

IUPUI

COMMUNITY LEARNING NETWORK



WHERE

IMPACT

IS MADE

WINTER 2009
CONTINUING STUDIES

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS



IUPUI

40 Years: From Idea to Impact

What began as an idea in the late 1960s—to merge the local campuses of Indiana's two major state higher education institutions into one great university for Indianapolis—has taken shape and matured into a campus that is integral to the life of our city, region, and state. A young university at 40, IUPUI continues to advance rapidly in every area of its mission, surpassing its own past accomplishments year after year and amassing an enviable record of achievements.

Follow our year long celebration here:
<http://www.forty.iupui.edu/>

Pictured:

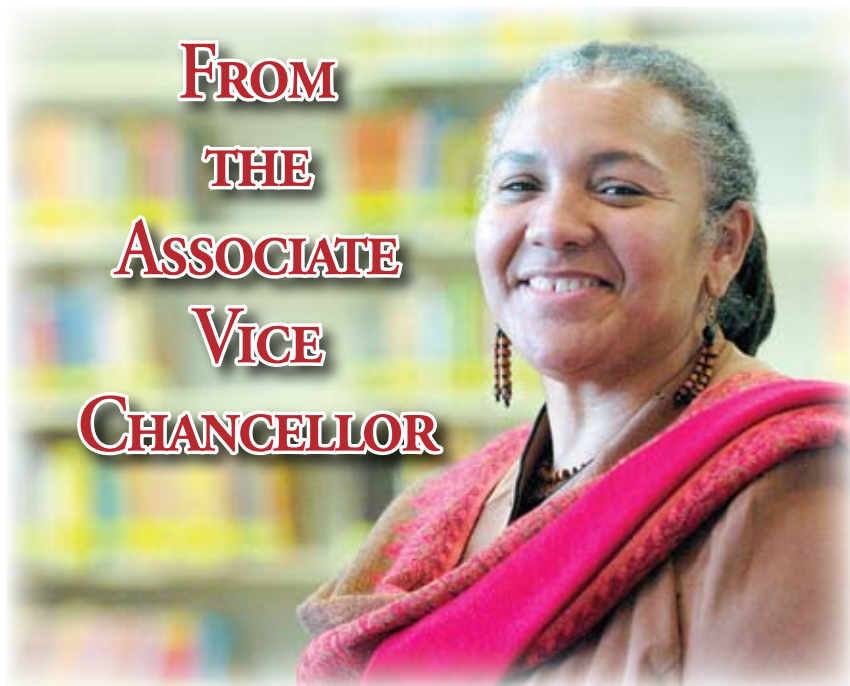
Top: The first architects model of the IUPUI campus, 1969

Bottom: IUPUI campus center—the center of campus life, 2008



WHERE **IMPACT** IS MADE

News & Notes



The faculty and staff of IUPUI are responsive to Central Indiana communities--meeting requests for accelerated classes, more on-line convenience and a variety of locations. And so I am pleased to announce the opening of our Park 100 Learning Center. In addition to offering a variety of classes we are making Park 100 a hub for ongoing educational opportunities, advising and connecting to the community. See pages 26 and 27 of this catalog to get an idea of the excitement taking place this spring and visit our web site for the latest updates!

Khaula Muradha

Associate Vice Chancellor for Lifelong Learning

WHERE **IMPACT** IS MADE

SEE HOW: WWW.CLN.IUPUI.EDU

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Arts & Humanities

INTRODUCTION TO DRAWING

Learn to draw what you see. Believe it or not, we all can draw -- naturally. Adults usually have forgotten that natural way of drawing they knew as a child. This 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.

Course #: 091B82A00

Date & Time: 5 Mon., Jan. 26-Feb. 23, 6-8 p.m.

Location: Indianapolis Senior Center
708 E. Michigan St.

Instructor: Michele Pliley

Fee: \$119

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 #: 091B85A00

Date & Time: 5 Thu., Jan. 29-Feb. 26, 6:00-8:30 p.m.

Location: Indianapolis Senior Center
708 E. Michigan St.

Instructor: Michele Pliley

Fee: \$119

BEGINNING CALLIGRAPHY

Improve your handwriting skills as you learn to write with panache. If you want to be able to create wonderful handwritten invitations, documents or other writings, you can add an artistic flair to your work. Through demonstration and practice, you will learn to write using Old English script. The instructor also will show and explain the different types of nibs, papers and utensils needed for the art. A \$5 supply fee will be payable to the instructor the first night of class.

Course #: 091B89A00

Date & Time: 5 Tue., Feb. 10-Mar. 10, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Phillip Holst

Fee: \$119

New!

SO YOU WANT TO WRITE A BOOK?

Learn how to package and market your book idea in a way that garners interest from publishers. This six week course will tackle everything from establishing a marketing strategy, building your fan base and platform to honing your manuscript and sending out those query letters.

Course #: 091B69A00

Date & Time: 6 Wed., Jan. 21-Feb. 25, 6-8 p.m.

Location: Lawrence Central High School
7300 E. 56th St.

Instructor: Julie Young

Fee: \$89

INTRODUCTION TO CREATIVE WRITING

Learn how to develop characters, plot, dialogue/narration, introduction and ending. This course will combine lecture with in-class and at-home writing. It is designed for those who wish to learn the basics of creative writing or polish their writing skills before tackling that novel.

Course #: 091B20A00

Date & Time: 8 Tue., Jan. 27-Mar. 17, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Peter Welling

Fee: \$129

INDIANAPOLIS CULTURAL SAMPLER

From art galleries and festivals to performing arts and ethnic restaurants, Indianapolis has a plethora of cultural opportunities. Whether you're already culturally literate and would like to learn more or you're new to Indy's cultural scene and want an easy and fun way to sample the offerings, this class is for you. Through stimulating guest speakers and behind-the-scenes tours, you'll experience a side of Indianapolis you might never have seen. Attend this class and become a cultural ambassador for Indianapolis. Classes will be scheduled at four cultural attractions on various weeknight evenings (Monday through Thursday). Call Lorean Kegeris at (317) 278-1637 for more information.

Course #: 091B71A00

Date & Time: Various

6:30-8:30 p.m.

Location: Various

Instructor: Cynthia Harkness

Fee: \$49

CREATING A CHILDREN'S PICTURE BOOK

Have you dreamed of being surrounded by little people who hang on your every word? Then you are either the Wizard of Oz or you should be writing children's picture books. Hoosier illustrator/author Peter J. Welling takes you from "once upon a time" to "they lived happily ever after." Learn to write, listen, observe and critique. To paraphrase Dorothy, "I had a class and you were there ... and you ... and you"

Course #: 091B16A00

Date & Time: 6 Tue., Apr. 7-May 12, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Peter Welling

Fee: \$99

New!

AT SARAH'S TABLE: A LINCOLN DINING EXPERIENCE

Celebrate the Lincoln Bicentennial with Conner Prairie's exciting new group experiences focusing on Lincoln's Indiana boyhood. Step back in time and feast on a dinner that Lincoln and his family might have enjoyed while living in Indiana. A sample menu might include chicken fricassee, steamed potatoes, succotash, pickled beets, rail splitters (cornbread) & butter and apple pie. Enjoy this meal while actors engage in the lively topic of the day. In his early years, Lincoln's diet consisted of a fairly steady parade of potatoes, corn cakes and mush...partly for economic reasons and partly because of the frontier tradition. Fruit was one of his few culinary obsessions and, as a lanky young lawyer in Springfield, he satisfied his sweet tooth with home-baked fruit pies. Even after his election to the presidency, the ladies of the town, remembering his fondness for their pies, would bake, crate and ship pies to him at the White House. It is these foodways of the Indiana and Illinois years that our costumed interpreter presents as Conner Prairie celebrates the Lincoln Bicentennial. Enroll by February 6 to join us in this one time experience.

Course #: 091A22A00

Date & Time: Tue., Feb. 17, 7-8 p.m.

Location: Conner Prairie
13400 Allisonville Rd., Fishers

Instructor: Conner Prairie Staff

Fee: \$39

Arts & Humanities

STORYTELLING

Professional storyteller Bob Sander offers a four-week class in the art and practice of storytelling. Through modeling and lecture, you'll learn different genres of storytelling, the basics of good story structure, how to create a good story and -- through practice in pairs and small groups -- oral presentation/storytelling skills. The class will examine folktales, urban legends and personal and family stories. Admission to one of Storytelling Arts' Storyteller's Theater events, featuring a nationally known storyteller, is included.

Course #: 091B07A00

Date & Time: 4 Wed., Feb. 4-25, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Robert Sander

Fee: \$89



FREELANCE WRITING

Need help finding markets? Tired of harvesting rejection slips instead of checks? Learn how to prepare your work and get it published. Whether you're planning to pitch your work to local, regional and national newspapers and magazines, or you're seeking an agent or publisher for your first novel, this class will go over some of the ins and outs of becoming a better writer.

Course #: 091B17A00

Date & Time: 6 Wed., Mar. 4-Apr. 15, (No class Apr. 1), 6-8 p.m.

Location: Lawrence Central High School
7300 E. 56th St.

Instructor: Julie Young

Fee: \$99

PRINTS FROM PLEXIGLAS: MONOTYPES

Monotypes are one-of-a-kind prints made by transferring inks or paints from a metal, glass, or Plexiglas plate to paper. Learn a variety of techniques for creating simple and complex works of art. The class will visit the galleries to view related works in the IMA's collection and gather inspiration for their own prints.

Course #: 091B70A00

Date & Time: 4 Thu., Feb. 5-26, 6-8 p.m.

Location: Indianapolis Museum of Art
4000 Michigan Road

Instructor: Indianapolis Museum of Art

Fee: \$80

New!

LITERARY DISCUSSION GROUP

Stephanie Meyer's "Twilight" series could become the next Harry Potter, come learn what all the buzz is about in this literary discussion group.

Course #: 091B64A00

Date & Time: 4 Thu., Feb. 5-26, 6-8 p.m.

Location: Lawrence Central High School
7300 E. 56th St.

