.

**Instructor:** Richard Greg Mitchell, professional photographer

**Fee:** $159

**PARKING INFORMATION IS LISTED ON YOUR RECEIPT.**

**BLACK AND WHITE DARKROOM**

Dust off your film camera and learn what happens after light strikes the silver in your film. Marvel as the image reveals itself in the developer tray! Learn to develop film, make contact sheets and enlarge your negatives. The instructor will teach you the properties and applications of film, paper and darkroom chemicals as well as the history of photographic print making. In this course, your teacher will respond to your individual needs, working with you to produce custom prints that you’ll be proud to display. All chemicals are provided.

**Course #: 092E85A00**
**Date & Time:** 6 Thu., Jun. 4-Jul. 9, 6:30-9:30 p.m.
**Location:** Perry Manufacturing, Inc. 1233 W. 18th St.

**Instructor:** Daniel Axler, BFA, nearly 30 years’ experience

**Fee:** $209

**FAST AND FUN: POINT AND SHOOT ESSENTIALS**

You can have lots of fun and capture great memories with even a simple camera. Here’s a short course in photography basics that will help you improve all your shots -- even the impulse images taken with your cell phone. You’ll learn about composition, lighting, advantages and limitations of autofocus cameras.

**Course #: 092E90A00**
**Date & Time:** 6 Wed., Jul. 15-Aug. 19, 6:30-9:00 p.m.
**Location:** IUPUI Engineering & Technology Building 799 W. Michigan St.

**Fee:** $159

**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. Whether you own a new digital SLR camera or a classic 35mm camera, you’ll learn how to take better photos in just a few weeks. Topics covered include basic controls and settings, exposure, depth of field, flash photography and composition.

**Course #: 092E11A00**
**Date & Time:** 4 Tue., Jun. 2-23, 6-8 p.m.
**Location:** Community Life and Learning Center 515 E. Main St., Carmel

**Instructor:** Lyle Mannweiler

**Fee:** $119

**A HANDS-ON INTRODUCTION TO DIGITAL PHOTOGRAPHY**

This hands-on computer lab workshop will give you a thorough introduction to digital photography. You’ll learn through discussion, demonstration and practical exercises how to use a digital camera, download images into a personal computer and use hardware and software to print and store files. You’ll learn to adjust and enhance your images using commonly available software. If you have a digital camera, bring it to class.

**Course #: 092T19A08**
**Date & Time:** Thu., Jun. 25, 8:30 a.m.-4:30 p.m.
**Location:** Park 100 Learning Center 5980 W. 71st St.

**Instructor:** Jack Jacobia, Institute for Forensic Imaging

**Fee:** $159
Summer College Credit Classes at the Learning Centers

OLS 27400 APPLIED LEADERSHIP (3 CR)
Class Number: 12123  Krull, Christine L
6:00 PM - 9:00 PM T POBP100
Class meets 5/13/2009 to 8/10/2009

OLS 47900 STAFFING ORGANIZATIONS (3 CR)
Class Number: 8725  Fishel, Darrell Ray
6:00 PM - 9:15 PM M POBP100
Class meets 6/29/2009 to 8/10/2009

OLS 37500 TRAINING METHODS (3 CR)
Class Number: 12124  Goodwin, Clifford Ray
6:00 PM - 9:00 PM TR POBP100
Class meets 5/13/2009 to 6/24/2009

BUS-D 594
INTL COMPETITIVE STRATEGY (3 CR)
Class Number: 6787  Dhanaraj, Charles
5:45 PM - 9:00 PM T CSC100
Class meets 5/12/2009 to 7/14/2009

BUS-L 512
LAW AND ETHICS IN BUSINESS (3 CR)
Class Number: 9387  Magid, Julie M
5:45 PM - 9:00 PM R CSC100
Class meets 5/14/2009 to 7/8/2009

BUS-S 555
INFO TECHNOLOGY FOR MANAGERS (1.5 CR)
Class Number: 7141  Taylor, Nolan J.
5:45 PM - 9:00 PM W CSC100
Class meets 5/13/2009 to 6/24/2009