Instructor: Julie Young

Fee: \$55

INTRODUCTION TO 3-D DESIGN

Learn to identify and apply the fundamental elements and principles of 3-D design to your own artwork. You will complete several projects designed to introduce the process of developing three-dimensional artwork from concept to model. Visit the "European Design Since 1985: Shaping the New Century" exhibition to see innovations in furniture and product design.

Course #: 091B63A00

Date & Time: 3 Thu., Mar. 5-19, 6-8 p.m.

Location: Indianapolis Museum of Art
4000 Michigan Road

Instructor: Indianapolis Museum of Art

Fee: \$70

LIGHT ON GREAT BRIGHTNESS: ARTS OF THE MING DYNASTY THEN AND NOW

China experienced a flourishing of the arts during the Ming dynasty (1368-1644), brought on by new ideas about pleasure and violence, writing and objects, and the private and public realms of life in China. Join Oxford University professor Craig Clunas for a discussion on Ming dynasty artwork and our modern perception of their visual culture. Supported by the IMA Asian Art Society.

Course #: 091B60A00

Date & Time: Thu., Jan. 8, 7:00 p.m.

Location: Indianapolis Museum of Art
4000 Michigan Road

Instructor: Indianapolis Museum of Art

Fee: Free

HANDMADE SKETCHBOOKS

Discover techniques for creating your own sketchbooks. You will leave the class with a new skill and a few new sketchbooks. Materials provided, but feel free to bring special paper you are interested in binding.

Course #: 091B75A00

Date & Time: 2 Thu., Apr. 23 & 30, 6-8 p.m.

Location: Indianapolis Museum of Art
4000 Michigan Road

Instructor: Indianapolis Museum of Art

Fee: \$60

HANDS ALIVE! FAMILY NIGHT AT THE IMA

Families, you're invited out for a special evening of looking at, talking about and making art together! Gain a new perspective as the deaf and hearing communities come together—led by deaf and hearing artists for a fresh look at art and some hands-on fun. This program is partnership with HANDS ALIVE!—the Indiana School for the Deaf annual celebration of the talents and skills of ISD students.

Course #: 091B76A00

Date & Time: Thu., Mar. 26, 5-8 p.m.

Location: Indianapolis Museum of Art
4000 Michigan Road

Instructor: Indianapolis Museum of Art

Fee: Free

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 to cover sheet sterling silver, bezel and cabochon stone.

Course #: 091B96A00

Date & Time: Sat., Mar. 14, 9:30 a.m.-4:00 p.m.

Location: Park 100 Learning Center
5980 W. 71st St., Ste. 100

Instructor: Mary Tinkle

Fee: \$99

Business

General Business

New!

ACHIEVING SUCCESS

Finding and keeping balance in your life is an art. With daily responsibilities, commitments and unexpected events, it is little wonder we find ourselves feeling stressed and in need of downtime. Life at times feels lopsided, with only work and no play. The idea of who we are without the roles we assume is unclear and undefined. This class will examine the four core components of who we are and identify ways to nurture those areas to create an outward symbol as a reminder.

Course #: 091F44A06

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

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Vicky Kelm Williams, EdS,
Education Counselor

Fee: \$59

New!

EMPLOYEES WITH DISABILITIES: EFFECTIVE COMMUNICATION, JOB ACCOMMODATION AND ASSISTIVE TECHNOLOGY

How should an employer deal with job applicants and employees with disabilities? This course will cover an overview of the law surrounding hiring and accommodation of people with disabilities. You'll learn about the accommodation process and ensuring that employees' with disabilities needs are met. It will also cover strategies for communicating with people with disabilities, and an overview of assistive or adaptive devices used to level the playing field for employees with disabilities. There will be some hands-on activities, videos, and time for questions and answers.

Course #: 091J46A06

Date & Time: Fri., Feb. 20, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Wade Winger, ATP The Assistive
Technology Center

Fee: \$109

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 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. No discounts are offered.

Course #: 091A97A04

Date & Time: Wed., Feb. 18, 9 a.m.-1 p.m.

Location: RMS

8227 Northwest Blvd.

Building B, Ste. 230

Instructor: John Lindenschmidt, CSP,

ALCM, CSP, president of Risk

Management Services

Fee: \$89

INTERNAL AUDITOR TRAINING

ISO-9001 certified firms must retain trained, competent internal auditors. This one-day training course focuses on practical internal auditing techniques and the process of evaluating the effectiveness and implementation of a documented quality system. In addition, this class will introduce your auditing team to the requirements of the ISO-9001:2000 standard requirements. Throughout this course, students will review of the ISO-9001:2000 standard requirements and learn about the development of audit checklists, auditing techniques, review of quality system procedures against the ISO-9001:2000 standard, documentation of audit findings, corrective action, follow-up audit responsibilities and summary to management.

Course #: 091V57A06

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

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Joel Pecoraro

Fee: \$139

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 will provide techniques you can apply to your situation.

Course #: 091P51A06

Date & Time: Fri., Mar. 13, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Lou Beeker Schultz,
IUPUI writing instructor, trainer
and business consultant

Fee: \$139

New!

RIDING THE WAVE: SUCCESSFUL TECHNIQUES FOR NAVIGATING CHANGES AT WORK AND IN LIFE

In the hectic pace of life today, change is constant in our work and personal lives. How can I keep up with all the changes? What can I do to make change work to my benefit? And how can I thrive -- rather than simply tolerate change? After participating in this session, you will be able to explain the four phases of response to change, identify how you typically respond to change, respond effectively to the resistances other people have to change, identify what you can do to thrive during times of change and learn to be the "captain of your own ship" to make the most of changes at work or at home. This is part of IUPUI's Annual Spring Staff Seminar and is being opened to the public for the first time.

Course #: 091A49A00

Date & Time: Tue., Apr. 7, 9 a.m.-noon

Course #: 091A49B00

Date & Time: Tue., Apr. 7, 1:00-4:00 p.m.

Location: IUPUI Campus Center
420 University Blvd., IUPUI Campus

Instructor: Daniel Johnson

Fee: \$79

Parking information is on your receipt.

NEGOTIATIONS

Broadly speaking, negotiation is an interaction of influences. Such interactions, for example, include the process of resolving disputes, agreeing upon courses of action, bargaining for individual or collective advantage, or crafting outcomes to satisfy various interests. Negotiation involves two basic elements: the process and the substance. The process refers to how the parties negotiate. The substance, however, refers to what the parties negotiate over. This course will teach the overall strategy of negotiations through planning and preparation. Knowing and avoiding common mistakes and tactics is critical in the negotiation process. This class will incorporate role-play exercises and real-world examples.

Course #: 091F32A06

Date & Time: Tue., Mar. 17, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Angel Morales

Fee: \$119

New!

MYERS-BRIGGS TYPE INDICATOR (MBTI®)

Do you have a thorough understanding of yourself and the gifts you possess? Are your interactions with others always positive and successful? The Myers-Briggs Type Indicator, or MBTI as it is commonly known, can provide tools to help you better understand yourself and others. Knowledge of personality types will enable you to have a greater appreciation of others in the work place. Isabel Briggs Myers, one of the developers of the MBTI stated that, "We cannot assume that other people's minds work on the same principles as our own. All too often others with whom we come in contact do not reason as we reason, or do not value the things we value, or are not interested in what interests us." Knowledge is power! This workshop will provide you with more in-depth knowledge of yourself and others.

Course #: 091F41A00

Date & Time: Sat., Feb. 21, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Monica Taylor, MSM, MBTI
Certified Practitioner

Fee: \$129

Business

SUSTAINABLE BUSINESS PRACTICES

This seminar provides a foundation of awareness, understanding and perspective on green or sustainable business principles and practices. We will explore natural capitalism, the shift toward a service economy, corporate social responsibility, triple bottom line (people, profit and planet), the natural step process, the new ISO 14001 international standards of sustainability and the role of innovation on all levels of organizations as a sustainable strategy in response to current economic conditions and future growth. We will discuss how to begin a dialogue within your small to large for-profit or nonprofit organization to develop policies and a plan of action. We also will review communications, meetings styles and organizational structures that support sustainable practices.

Course #: 091M79A00

Date & Time: Sat., Mar. 7, 9 a.m.-noon

Location: Park 100 Learning Center
5980 W. 71st St., Ste. 100

Instructor: Albert Schinazi

Fee: \$59

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 #: 091V88A08

Date & Time: Fri., Mar. 13, 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 EFFECTIVELY

Do you ever feel as though you don't have enough time? Is there always something you wish you would have been able to do but just didn't have enough hours in the day? If so, this session is for you. In it, you'll learn an effective time-management approach that can help you differentiate between important and urgent items. You'll learn how your unique style impacts your ability to effectively manage your day. And you'll improve your organizational skills so you can accomplish your objectives within your given time constraints and create a healthier balance in your career and in your personal life.

Course #: 091V59A06

Date & Time: Fri., Apr. 24,
8:30 a.m.-12:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: FlashPoint Human Resource
Consulting

Fee: \$119

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. To receive a brochure, call (317) 278-7600 and leave your name and address.

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

This course offers a practical background in accounting. 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 #: 091P52A16

Date & Time: 8 Tue., Feb. 3-Mar. 24,
6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Joseph Rodenberg, CPA

Textbooks: "College Accounting,"
9th Edition, ISBN #0-618-82417-0,
and "Working Papers 1-13,"
ISBN #0-618-82419-7. Available at
IUPUI's Campus Center Bookstore,
Indy's College Bookstore and local bookstores.

Fee: \$179

Mortgage Continuing Education

Financial Strategies is a single-source, nationwide provider of pre-licensing education, continuing education and career development training. With over 35 years combined experience in Consumer Finance, Mortgage Lending, and Mortgage Brokering in both Conventional and Sub Prime markets, we have the experience to help you succeed.

Topics include:

- Comprehending State & Federal Mortgage Laws 12hr Indiana
- Indiana State Law (12hr Supplement)
- Mortgage Fraud Detection and Prevention: Indiana Edition 8 hours
- Clear to Close: Indiana Edition - 6 hours
- Online - Mortgage Fraud Detection and Prevention: Indiana Edition 8 hours

To enroll in one of these classes or see what other courses are available go to the IUPUI Community Learning Network at www.cln.iupui.edu, select Continuing Studies and click on the Financial Strategies logo seen here.



Business

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 #: 091P53B16

Date & Time: 8 Tue., Apr. 7-May 26, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School 2801 W. 86th St.

Instructor: Peter Murphy, CPA

Textbooks: "College Accounting," 9th Edition, ISBN #0-618-82417-0, and "Working Papers 14-26," ISBN #0-618-82420-0. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.
Fee: \$179

PAYROLL ACCOUNTING

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

Course #: 091P55A10

Date & Time: 5 Wed., Jan. 28-Feb. 25, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School 2801 W. 86th St.

Instructor: Lee Cole, CPA

Textbook: "Payroll Accounting," 2009 Edition, ISBN #0-3246-6373-0.

Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

Fee: \$139

Careers

CAREERS AFTER 50: YOUR NEXT GREAT ADVENTURE!

Baby boomers will number more than 77 million people in the next few years. A typical boomer was born between 1946 and 1964. The majority are now more than 50 years old, and 8,000 turn 60 every day. Learn how this significant and sizeable population will transform society. Learn how you can transform yourself in this amazing journey, and think of the unlimited career possibilities. You may want to work part time or make money from your hobby. You could take your work experience and become a consultant or coach. We will take a look at our past accomplishments, individually and as a dynamic group. Then look ahead and create a vision for our next steps forward. We will share our lessons learned as we all prepare for what promises to be our best years.

Course #: 091P77A00

Date & Time: 3 Thu., Mar. 12-26, 6-8 p.m.

Location: Arthur M. Glick JCC 6701 Hoover Road

Instructor: Mary Messerlie

Fee: \$69

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, reference and salary information, and general career-search topics also will be covered. Get the up-to-date information you've been waiting for.

Course #: 091F56A06

Date & Time: Sat., Jan. 31, 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

PROFESSIONAL WEDDING PLANNER

A professional wedding planner is trained in all aspects of the wedding and preparation. From conception, contracts and ceremony details to industry formulas for wedding design and delivery, a Certified Professional Wedding Planner can make any wedding budget seem endless. Because the wedding planner plays such an integral role in the planning of a couple's most important day, there is much to learn in the way of planning, budgets, working with vendors, contracts and revenue channels, not to mention keeping up with the latest trends in bridal fashion, color choices and wedding design. Wedding planners are in demand as more and more sophisticated brides discover they cannot be the bride and the wedding planner on the day of their wedding. This profession is growing at an increased rate year after year. Many professionals run their own company, while many work for wedding businesses that offer wedding planning services. No discounts are offered. Materials are included in the course fee. Upon successful completion, you will receive a certificate from the Wedding Planning Institute.

Course #: 091F17A00

Date & Time: 8 Tue. & 8 Thu., Mar. 3-Apr. 30, (No class Mar. 31 & Apr. 2), 7-9 p.m.

Location: Brebeuf Jesuit Preparatory School 2801 W. 86th St.

Instructor: Lisa Gorman, wedding planner, Lovegevity, Inc./WPI

Fee: \$759

Business Communications Certificate Program

Employers generally rank communications ability as the most essential skill for all employees. The ability to communicate clearly and concisely with customers, clients and co-workers is a valued commodity in all business environments. People who advance in their careers usually are effective communicators, both on paper and in person. Our certificate program can help you sharpen your written and oral communication by writing clearly, presenting ideas 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.

CERT99F04: 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.

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 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. There is a \$15 material fee payable to the instructor at the class.

Course #: 091V24A06

Date & Time: Fri., Feb. 13, 8:30 a.m.-12:30 p.m.

Location: Community Life and Learning Center 515 E. Main St., Carmel

Instructor: FlashPoint Human Resource Consulting

Fee: \$99

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 #: 091F88A06

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

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: John Wieland, adjunct faculty,
IUPUI English

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 #: 091A98A06

Date & Time: Tue., Feb. 24, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Ellen Wallace, B.S.,
business administration

Fee: \$119

COACHING: TEAM CONFLICT & WORKPLACE RELATIONS

Are you looking for ways to create, sustain or enhance workplace relations and create high-functioning teams? Coaching teams requires skills not found in traditional teambuilding or coaching models. This seminar will explore workplace relations and offer practical tools in relationship coaching that can align team members to a common purpose, create better team relationships and resolve conflicts among team members. This class will be valuable for anyone wanting to create and maintain a healthy environment for your team or professional partners.

Course #: 091A48A06

Date & Time: Wed., Mar. 18,

9:00 a.m.-4:15 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Daniel Johnson

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 #: 091A99A06

Date & Time: Fri., Apr. 10, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Ellen Wallace, B.S.,
business administration

Fee: \$119

MARKETING

You might look at marketing as the wide range of activities involved in making sure you're meeting the needs of your customers and getting value in return. Marketing analysis includes finding out what groups of potential customers (or markets) exist, what groups of customers you prefer to serve (target markets), what their needs are, what products or services you might develop to meet their needs, how customers prefer to use the products and services, what your competitors are doing, what pricing you should use and how to distribute products and services to your target markets.

Various methods of market research are used to find out information about markets, target markets and their needs, as well as competitors. Marketing also includes ongoing promotions, which can include advertising, public relations, sales and customer service.

Course #: 091F03A06

Date & Time: Sat., Mar. 14, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Jennifer Tryon, CTC

Fee: \$119

REAL ESTATE CONTINUING EDUCATION

In an Indiana Salesperson's two year license period the agent must take 16 hours of Indiana State approved continuing education. Of those 16 hours, 6 must be in mandatory educational topics. Our Indiana Real Estate continuing education package satisfies all these requirements and includes:

- Code of Ethics Agency*
- Closing and Settlement Costs*
- Contracts, Purchase & Sales Agreements*
- Environmental Hazards*
- Fair Housing*
- Home Inspection
- Real Estate Appraisal
- Real Estate Finance
- Real Property Ownership
- Titles and Records
- Using the Internet to Serve Clients
- Asset Management
- ERC Fair Housing & Diversity: Focus on Relocation*
- ERC Relocation: Assisting Corporate Transferees
- Estimating the Gross Living Area
- Deeds *** 2 hours required**

It is easy to do this training online through IUPUI Community Learning Network. Just go to www.cln.iupui.edu and then select Continuing Studies and click on the Real Estate Continuing Education Logo seen here.

Through our next-generation web-based Learning Management System, VU.360™, 360training powers the online learning programs for today's leading Realtor® associations, proprietary schools and corporations.



**Online Real Estate
Continuing Education**

Our licensing courses have received distance learning certification from the Association of Real Estate License Law Officials (A.R.E.L.L.O.) and have also been accredited by real estate governing bodies nationwide. No Discounts Available.

Business

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. Training employees to deal effectively with both 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. To receive a brochure, call (317) 278-7600 and leave your name and address.

CERT99F02: 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.

ACTIVE LISTENING

The way to become a better listener is to practice active listening. This is where you make a conscious effort to hear not only the words another person is saying but, more important, try to understand the total message being sent. Listening is one of the most important skills you can have. How well you listen has a major impact on your job effectiveness and the quality of your relationships with others. Come to this class as we improve our listening skills together.

Course #: 091F18A04

Date & Time: Fri., Apr. 17, 9 a.m.-1 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Ellen Wallace, B.S.,
business administration

Fee: \$59

PROFESSIONAL PRESENCE

You need to make a good first impression. You need to speak well and act right in business and social settings. You need to be confident in your appearance and manner. Everyone needs a little image polishing now and then, and this course lets you in on the tricks and traits of those who always seem to be at their best. You don't have to be like anyone else, but you should know how to develop and maintain a professional presence that's right for you. (If you're a boss, consider offering this course to your employees.)

Course #: 091F52A06

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

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Ellen Wallace, B.S.,
business administration

Fee: \$119

DEALING WITH DIFFICULT PEOPLE

We've 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 #: 091F57A06

Date & Time: Fri., Apr. 24, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Ellen Wallace, B.S.,
business administration

Fee: \$119

MASTERING YOUR PEOPLE SKILLS

"The most important single ingredient in the formula of success is knowing how to get along with people," Theodore Roosevelt once said. Most employers want employees who possess excellent people skills -- but what does that mean exactly? This one-day class identifies qualities that make good people skills and describes how to develop them. Learn the importance of verbal and nonverbal impressions and how to present yourself professionally. The class focuses on work-related skill enhancement. If you're looking for advancement, this class can help you hone your skills and increase your opportunities.

Course #: 091F54A06

Date & Time: Fri., Feb. 20, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Ellen Wallace, B.S.,
business administration

Fee: \$119

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. Also, choose two of the following: Introduction to Word for Windows, Introduction to PowerPoint or Introduction to Excel. Select one of the following: Accounting Principles I, Payroll Accounting or Introduction to Human Resource Management. To receive a brochure or more information, call (317) 278-7600 and leave your name and address.

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.

Human Resource Management Certificate Program

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

CERT99F03: 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.

BEHAVIOR INTERVIEWING

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

Course #: 091A28A06

Date & Time: Fri., Feb. 20, 9 a.m.-4 p.m.

Location: IUPUI Business/SPEA Building
801 W. Michigan St., IUPUI Campus

Instructor: Fred Huffman

Fee: \$109

Parking information is on your receipt.

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 human resources management 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 #: 091F80A06

Date & Time: Sat., Feb. 21, 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-on to Introduction to Human Resource Management.

Course #: 091F71A06

Date & Time: Sat., Mar. 7, 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

SHRM LEARNING RESOURCE COURSE

Are you preparing for the Professional in Human Resources or the Senior Professional in Human Resources certification exam? This course covers the functional areas of HR management, including management practices, general employment practices, staffing, HR development, compensation and benefits, employee and labor relations, health safety and security. Enhance your skills and prepare for the PHR or the SPHR exam. The first session is an orientation. The class will help prepare you for the certification exam. If you've taken this course previously and not passed the exam, you may retake the course at a discounted price. Repeat students will be responsible for their own books. No discounts are offered except for repeat students.