ECON-E 201
INTRO TO MICROECONOMICS (3 CR)
Class Number: 7004  Dube, Archana
6:00 PM - 9:15 PM TR CSC100
Class meets 5/13/2009 to 6/24/2009

EDUC-L 530
TOPOICAL WKSHP IN LANGUAGE EDUC (3 CR)
Class Number: 7097  Krueger, Deborah Ann
1:00 PM - 5:30 PM D CSC100
Class meets 7/13/2009 to 7/24/2009

EDUC-L 530
TOPOICAL WKSHP IN LANGUAGE EDUC (3 CR)
Class Number: 8419  Hipes, Donald L
8:00 AM - 12:30 PM D CSC100
Class meets 7/27/2009 to 8/7/2009

EDUC-L 530
TOPOICAL WKSHP IN LANGUAGE EDUC (3 CR)
Class Number: 7093  Hipes, Donald L
8:00 AM - 12:30 PM D CSC100
Class meets 7/13/2009 to 7/24/2009

HPER-H 317
TOPICAL SEMINAR IN HEALTH EDUC (3 CR)
Class Number: 7302  Angermeier, Lisa
8:30 AM - 5:00 PM D CSC100
Class meets 6/22/2009 to 6/26/2009

HPER-H 517
WORKSHOP IN HEALTH EDUCATION (3 CR)
Class Number: 7305  Angermeier, Lisa
8:30 AM - 5:00 PM D CSC100
Class meets 6/22/2009 to 6/26/2009

PHIL-P 120 ETHICS (3 CR)
Class Number: 7595  Ranucci, Richard M.
6:00 PM - 9:15 PM MW CSC100
Class meets 5/13/2009 to 6/24/2009

College Credit Classes

Page 28  Fall Semester classes at Learning Centers & Off-Campus.

Page 29  Weekend University Summer & Fall Semester classes.

Online classes are listed at www.cln.iupui.edu click on Distance Education

SCHEDULED COURSE SECTIONS SUBJECT TO CHANGE.

TO ENROLL FOR THESE CLASSES YOU MUST USE ONESTART.IU.EDU
Fall College Credit Classes Off-Campus

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor(s)</th>
<th>Meeting Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>CIT 10600</td>
<td>USING A PERSONAL COMPUTER (3 CR)</td>
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<td>6:00 PM - 9:00 PM</td>
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<tr>
<td>CIT 21200</td>
<td>WEB SITE DESIGN (3 CR)</td>
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<td>INTRO TO ALGEBRA (4 CR)</td>
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<td>5:00 PM - 6:15 PM</td>
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<tr>
<td>MATH 11100</td>
<td>ALGEBRA (4 CR)</td>
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<td>MATH 32700</td>
<td>LEADERSHIP: GLOBAL WORK FORCE (3 CR)</td>
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<td>5:00 PM - 6:15 PM</td>
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<tr>
<td>OLS 33100</td>
<td>OCCUPL. SAFETY &amp; HEALTH (3 CR)</td>
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<tr>
<td>OLS 37800</td>
<td>LABOR/MANAGEMENT RELATIONS (3 CR)</td>
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<td>BIOL-N 100</td>
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<td>BIOLOGY OF WOMEN (3 CR)</td>
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<td>BUS-A 524</td>
<td>MANAGING ACCTG INFO DEC MAKING (3 CR)</td>
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<td>BUS-G 502</td>
<td>MANAGERIAL ECONOMICS (1.5 CR)</td>
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<td>BUS-X 204</td>
<td>BUSINESS COMMUNICATIONS (3 CR)</td>
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<td>BUS-X 511</td>
<td>SEMINAR IN MGMT ISSUES-- (1.5 CR)</td>
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<td>CLASS-C 205</td>
<td>CLASSICAL MYTHOLOGY (3 CR)</td>
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<td>AT 100</td>
<td>INTRO TO AVIATION TECHNOLOGY (3 CR)</td>
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<td>AT 233</td>
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<td>AT 400</td>
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SCHEDULED COURSE SECTIONS SUBJECT TO CHANGE.
Friday Nights - Summer Semester