Course #: 091F28A36

Date & Time: 12 Thu., Jan. 29-Apr. 23,
(No class Apr. 2), 6:15-9:15 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

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

Fee: \$759

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 #: 091F89A06

Date & Time: Sat., Apr. 18, 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 #: 091F82A06

Date & Time: Sat., Apr. 25, 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 #: 091F84A08

Date & Time: Fri., Feb. 27, 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

HUMAN RESOURCE MANAGEMENT ORGANIZATIONAL SKILLS

Do you feel no matter how hard you try, there's always one more bit of information that needs to be organized? Payroll, medical information, reference checks, I-9 forms, worker's compensation reports, benefits information, resumes, training records -- where does it all go and how do you get it there? This course examines the enormous amount of paperwork the HR professional must handle, and it teaches you how to organize it all. Paperwork requirements as well as organizational ideas and systems will be presented. Keep a clean HR house by completing this fun, informative class.

Course #: 091F87A06

Date & Time: Sat., Mar. 14, 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: \$129

MANAGING DIVERSITY

The demographics of the United States overall and of central Indiana specifically are changing more rapidly with each passing year, bringing many challenges and opportunities to our workplaces. To succeed in organizations of all kinds, one must know how to anticipate and meet the expectations of new customer groups, and how to skillfully manage an increasingly diverse workforce. This workshop will explore these challenges and opportunities and help participants gain the skills they need to succeed at work, whether they are employed in business, not-for-profit, educational or other settings. Participants will assess their current skills and learn what is necessary to fill the gaps. The workshop will include lecturettes, video presentations, case studies and skills practice.

Course #: 091F21A06

Date & Time: Fri., Mar. 20, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Berenice Ruhl, Ph.D.

Fee: \$129

Business

AFFIRMATIVE ACTION/EEO REGULATIONS

What is an EEO-1 report? When is it due? Is my company required to have an Affirmative Action statement? How do I respond to an EEO claims investigation? Are we compliant with all Affirmative Action requirements? These are a few of the many questions that will be addressed in this in-depth class. Learn how to keep your organization compliant. This class is a necessity for all HR professionals.

Course #: 091F86A06

Date & Time: Sat., Feb. 28, 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: \$129

PERSONNEL LAW:

LEGAL ISSUES AFFECTING HR

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

Course #: 091F14A08

Date & Time: 2 Sat., Mar., 21 & 28,
9 a.m.-1 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Matthew Effland, Esq.,
attorney at law

Fee: \$129

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 sections of the current catalog. To receive a brochure, call (317) 278-7600 and leave your name and address.

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.

BE A LEADER

Being a leader and being a manager or supervisor are not necessarily the same. Leaders come from all segments of an organization. Leadership does not require formal authority or position and can be practiced by anyone interested in making a contribution and influencing a more positive future. Leaders set the tone, create the image and lead others in every organization. This seminar will explore what it means to be a leader, how to develop your leadership skills and how to think strategically. Whether you consider yourself a leader or aspire to be a leader, this class will help you hone your skills and advance your leadership potential.

Course #: 091A65A06

Date & Time: Wed., Feb. 18, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Daniel Johnson

Fee: \$99

COACHING: SKILLS FOR LEADERSHIP SUCCESS

The most critical success factor for leaders today is their relationship with others. This hand-on class will separate the hype from fact and emphasize the practical coaching skills you need to create a high-performance work environment. Besides introducing the 11 core competencies of coaching, the seminar will examine the key coaching skills of acknowledgement, validation, accountability, strategizing, forwarding action and empowering questions. This seminar is valuable for team leaders, supervisors, managers and heads of boards or committees.

Course #: 091A64A06

Date & Time: Wed., Mar. 4,
9:00 a.m.-4:15 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 #: 091F48A06

Date & Time: Sat., Apr. 25, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Denise Castille, MBA,
Customized Learning, Inc.

Fee: \$119



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BECOME A BETTER MANAGER

If your employees were given the opportunity to fire you, how soon would you be out the door? Bad bosses aren't good for anyone's health. Remember that and you're likely to become a better manager; deny its wisdom and you're likely to fail. Today's managers must be self-aware, observant and understanding. Praise your star workers; just because they're doing a superior job doesn't mean you should ignore them. Everyone needs recognition, some more than others. But if you pay attention solely to your problem employees, you unwittingly could build up resentment among those who are fulfilling, and often exceeding, your expectations. Discover other helpful tips to becoming a better manager.

Course #: 091F49A06

Date & Time: Sat., Apr. 18, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Jennifer Tryon, CTC

Fee: \$119

LEADERSHIP IN A MULTIGENERATIONAL WORKPLACE

Today's work environment is diverse in many ways; the career stage of employees is one of the most recognized examples of that diversity. With a multigenerational workforce, leaders may have difficulty producing results when using a one-size-fits-all approach to retaining employees and keeping them engaged. In this interactive session, we will review strategies leaders can use to support the needs and development goals of employees in all career stages and generations.

Course #: 091V67A06

Date & Time: Fri., Mar. 20,
8:30 a.m.-12:30 p.m.

Location: Park 100 Learning Center
5980 W. 71st St., Ste. 100

Instructor: FlashPoint Human Resource
Consulting

Fee: \$99

New!

ASSESSING YOUR MANAGEMENT STRENGTHS WITH THE DISC

Managers have a lot of influence over people, and their strengths can be a terrific benefit for the people who work for them. But their limitations can trickle down to create frustration, confusion or even paralysis for the people they manage. Because of this responsibility, managers have to know themselves. This course provides a safe way for you to understand and organize the strengths and challenges you bring to the table. You'll gain an appreciation for the impact your behavior has on others and understand how their personal style is read and filtered by others. Learn how to maximize your strengths to make yourself and the people you manage more effective. Using the DISC assessment, you will discover the four behavior styles, learn your strengths, learn about your behavior when in conflict with others and understand how others interpret your behavior.

Course #: 091A55A08

Date & Time: Fri., Feb. 27,
8:30 a.m.-4:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: David Wachtel

Fee: \$165

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. To receive a brochure, call (317) 278-7600 and leave your name and address.

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.



"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".

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 lifecycles 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 #: 091V30A08

Date & Time: 4 Mon., Jan. 5- Feb 2,
(no class Jan. 19), 6:30-8:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: David Francis, PMP

Course #: 091V30B08

Date & Time: Sat., Feb. 14, 9 a.m.-4 p.m.

Location: Lawrence Central High School
7300 E. 56th St.

Instructor: Rick Koen, PMP

Course #: 091V30C08

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

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Charlotte Franck, PMP

Course #: 091V30D08

Date & Time: Sat., Apr. 18, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Rick Koen, PMP

Fee: \$165

Business

MANAGING SHORT-TERM PROJECTS

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

Course #: 091V34A08

Date & Time: 2 Sat., Jan. 24 & 31,
1:30-5:00 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: David Francis, PMP

Fee: \$165

DISASTER RECOVERY PROJECT MANAGEMENT

Disaster Recovery and Business Recovery Planning projects require careful scope definition, good planning, competent issue management and great communications skills. See how you can use your project management training to help prepare your organization to handle emergencies of any size. Prerequisite: Introduction to Project Management or project management experience.

Course #: 091V98A08

Date & Time: Sat., Apr. 25, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Colleen Cullinan, PMP

Fee: \$165

PROJECT 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 #: 091V20A08

Date & Time: Fri., Apr. 3, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

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 #: 091V36A08

Date & Time: 4 Mon., Apr. 27-May 18,
6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: David Francis, PMP

Fee: \$165

NEGOTIATING WITH INTERNAL AND EXTERNAL PROJECT SUBCONTRACTORS

Most people do not like to negotiate. They fear not getting the best deal or simply don't like to engage people who play games. Project managers need to know how to negotiate effectively. Whether it's negotiating for the services of an employee who reports to another manager or hiring an external provider, the project manager must possess good negotiation skills to be successful. In this class, you'll learn about mutual gains negotiations versus zero-sum negotiations, your negotiating style and how it interacts with others, the process and strategy of mutual gains negotiations, five common errors in judgment and how they can lead to failure, how to prepare and plan for negotiations, how to negotiate with internal and external providers or customers and fellow employees in a win-win manner, how to make offers and counteroffers, when to stay and when to walk away from negotiations, and how to efficiently reach agreements that leave the relationship intact. If you're a project manager negotiating for resources or services, or your job requires negotiating for your organization, this class will enhance your negotiating skills and make the process easier.

Course #: 091V33A08

Date & Time: Fri., Mar. 27,
8:30 a.m.-4:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: David Wachtel

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 just 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 the 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 #: 091V29A08

Date & Time: Fri., Feb. 6,
8:30 a.m.-12:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Charlotte Franck, PMP

Fee: \$89

MANAGING PROJECT PEOPLE

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

Course #: 091V86A08

Date & Time: Fri., Mar. 20, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Charlotte Franck, 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 many times are referred to as a Jack-of-all-trades. Why? Because we 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 #: 091V17A08

Date & Time: Sat., Apr. 18, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

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 #: 091V80A08

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

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Colleen Cullinan, PMP

Fee: \$165

PROJECT COMMUNICATIONS CLASS

Project managers must be able to communicate effectively with all of their stakeholders, customers, team members, project sponsors and executive management. This class will give you theories and specific examples to polish your communication skills. Prerequisite: Introduction to Project Management or project management experience.

Course #: 091V97A08

Date & Time: Sat., Mar. 7, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Colleen Cullinan, PMP

Fee: \$165

DETAIL PROJECT PLANNING

Careful, effective planning is a key element in the success of any project. This class will focus on how to develop a project plan and budget, identify scope, involve a steering committee, track issues and execute a project. Topics will include project definition, vendor selection, specifications, keeping up with the status of team members, post-project review and more. This class will help you develop a strategy to improve your project management skills. Prerequisite: Introduction to Project Management or project management experience.

Course #: 091V31A08

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

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: David Francis, 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 in change dynamics, conflict management and high-performance team building to navigate obstacles and achieve project success. Prerequisite: Introduction to Project Management.

Course #: 091V18A08

Date & Time: Fri., May 8, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Charlotte Franck, PMP

Fee: \$165

Real Estate School

The IUPUI Real Estate School is approved by the Indiana Real Estate Commission. The school offers the Real Estate Salesperson Pre-licensing course.

REAL ESTATE PRE-LICENSING - SALESPERSON

This state-approved course prepares you for the state exam to obtain your real estate salesperson license. Our school has one of highest passing rates for the state exam in Indiana. The course also is suitable for people who want to know more about real estate. It covers basic real estate concepts as well as license law, property insurance, closing transactions, title transfer, property valuation and land-use control. To successfully complete the course, you must attend 75 percent of the class meetings and score 225 out of 300 possible points on three required tests. It's recommended that you attend all classes in order to understand fully the large amount of material presented. You should purchase the textbook by the second class meeting.

Course #: 091R96A54

Date & Time: 9 Mon. & 9 Thu.,
(No class Feb. 16, Mar. 30, & Apr. 2),
Feb. 9-Apr. 20, 6-9 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Jim Hanafee, Realtor,
Century 21

Textbooks: "Modern Real Estate Practices,"
17th Edition, ISBN #0-7931-4428-0.
Available at IUPUI's Campus Center
Bookstore, Indy's College Bookstore
and local bookstores.

Fee: \$389

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May 3, 2009



Business

Small Business Management Certificate Program

Indiana recognizes small business as the key to economic growth and stability for the state. New jobs, ideas and technologies are emerging constantly. However, a lack of sound management skills has meant the failure of many small businesses. In this program you'll receive a certificate for completing a series of Continuing Studies courses. The certificate requires four courses in the Small Business Management area of the catalog and you also will select two electives from the Business section of the catalog. A total of six courses must be completed to receive the Small Business Management Certificate.

CERT99P06: 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.

HOW TO START A SUCCESSFUL SMALL BUSINESS

This two-day class focuses on the essential elements of starting a small business. Topics include determining your personal goals and identifying your niche. Other topics include the formation of a strategic business plan and choosing the correct form of business organization. Strategies to reduce taxes, obtain financing, insure the business safely and creatively market the business through advertising and effective use of the Internet also will be covered. There is a \$15 materials fee payable to the instructor at the start of the class.

Course #: 091P85A12

Date & Time: Fri. & Sat., Mar. 13 & 14, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Stuart Sobel, president of Stuart Sobel Consulting, Inc.

Fee: \$189

New!

NON-PROFIT ORGANIZATION TAX UPDATE

The major objective of this course is to provide the student an in-depth understanding of the major changes in tax reporting for nonprofit organizations and to provide the tools for preparing and understanding one of the most complicated tax returns in history. The instructor has worked with more than 2,000 charities worldwide and is referred to as the "Guru of Giving" by the media. The class will explain difficult tax concepts in understandable terms. Topics will include understanding the differences between program services, administration and fundraising expenses and how to allocate them properly; how to write a statement of program accomplishments that sells the organization; reporting and avoiding conflict-of-interest issues; reporting and handling all compensation issues for directors, employees and contractors; reporting and dealing with related persons and permissible joint ventures between nonprofit and for-profit entities; guidance on proper treatment of non-cash contributions; tools to evaluate the effectiveness of an organization through analysis of a Form 990. An optional textbook is available from the instructor for an additional \$39.

Course #: 091P61A06

Date & Time: Fri., Feb. 27, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Stuart Sobel, president of Stuart Sobel Consulting, Inc.

Fee: \$139

New!

SMALL BUSINESS TAX UPDATE

The major objective of this class is to update students on current tax issues that affect small businesses in Indiana. Topics will include dealing with a changing economy; 2008 tax legislation and future issues; mortgage workouts and debt forgiveness; tax Planning for the business experiencing a bad year; small business planning; limited liability companies; traps and opportunities; retirement savings for small businesses. The instructor will provide a course book for \$25 to use during the class. The instructor has 40 years' experience working with small businesses to share in class.

Course #: 091P60A06

Date & Time: Fri., Feb. 20, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Stuart Sobel, president of Stuart Sobel Consulting, Inc.

Fee: \$139

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 need to learn how to compete effectively. Successfully securing grants requires the know-how to prepare effective grant proposals. In this hands-on course, you'll develop practical skills to 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 #: 091P58A08

Date & Time: Sat., Mar. 21, 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

New!

SECRETS TO ADVERTISING YOUR SMALL BUSINESS: WHAT REALLY WORKS?

You have a business. You need customers. Marketing is the answer! Wondering what to do? Where to start? How to do it? This one-day workshop can help you develop your road map. It will lay out the steps necessary to make your business known, create awareness and define what you sell to attract those customers who are looking for exactly what you offer. You will learn what to say and how to say it in a way that will make customers take notice. From logo and business cards to Web site and signage, you will see examples of what works and what doesn't, where money is wasted and the best place to spend advertising dollars to help your company grow. You will take away a new understanding of how to build an awareness program that grows your business. Course also includes guest speakers.

Course #: 091P72A08

Date & Time: Fri., Apr. 24, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Diane Richards, marketing consultant, former manager, Walt Disney Imagineering

Fee: \$119

College & Graduate Prep

RETURNING TO SCHOOL: EASIER THAN YOU THINK

The newspaper ad from your local university invites you to go back to school. If you're wondering how you can do this, we can help. 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 #: 091U20A00

Date & Time: Mon., Feb. 16, 6-8 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Course #: 091U20B00

Date & Time: Tue., Apr. 14, 6-8 p.m.

Location: Park 100 Learning Center
5980 W. 71st St., Ste. 100

Instructor: Enrollment Center

Fee: Free

PREPARING FOR GRADUATE SCHOOL

Interested in exploring graduate options? Considering enrolling in some courses at IUPUI to take some pre-requisite courses for a graduate degree or certificate? Come find out what IUPUI has to offer and what steps you need to take to enroll in a program that interests you.

Course #: 091U31A00

Date & Time: Sat., Feb. 21,
10:00 a.m.-noon

Location: Fishers YMCA
9012 E. 126th St., Fishers

Course #: 091U31B00

Date & Time: Thu., Mar. 26, 6-8 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Course #: 091U31C00

Date & Time: Tue., Apr. 28, 6-8 p.m.

Location: Park 100 Learning Center
5980 W. 71st St., Ste. 100

Instructor: Graduate Office

Fee: Free

BASIC ENGLISH REVIEW

Improve your written and spoken communication. This course provides excellent preparation for writing essays and term papers and composing or correcting letters and reports on the job. The course reviews parts of speech, sentence structure and punctuation, and emphasizes solutions to common problems. Early enrollment is recommended.

Course #: 091U07A08

Date & Time: 4 Tue., Jan. 20-Feb. 10,
6-8 p.m.

Location: Glendale OASIS Room
6101 N. Keystone Ave.

Instructor: Patricia Severns

Textbooks: "Introduction to College Writing I & II," 2nd Custom Edition,
ISBN #0-536-06278-1. Available at
IUPUI's Campus Center Bookstore,
Indy's College Bookstore and local bookstores.

Fee: \$99

New!

MATH SKILLS REFRESHER

If you want to improve your arithmetic skills for home, work or entrance into college, this course can help you. Review decimals, fractions, percentages, algebra and more.

Course #: 091U05A00

Date & Time: 4 Mon., Mar. 2-23,
6:00-8:00 p.m.

Location: IUPUI Union Building
620 Union Dr., IUPUI Campus

Instructor: Cynthia Budyn

Fee: \$99

Parking information is on your receipt.

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 of the GRE in class. With this kind of preparation, you'll go to the head of the class.

Course #: 091U12A08

Date & Time: 6 Tue., Jan. 13-Feb. 17,
6-8 p.m.

Location: IUPUI Union Building
620 Union Dr., IUPUI Campus

Instructor: Cynthia Budyn

Fee: \$349

Parking information is on your receipt.

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 #: 091U14A08

Date & Time: 6 Mon., Jan. 12-Feb. 23,
(no class Jan. 19), 6:30-8:30 p.m.

Location: IUPUI Union Building
620 Union Dr., IUPUI Campus

Instructor: Cynthia Budyn

Fee: \$349

Parking information is on your receipt.

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 #: 091U15A08

Date & Time: 2 Tue., 2 Thu. & 1 Sat.,
Jan. 17-29; Tue. & Thu.: 6:30-8:30 p.m.;
Sat.: 9 a.m.-1 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Michael Helman

Fee: \$349

THE SAT: PREP FOR TEST-TAKING

As colleges and universities increase their admission requirements, scores from the Scholastic Aptitude Test (SAT) take on new importance. Preparation can calm fears and help you earn the scores required for admission to the college of your choice. This course covers typical test questions, test format and test-taking strategies. Verbal and math reviews also are given. Cambridge Test Prep materials and practice tests are included in the course fee. Please enroll at least one week before start date of class, so all materials can be ordered.

Course #: 091U11A08

Date & Time: 4 Sat., Jan. 17-Feb. 7,
9 a.m.-1 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Test Heads Educational
Coaching LLC

Fee: \$159

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Computers & Technology

Computers Introduction

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 #: 091T01A08

Date & Time: 4 Thu., Feb. 26-Mar. 19, 9-11 a.m.

Instructor: Kehaulani Haydon

Course #: 091T01B08

Date & Time: 3 Tue., Mar. 24-Apr. 7, 6:00-8:45 p.m.

Instructor: Sarah Le

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Fee: \$139

Parking information is 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 typing software for you to keep. The class is a good way to increase your keyboarding proficiency.

Course #: 091T04A04

Date & Time: 2 Thu., Feb. 5 & 12, 9 a.m.-12 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Kehaulani Haydon

Fee: \$99

Parking information is on your receipt.

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 #: 091T03A16

Date & Time: 2 Fri., Jan. 23 & 30, 8:30 a.m.-5:00 p.m.

Course #: 091T03B16

Date & Time: 2 Fri., Mar. 13 & 20, 8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michelle Tramm

Fee: \$249

Parking information is 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 #: 091T07A06

Date & Time: 2 Wed., Feb. 18 & 25, 6-9 p.m.

Course #: 091T07B06

Date & Time: 2 Tue., Apr. 14 & 21, 6-9 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Stephen Rose

Fee: \$99

Parking information is on your receipt.

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 #: 091T73A08

Date & Time: 2 Tue., Mar. 3 & 10, 5:30-9:30 p.m.