SLIS-5 571 MATERIALS FOR YOUTH (3 CR)
Class Number: 7738 Mullin, Shirley Colburn
5:30 PM 8:15 PM Friday
Class Meets: 5/13/2009 to 8/10/2009

Saturday - Summer Semester

HER-H 400 TOPICS & METHODS IN ART HIST (3 CR)
Class Number: 8711 Robbins, Kevin C.
10:00 AM 1:00 PM Saturday ACPIOC

HIST-A 421 TOPICS IN EUROPEAN HIST (3 CR)
Class Number: 7948 Meyer, Elizabeth

SLIS-5 505 EVALUATION OF RESOURCES & SVCS (3 CR)
Class Number: 7748 Applegate, Rachel
9:00 AM 4:00 PM Saturday ULIB1112

SWK-S 501 PROF SOCIAL WORK: AN IMMERSION (3 CR)
Class Number: 8459
8:45 AM 4:15 PM Saturday EDSSW2103

SWK-S 513 HUMAN BEHAVIOR IN SOC ENVIR II (3 CR)
Class Number: 7846
8:45 AM 4:15 PM Saturday EDSSW2103

SWK-S 515 SOCIAL POLICY AND SERVICES (3 CR)
Class Number: 12296
8:45 AM 4:15 PM Saturday

SWK-S 661 EXECUTIVE LEADERSHIP PRACTICE (3 CR)
Class Number: 7862
8:45 AM 4:15 PM Saturday EDSSW2102

Friday Nights - Fall Semester

OLS 3310 OCCUP SAFETY & HEALTH (3 CR)
Class Number: 16732 Martin, Thomas Howard
6:00 PM 9:00 PM Friday POBP10100

SLIS-5 502 COLLECTION DEVELOPMENT & MGMT (3 CR)
Class Number: 18658 Mannan, Susan Jane
5:45 PM 8:25 PM Friday ULIB1116

Saturday - Fall Semester

ANTH-A 104 CULTURAL ANTHROPOLOGY (3 CR)
Class Number: 14549 Lucas, Jennifer Paige
9:00 AM 11:40 AM Saturday CAV435

AST-A 105 STARS AND GALAXIES (3 CR)
Class Number: 14573 Pehr, Jay B
9:00 AM 11:40 AM Saturday SCILD010

BIOL-N 100 CONTEMPORARY BIOLOGY (3 CR)
Class Number: 14644 Casady, Steve
12:00 PM 2:40 PM Saturday

BIOL-N 200 BIOLOGY OF WOMEN (3 CR)
Class Number: 14693 Duskalo, Janet Jean
9:00 AM 11:40 AM Saturday

BIOL-N 217 HUMAN PHYSIOLOGY (5 CR)
Class Number: 14715 Tariccone, Bonnie J
9:00 AM 11:40 AM Saturday BUSP2000

TO ENROLL FOR THESE CLASSES YOU MUST USE ONESTART.IU.EDU
Registration and General Information - Continuing Education

OFFICE INFORMATION
Regular Hours: 8 a.m. to 5 p.m. Monday through Friday.
Extended Hours: From Jun. 1 through 25 there will be a manager on duty at (317) 278-7600 from 5 to 7 p.m. Monday through Thursday.
Address: Continuing Studies
IUPUI Community Learning Network
620 Union Dr., Suite 244
Indianapolis, IN 46202-5171
Phone: (317) 278-7600.