Course #: 091T73B08

Date & Time: 2 Tue., Apr. 28 & May 5, 5:30-9:30 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michelle Bright

Fee: \$179

Parking information is 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 #: 091T77A08

Date & Time: 2 Thu., May 7 & 14, 5:30-9:30 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Kevin Marshall

Fee: \$299

Parking information is on your receipt.

INTRODUCTION TO MICROSOFT PROJECT

Microsoft Project is the most popular project management software available. It's the de facto standard used by companies around the world - yet few users really understand how the software actually works. If you own Microsoft Project or plan to upgrade in the near future, or you need to organize projects in your company, then you need this class. The course covers the essentials of Microsoft Project including scheduling tasks and scheduling resources. You should have a basic understanding of project management techniques before taking this class. A reference textbook is included in the course fee.

Course #: 091T10A12

Date & Time: 4 Thu., Mar. 5-26, 6-9 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Frank Kevin Gaza

Fee: \$299

Parking information is on your receipt.

Microsoft Office Certificate Program

Microsoft Office is the leading software suite used by U.S. businesses. If you're seeking a job, changing your present one or simply want to be more productive, you can benefit greatly from this certificate program. There are four required courses and one elective. Required courses are: Introduction to Word, Introduction to Excel, Introduction to Access and Introduction to PowerPoint. Choose one elective from among other Microsoft Office courses. Note: If you are a new computer user, we suggest you take Personal Computer Fundamentals prior to enrolling in the required courses. For more information, call (317) 278-7600.

CERT99T01: 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.

Computers & Technology

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 #: 091T20A16

Date & Time: 2 Fri., Feb. 27 & Mar. 6,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michelle Tramm

Fee: \$249

Parking information is on your receipt.

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, 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.

Course #: 091T21A16

Date & Time: 2 Tue., Apr. 21 & 28,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michelle Tramm

Fee: \$249

Parking information is on your receipt.

INTRODUCTION TO EXCEL

You're deluged 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 one the most popular spreadsheet programs 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.

Course #: 091T22A16

Date & Time: Thu. & Fri., Feb. 19 & 20,
8:30 a.m.-5:00 p.m.

Course #: 091T22B16

Date & Time: 2 Tue., Mar. 17 & 24,
8:30 a.m.-5:00 p.m.

Course #: 091T22C16

Date & Time: 2 Fri., May 8 & 15,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michelle Tramm

Fee: \$249

Parking information is on your receipt.

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.

Course #: 091T82A04

Date & Time: Tues., Apr. 7, 9 a.m.-1 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michelle Tramm

Fee: \$99

Parking information is on your receipt.

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.

Course #: 091T28A08

Date & Time: Tue., May 12,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michelle Tramm

Fee: \$179

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INTRODUCTION TO ACCESS

Want to get the most from your Access software? Learn to successfully use this Windows-based package in just two days. Learn how to create and use tables, queries, forms, reports and macros. Also learn how to design interfaces specifically for Windows and master Microsoft Wizards to produce easy-to-understand documents. A reference textbook is included in the course fee.

Course #: 091T24A16

Date & Time: 2 Tue., Feb. 17 & 24,
8:30 a.m.-5:00 p.m.

Course #: 091T24B16

Date & Time: Thu. & Fri., Apr. 23 & 24,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Craig Melancon

Fee: \$249

Parking information is on your receipt.

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.

Course #: 091T74A08

Date & Time: Tue., Mar. 3,
8:30 a.m.-5:00 p.m.

Course #: 091T74B08

Date & Time: Fri., Apr. 17,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michelle Tramm

Fee: \$179

Parking information is on your receipt.

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 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.

Course #: 091T79A08

Date & Time: Tue., May 5,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michelle Tramm

Fee: \$149

Parking information is on your receipt.

Computers & Technology

Database Management

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.

Course #: 091L19A18

Date & Time: 6 Mon., Feb. 9-Mar. 16, 6-9 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michael Xue, Sun Certified Java Programmer

Fee: \$649

Parking information is on your receipt.

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 #: 091L20A18

Date & Time: 6 Mon., Apr. 6-May 11,
6-9 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michael Xue,
Sun Certified Java Programmer

Fee: \$649

Parking information is on your receipt.

New!

WEB 2.0 APPLICATION DEVELOPMENT WITH AJAX

Ajax (asynchronous JavaScript and XML) is a group of interrelated Web-development techniques used for creating interactive Web applications. In this hands-on course, you will learn key concepts and components of Ajax, Object-Oriented JavaScript that enables Ajax frameworks, practical methods for event handling, asynchronous form validation and state management. You also will combine and extend individual techniques to create rich, responsive Web 2.0 applications. You should have knowledge of HTML and have some programming experience in areas such as scripting using JavaScript.

Course #: 091T25A18

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

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Michael Xue,
Sun Certified Java Programmer

Fee: \$649

Parking information is on your receipt.

HANDS-ON INTRODUCTION TO ASP.NET

A new paradigm shift in Web programming has been created by .NET. There are forms ASP way and forms .NET way. This course will demystify the ASP.NET programming by working through setting up the new IIS 6.0 Web server, generating forms the .NET way, coding for server-side form verification, reading and writing to formatted files (including XML) and reviewing ADO.NET structure and basic database connectivity skills. A reference textbook is included in the course fee.

Course #: 091T93A16

Date & Time: 2 Sat., Apr. 18 & 25,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Asif Kidwai

Fee: \$329

Parking information is on your receipt.

INTRODUCTION TO C#.NET

C# combines the productivity of Visual Basics and the power of C++. This introductory course explores the structure and usage of the C# language. Topics include setting up the C# application development environment and incorporating object-oriented concepts, such as inheritance, polymorphism and encapsulation into C# programming. Individuals should have basic programming knowledge before taking this class. A reference textbook is included in the course fee.

Course #: 091T94A16

Date & Time: 2 Sat., Mar. 14 & 21,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Asif Kidwai

Fee: \$329

Parking information is on your receipt.

INTRODUCTION TO EXCEL VISUAL BASIC FOR APPLICATIONS (VBA)

Visual Basic for Applications is a standard part of Excel, but few Excel users are aware of or use this tool. VBA, a programming language, can be used in conjunction with Excel to construct automated business tools. VBA can be used to communicate with databases, analyze business data, automate worksheet production, create charts and more. If you work proficiently with Excel, this class can help you expand your skills and make Excel more productive for you. Topics include using the VB editor, using VBA to control key Excel program elements, building and running VBA macros, using VBA to analyze business data and more. No programming experience is required, but you should have a solid understanding of how Microsoft Excel works. A reference textbook is included in the course fee.

Course #: 091T16A12

Date & Time: 4 Wed., Apr. 15-May 6,
6-9 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Instructor: Robin Dyer

Fee: \$249

Parking information is on your receipt.

Thomas F. McCarthy Scholarship for Career Training

Scholarships are available to qualified individuals who need financial assistance to attend a career oriented class.

For information and an application call
(317) 278-7600.

Application deadline is
January 20, 2009

Programming Competency Certificate Program

We offer a wide variety of courses that meet your personal and business needs. To receive the certificate, you must complete four computer programming courses offered in the Computer section of this catalog. To enroll in the program or receive further assistance, call (317) 278-7600.

CERT99L02: 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.

Computers & Technology

Basic Web Design Certificate Program

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

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.

INTRODUCTION TO WEB DESIGN

Learn some of the design principles that produce the 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 make 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 #: 091T31A08

Date & Time: Sat., Jan. 31,
8:30 a.m.-5:00 p.m.

Course #: 091T31B08

Date & Time: Sat., Mar. 28,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239
620 Union Dr., IUPUI Campus

Instructor: Ann Kixmiller

Fee: \$179

Parking information is on your receipt.

INTRODUCTION TO HTML

The World Wide Web's ability to see data in several formats is changing the way information is distributed. With the tremendous growth of the Internet, your Web page needs every advantage to stand out. This workshop covers the fundamentals of HTML through the hands-on experience of designing a unique and memorable Web page. It emphasizes content and development by using tools that ease page construction for documents as well as links to audio, video, e-mail and other sites. We are using HTML 4.0. A reference textbook is included in the course fee.

Course #: 091T06A08

Date & Time: 2 Thu., Feb. 12 & 19,
5:30-9:30 p.m.

Course #: 091T06B08

Date & Time: 2 Thu., Apr. 9 & 16,
5:30-9:30 p.m.

Location: IUPUI Union Building
Computer Lab Room 239
620 Union Dr., IUPUI Campus

Instructor: Ann Kixmiller

Fee: \$179

Parking information is on your receipt.

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 #: 091T32A08

Date & Time: Sat., May 9,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239
620 Union Dr., IUPUI Campus

Instructor: Mitchell Lindle

Fee: \$179

Parking information is on your receipt.

INTRODUCTION TO DREAMWEAVER

If you've got a basic understanding of the Windows operating system, take your computer skills to the next level with this class on Dreamweaver, Macromedia'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 #: 091T33A08

Date & Time: Sat., Feb. 21,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239
620 Union Dr., IUPUI Campus

Instructor: Jon Eynon

Fee: \$179

Parking information is on your receipt.

MORE DREAMWEAVER

Take a deeper look into Dreamweaver using the newest Macromedia 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 #: 091T34A08

Date & Time: Sat., May 2,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239
620 Union Dr., IUPUI Campus

Instructor: Jon Eynon

Fee: \$179

Parking information is on your receipt.

INTRODUCTION TO FLASH MX

This course is designed for those who want to learn to develop Web sites using Macromedia's powerful HTML editor. In class, you'll build a fully functional Flash-based Web site using animation as well as ActionScripting, the programming language of Flash. The course will explore the issues of publishing Flash materials via Dreamweaver on the Internet. You should have a basic understanding of the Windows operating system before taking this class. A reference textbook is included in the course fee.

Course #: 091T35A08

Date & Time: Sat., Mar. 7,
8:30 a.m.-5:00 p.m.

Location: IUPUI Union Building
Computer Lab Room 239
620 Union Dr., IUPUI Campus

Instructor: Kevin Marshall

Fee: \$179

Parking information is on your receipt.

Engineering & Technology

An Indiana University Degree That Works With YOUR Schedule.



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 – 8:30 a.m. to 5:00 p.m.
Tuesdays – Fridays: 8:30 a.m. to 7:00 p.m. (extended hours)

IUPUI learning centers: Selected days - 1:00 to 8:00 p.m.

Carmel Learning Center	Park 100 Learning Center
January 26	February 24
February 16	March 18
March 18	April 13
April 20	

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INDIANAPOLIS

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, including mechanical and civil engineering, architecture, facilities planning and management. 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. This program begins by focusing on basic 2D drawing and editing tools, objects on layers, text and basic dimensions. Once the student masters the basic skills, they will move on to explore efficiency tools, complex objects, external reference/image files, advanced plotting and enhancing productivity with simple customization. Course requires approximately 150 hours to complete. The course can be started at any time. Textbooks are included. No discounts are available.

Course #: 091H41A00

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/bandc/engineers/.

Course #: 091H24A00

Date & Time: 9 Sat., Jan. 24-Mar. 21,
9 a.m.-noon

Location: IUPUI Business/SPEA Building
801 W. Michigan St., IUPUI Campus

Instructor: Ashok Mehta, PE

Textbook: "FE Review Manual: Rapid Preparation for the General Fundamentals of Engineering Exam," 2006, 2nd Edition, ISBN #1-59126-072-1. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

Fee: \$489

Parking information is on your receipt.

REVIEW FOR THE CIVIL PROFESSIONAL ENGINEERS EXAM

Various specialists in pertinent areas of civil engineering will teach this review course for civil engineers who plan 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 for the exam or the exam itself, see the Indiana State Board of Registration for Professional Engineers Web site at www.in.gov/pla/bandc/engineers/.

Course #: 091H25A00

Date & Time: 9 Fri., Jan. 23-Mar. 20,
6-9 p.m.

Location: IUPUI Engineering &
Technology Building
799 W. Michigan St., IUPUI Campus

Instructor: Various

Textbooks: "Civil Engineering Reference Manual for the PE Exam (CERM11)," 2008, 11th Edition, ISBN #1-59126-129-2, and "Practice Problems for the Civil Engineering PE Exam: A Companion to the Civil Engineering Reference Manual (CEPP11)," 2008, 11th Edition, ISBN #1-59126-130-8. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

Fee: \$549

Parking information is on your receipt.

**See our website for Review for the
Mechanical Professional Engineers Exam.
www.cln.iupui.edu**

Healthy Living

New!

INTRODUCTION TO SOUND HEALING

An overview of principles, science, theory and an experiential journey into the use of tuning forks, voice and Tibetan singing bowls for personal healing, meditation and incorporation into bodywork and healing arts practices. Featuring Chuck Reynolds, certified SomaEnergetics instructor in tuning fork therapy; Jerilee Lucas, adjunct professor of yoga at Butler University; and Thomacine Haywood, reflexology program founder and certified in sound techniques. There will be an additional fee of \$10 for laminated charts and printed materials paid to the instructor at the beginning of class.

Course #: 091I75A06

Date & Time: Sun., Feb. 1, 1-6 p.m.

Location: Indiana Therapeutic Massage
7780 N. Michigan Rd.

Instructor: Thomacine Haywood

Fee: \$175

Dance

FIRST DANCE: BALLROOM DANCE

Whether you're learning to dance with your fiancé/fiancée, husband/wife or boyfriend/girlfriend, or you just want to dance for fun, 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 #: 091D70A00

Date & Time: 6 Wed., Feb. 11-Mar. 18,
7-8 p.m.

Location: Dance Master Studio
2002 E. Southport Rd.

Instructor: Mark Smith, owner,
Dance Master Studio

Fee: \$79

DANCE COMBO: EAST COAST & SALSA

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 East Coast Swing, with all of its fast steps and bouncy moves. You'll also learn the salsa, 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 #: 091D13A00

Date & Time: 6 Wed., Feb. 11-Mar. 18,
8-9 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. They also improve grace, balance, posture, flexibility and confidence. In this class you will learn basic ballet techniques - both at the barre and on the floor -- as well as strong abdominal sculpting. This course is designed for beginning dancers 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 #: 091D89A00

Date & Time: 6 Mon., Feb. 9-Mar. 16,
6-7 p.m.

Location: Glendale OASIS Room
6101 N. Keystone Ave.

Course #: 091D89B00

Date & Time: 6 Mon., Mar. 30-May 4,
7-8 p.m.

Location: OASIS South
1675 W. Smith Valley Rd., Ste. B-3
Greenwood

Instructor: Tina Hiatt, dance instructor

Fee: \$79

Fitness

ZUMBA

The word "Zumba" is derived from a Colombian word meaning "fast moving." It's also a fusion of the word "samba" (the Brazilian dance) and the Latin word "rumba," meaning "party." In other words, Zumba means "to move fast and have fun." Want to spice up your workout? Zumba is unlike any cardiovascular workout you have ever experienced, because it's the perfect combination of fitness and fun. When you attend a Zumba class, you're joining a party-like atmosphere that is so much fun, you'll forget you're working out.

Course #: 091D27A00

Date & Time: 8 Mon., Feb. 2-Mar. 23,
7:30-8:30 p.m.

Location: Glendale OASIS Room
6101 N. Keystone Ave.

Instructor: Fitness on Location

Fee: \$109

BEGINNING PILATES

According to Joseph Pilates, all movement comes from a stable center referred to as the powerhouse. This class features exercise that improves the endurance of the powerhouse muscles. This allows for increased stability over long periods of time when performing everything from functional activities to sports. Participants also will develop a longer, leaner look, strong posture and a flexible spine. Bring a yoga mat to class.

Course #: 091D88A00

Date & Time: 8 Wed., Feb. 4-Mar. 25,
7-8 p.m.

Location: OASIS South
1675 W. Smith Valley Rd., Ste. B-3
Greenwood

Instructor: Fitness on Location

Fee: \$109

YOGA

Through ancient stretching exercises, relaxation and conscious breathing techniques, yoga students can learn to relax and surrender the mind's focus to the body's abilities. They gently increase these abilities through greater awareness, balance and self-acceptance. In this way, yoga builds self-confidence, strength, energy, vitality and peace. Please bring a mat or blanket to class and wear comfortable clothing. Practice will be done in bare feet. Enrollment is limited.

Course #: 091D25A00

Date & Time: 8 Thu., Feb. 5-Mar. 26,
6:30-7:30 p.m.

Location: OASIS West
Speedway Shopping Center
6012 Crawfordsville Rd., Ste. 110

Instructor: Fitness on Location

Fee: \$109

New!

YOGA: THE PHILOSOPHY, TRADITIONS & PRACTICE

This new class will explore the history of Yoga, its roots in Vedic philosophy, the 8 limb path of Patanjali's Yoga Sutras, as well as the scope of practices that make it not only relevant, but essential, in a modern world. The course is also designed to teach the true nature and history of yoga, to create an appreciation for yoga in its vastness and depth, to inspire a deeper spiritual practice whatever your path may be, and simply to awaken a wonder for undreamed possibilities. We will have a brief period of yoga meditation to start the session. No experience is necessary. The instructor has been a Kriya Yoga practitioner, as described in the book "Autobiography Of A Yogi" by Paramahansa Yogananda, for over 30 years.

Course #: 091D20A00

Date & Time: Sat., Feb. 28, 9 a.m.-noon

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Albert Schinazi

Fee: \$49

Healthy Living

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 #: 091D49A00

Date & Time: 8 Tue., Feb. 10-Mar. 31, 6:00-7:30 p.m.

Location: OASIS West
Speedway Shopping Center
6012 Crawfordsville Rd., Ste. 110

Instructor: Ann Daly,
certified T'ai Chi Chih instructor

Fee: \$125

New!

INTERMEDIATE T'AI CHI CHIH

In this new intermediate level class you will continue to increase the skills you acquired in the beginning T'ai Chi Chih class. As your skills improve, your benefits will increase. You must have completed the beginning level class in T'ai Chi Chih to enroll. Dress comfortably for class.

Course #: 091D48A00

Date & Time: 8 Tue., Feb. 10-Mar. 31, 7:45-8:45 p.m.

Location: OASIS West
Speedway Shopping Center
6012 Crawfordsville Rd., Ste. 110

Instructor: Ann Daly,
certified T'ai Chi Chih instructor

Fee: \$109

Therapeutic Massage

RUB YOUR FEET:

INTRODUCTION TO REFLEXOLOGY

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. Information is presented in easy-to-follow demonstrations, so you don't need an anatomy book to understand. You also will learn by hands-on class work the basic foot massage techniques used by professionals to ease tension; to encourage circulation, elimination and the balance of body systems; and to release feel-good endorphins.

Be prepared to kick off your shoes and experience this alternative health therapy for yourself. Use the techniques on your friends and family and then come back to class to refine what you've learned. A \$30 nonrefundable materials fee is required, paid to instructor the first night of class by check or in cash. Fee includes oils/lotions, antibacterial hand wash, antibacterial foot spray and towels, plus a take-home reflexology manual and deluxe laminated color foot-reflex chart to optimize hands-on work during and after the class.

Course #: 091156A06

Date & Time: 2 Tue., Feb. 10 & 17, 6-9 p.m.

Location: Indiana Therapeutic Massage
7780 N. Michigan Rd.

Instructor: Thomacine Haywood, CR, MT, URM

Fee: \$79

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.

Now accepting applications.

THERAPEUTIC MASSAGE FOR COUPLES

Have you ever wanted to be able to give a relaxing massage, but you don't know the first thing about it? In this class, you will learn how to help someone you love stay healthy by applying easy-to-learn professional massage techniques. Understand the benefits of massage and get acquainted with what it takes to apply those techniques to promote healthy living. Your loved ones will be glad you took the time to learn some of these helpful tips. Be sure to sign up for this class with a partner.

Course #: 091M16A12

Date & Time: Sat. & Sun., Feb. 21 & 22, 10 a.m.-5 p.m.

Location: Indiana Therapeutic Massage
7780 N. Michigan Rd.

Instructor: Michelle Tramm

Fee: \$99

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 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.

INTRODUCTION TO PROFESSIONAL REFLEXOLOGY

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

Course #: 091I95A32

Date & Time: 2 Sat. & 2 Sun., Mar. 7-22, 9 a.m.-6 p.m.

Location: Indiana Therapeutic Massage
7780 N. Michigan Rd.