HOW TO ENROLL
1. By mail: Fill out the enrollment form on page 31. Make your check or money order payable to IUPUI or complete the credit card information, sign and mail to: IUPUI Community Learning Network Continuing Studies, Noncredit Programs, 620 Union Dr., Suite 142, North Wing Indianapolis, IN 46202-5171.
2. Online: Access the CLN homepage at http://www.cln.iupui.edu/ and select the Continuing Studies 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. Alternatively, you may submit your registration information online and provide your credit card information by phone.
3. Phone: To enroll using your Visa, American Express, MasterCard or Discover Card, please call (317) 278-7600.
4. Walk-in: Come to the IUPUI Continuing Studies office in the Union Building, 620 Union Dr., Suite 244 in the North Wing, between 8 a.m. and 5:00 p.m. Monday through Friday.
   (No cash accepted.)

UPCOMING CLASSES
For a listing of our upcoming classes go to our website at http://www.cln.iupui.edu/ and find on the lower left “Click here to check out our continuing studies classes that start this month.”

CLASSROOM INFORMATION
Locations: The room number assignments, when known, will be indicated on your receipt and signs will be posted at the entrances to the classroom buildings.
Adaptive Educational Services
In order for Continuing Studies to try to arrange access or accommodations, individuals who need auxiliary aids for communication or who need assistance for access or accommodations should contact the Call Center at (317) 278-7600 two weeks prior to the start of class.
Course Changes and Cancellations:
On occasion, it may be necessary for Continuing Studies to cancel, postpone or combine classes, in which case you will be notified. Please provide telephone numbers and email 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 Studies 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.

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.

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

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 Studies of your withdrawal at least three business days before the first class meeting, 100 percent of the course fee will be refunded. At that time, you will be given the option of transferring to another course/section. You may transfer to another course/section one time only. If you withdraw from a course the day of or the day after the first class meeting, a 75 percent refund will be issued. After that, no refund will be issued. Please allow six weeks for a check refund from the date you withdraw from a class.
One-Day Classes:
If you notify Continuing Studies of your withdrawal at least two business days before the date of the class/seminar/workshop, 100 percent of the course fee will be refunded. If you notify Continuing Studies of your withdrawal by noon of the day of the class/seminar/workshop, a 50 percent refund will be issued. No refund will be given after noon.
Book Refunds:
Please return new books within five days following the first day of a course for a refund. You will need your receipt. For questions, contact the bookstore:
Campus Center Bookstore -
(317) 278-BOOK
Indy College Bookstore -
(317) 631-2665

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 Studies, however, an original form must also be mailed. For more details, please call (317) 278-7600.

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 Studies.

Campus Center Bookstore
420 University Blvd. (317) 278-BOOK
Indy College Bookstore
601 W. 11th St. (317) 631-2665

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.

Look for our next catalog in The Indianapolis Star
August 2, 2009.

EARLY-BIRD SPECIAL ENDS MAY 19, 2009.
### Enrollment Form

**By Mail**
IUPUI Continuing Studies Noncredit
Union Building Room 142
620 Union Drive
Indianapolis, IN 46202-5171

**By Phone**
Call (317) 278-7600 and use Visa, MasterCard, Discover or American Express

**Online**
Access the CLN homepage at: http://www.cln.iupui.edu
Select Continuing Studies. Select “How to Enroll” and follow the directions.

**Walk In**
IUPUI Continuing Studies Noncredit
Union Building Room 142
620 Union Drive
Indianapolis, IN 46202-5171
Mon-Fri, 8 a.m. - 5 p.m.
(no cash accepted)

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### HOW TO REGISTER FOR CONTINUING EDUCATION CLASSES:

**Method of Payment**

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| CREDIT CARD: VISA DISCOVER |
| MC AMEX |

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### Course Information

#### Course#

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#### Discounts:

**Note:** No discount on summer savings classes; one discount per class (Check if applicable)

- Early Bird 10% Discount (May 19, 2009 deadline).
- IUPUI Employee - Call (317) 278-7600 for details.

**Subtotal** Course Fee $ 

**Less** Applicable Discounts (If Any*) $ 

**Total** Course Fees $ 

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Parking details for on-campus classes included on receipts.

If disabled, please call (317) 278-7600 for assistance.

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**Enroll Online at www.cln.iupui.edu and receive a 10% Discount.**