Instructor: Thomacine Haywood, CR, MT, URM

Fee: \$670

INTERMEDIATE PROFESSIONAL REFLEXOLOGY

This course covers basic anatomy, physiology, pathology of body systems and how these are reflected on the feet, along with anatomy and physiology of the lower leg, anatomical references for industry-specific documentation protocols, advanced sequencing methods and manipulation techniques. Also covered are condition-specific sequencing protocols and auricular reflexology techniques. This course is required for reflexology certification. No discounts are available.

Course #: 091I40A36

Date & Time: 2 Sat. & 2 Sun., Apr. 4-19, 9 a.m.-6 p.m.

Location: Indiana Therapeutic Massage
7780 N. Michigan Rd.

Instructor: Thomacine Haywood, CR, MT, URM

Fee: \$500

ADVANCED PROFESSIONAL REFLEXOLOGY

The course covers simple but effective marketing and business organization methods, ethics and professional standards to give students the competitive edge. Learn how to create an industry-specific business plan and understand advanced sequencing protocols for foot reflexology and orientation, technique and methodology for working the hand. Also taught will be spa techniques -- such as hot stone and mud pack applications -- to expand revenue opportunities. This course is required for reflexology certification. No discounts are available.

Course #: 091I41A32

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

Location: Indiana Therapeutic Massage
7780 N. Michigan Rd.

Instructor: Thomacine Haywood, CR, MT, URM

Fee: \$500

DOCUMENTATION STANDARDS AND PRACTICAL APPLICATION

This course covers implementing and assessing national industry documentation standards established by the ARCB through documentation of 90 individual sessions using specific protocols and anatomical references. Students will learn the value of documentation standards in the successful reflexology practice. Sessions completed throughout the previous three courses are included in the totals for assessment. The instructor will advise students on a one-on-one and a group basis. This course is required for reflexology certification. No discounts are available.

Course #: 091I43A32

Instructor: Thomacine Haywood, CR, MT, URM

Fee: \$200

PROFESSIONAL REFLEXOLOGY SKILLS ASSESSMENT

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

Course #: 091I45A00

Instructor: Thomacine Haywood, CR, MT, URM

Fee: \$200

New!

PROFESSIONAL REFLEXOLOGY BASICS OVERVIEW

This course offers a review of theory, techniques, therapeutic interventions of body systems, business organization and marketing strategies for students preparing for national or local testing. To enroll, you must have completed Modules 1 and 2; or Introduction, Intermediate and Advanced Professional Reflexology modules; or be a certified reflexologist. Proof of certification through other programs must be provided with registration. No discounts are available.

Course #: 091I76A06

Date & Time: Sun., Feb. 15, noon-6 p.m.

Location: Indiana Therapeutic Massage
7780 N. Michigan Rd.

Instructor: Thomacine Haywood, CR, MT, URM

Fee: \$250

IUPUI COMMUNITY LEARNING NETWORK

IUPUI Opens Park 100 Learning Center 40 Years and Still Growing!

The Trustees of Indiana University approved a new learning center with over 10,000 square feet of space in the Park 100 Business Park at 5980 W. 71st Street, Suite 100, Indianapolis. The new Park 100 Learning Center will provide eight classrooms with the latest technology. The center will include computer labs, offices, a student lounge area, conference rooms, and onsite student advising. Park 100 will begin offering credit and continuing studies classes during the Spring 2009 semester. We look forward to supporting the community and businesses in the northwest corridor of Greater Indianapolis!

Park 100 Learning Center
5980 W. 71st Street, Suite 100
Indianapolis, IN 46278
For information: 317.278.7600



Available at the Park 100 Learning Center:

General Studies Advising

By appointment only

1:00 to 8:00 p.m.

February 24

March 18

April 13

Returning to School:

Easier Than You Think

Tue., Apr. 14, 6-8 p.m.

Preparing for Graduate School

Tue., Apr. 28, 6-8 p.m.

Call 317.278.7600 to make
an appointment for advising
or to register.

WHERE **IMPACT** IS MADE

IUPUI LEARNING CENTERS

Your Lifelong Learning Connection



Available at the Community Life and Learning Center:

General Studies Advising

By appointment only

1:00 to 8:00 p.m.

January 26

February 16

March 18

April 20

Returning to School: Easier Than You Think

Mon., Feb. 16, 6-8 p.m.

Preparing for Graduate School

Thu., Mar. 26, 6-8 p.m.

Call 317.278.7600 to make an appointment for advising or to register.

Community Life and Learning Center Serving Students in Hamilton County!

Setting a standard of excellence, the Community Life & Learning Center in Carmel supports the career and personal goals of the busy adult. IUPUI Learning Centers provide both college credit classes and continuing studies classes for personal and professional development. Located directly across from the Carmel High School on Main Street, the Learning Center is home to the Kelley School of Business MBA Program and the School of Social Work's Child Welfare Education and Training Partnership with the State of Indiana.

Community Life and Learning Center

515 East Main Street

Carmel, IN 46032

For information: 317.569.9203

Visit www.cln.iupui.edu for classes scheduled at these centers.

Home & Garden

HAVING FUN COOKING

What's the secret to having fun cooking? Is there a magic bullet that solves all the problems in the kitchen? Maybe, maybe not. However, two undisputable elements of fun cooking are speed and quality. In other words, making fast cooking great makes cooking fun and relaxing. Having fun cooking is the key to being able to cook dinner every day for your family or yourself even after a long day at work. That fun feeling will get you accolades for a great dinner, which in turn will make cooking even more enjoyable. So how do we make fast cooking great? Come to this hands-on cooking class and find out. A grocery fee of \$50 (cash or check) is payable to the instructor on the first night of class.

Course #: 091S05A10

Date & Time: 5 Tue., Feb. 24-Mar. 24, 6:30-8:30 p.m.

Location: Ben Davis High School Career Center, 1200 Girls School Rd.

Instructor: Craig Mariutto, professional chef
Fee: \$119

CREATING YOUR SUSTAINABLE HOME

We will review green home standards -- such as LEED, NAHB and PATH -- and use these as a launching point to consider strategies for "regreening" your home with updates, modifications or remodeling, or as a starting point for buying or building a green home. Participants will learn an integrated-systems approach to evaluate options for energy production and consumption; heating, cooling and ventilation; moisture control; insulation; weather proofing; indoor air quality and health; environmental impact of materials used; methods of construction; zoning; building codes; energy grants; energy tax incentives, rebates and mortgages; and lifestyle choices that support sustainable goals. As time and interest allows, we will explore alternative building methods (such as straw bale, rammed earth and structural insulated panels); energy options such as passive and active solar, photovoltaic, geothermal and fuel cells; finish materials such as paints, flooring, decking materials, recycled products, sustainable wood, lighting and appliances; and managing waste from remodeling or new construction.

Course #: 091M36A00

Date & Time: Sat., Feb. 7, 9 a.m.-noon

Location: Community Life and Learning Center 515 E. Main St., Carmel

Instructor: Albert Schinazi

Fee: \$59

LANDSCAPE MANAGEMENT

Maintaining a beautiful yard includes regular weekly visits of mowing, blowing and weeding. Proper fertilization, pruning and management also are important in maintaining a healthy yard. A manicured lawn and beautifully landscaped property will turn heads and give an impression of how you care for your property. Your yard welcomes homeowners and is an asset to your neighborhood. Green, weed-free lawns, newly mulched beds and clean edging distinguish a professional landscape management property. Come to this class and gain the knowledge you need to do it yourself affordably and easily right in your own backyard.

Course #: 091S06A10

Date & Time: 5 Thu., Apr. 23-May 21, 6-8 p.m.

Location: Ben Davis High School Career Center, 1200 Girls School Rd.

Instructor: Mark White, teacher

Fee: \$119

KITCHEN REMODELING: GETTING STARTED AND "GREEN" OPTIONS

Are you planning to remodel your kitchen? Learn how to plan an efficient kitchen, what to look for in kitchen cabinets, the pros and cons of refacing versus new cabinets, the advantages of different types of countertops, flooring, sinks and lighting. Also, you will learn about new green materials you can incorporate into your renovation. Learn the elements of basic kitchen design and the best order of having your remodeling work done. Bring all your questions to be answered by a kitchen/remodeling specialist. For more information on the instructor read his bio at www.nathan-alan.com.

Course #: 091M71A00

Date & Time: Wed., Mar. 25, 6:00-8:30 p.m.

Location: Park 100 Learning Center 5980 W. 71st St., Ste. 100

Instructor: Nate Shalbaugh

Fee: \$39

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 and 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 required 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 area of the catalog. The floral track is 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 area of the catalog. The interior decorating track is a total of four classes. To do both tracks, you need three required floral classes and three required interior decorating classes - a total of six classes for both tracks. **CERT99S01:** 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.

Bill Cronin Scholarship for Flower Arranging

Scholarships are available to qualified individuals who need financial assistance to attend any floral design course. For info and an application, call (317) 278-7600. The application deadline is January 20, 2009.

Floral

FUNDAMENTALS OF FLOWER ARRANGING

A love of flowers, an eye for design and a desire to create things of beauty are just three of the many reasons you should sign up for this class. You'll be surprised at how quickly you'll be dazzling friends and family with your arranging skills. You may even decide to make a career move. You'll complete a new arrangement at each session. Our work will be in fresh flowers. Plan to pay a materials fee of \$75 to the instructor the first night of class by check or cash only, and bring scissors and a small kitchen knife with you. Sign up early, as enrollment is limited.

Course #: 091S31A10

Date & Time: 5 Wed., Feb. 18-Mar. 18, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School 2801 W. 86th St.

Instructor: Sara Thompson, floral designer, McNamara Florist

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 #: 091S38A10

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

Location: Brebeuf Jesuit Preparatory School 2801 W. 86th St.

Instructor: Sara Thompson, floral designer, McNamara Florist

Fee: \$119

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 #: 091S39A10

Date & Time: 5 Wed., Mar. 25-Apr. 29, (No class Apr. 1), 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Sara Thompson, floral designer,
McNamara Florist

Fee: \$119

BEGINNING WEDDING FLOWERS

Aren't weddings beautiful? Floral arrangements have a lot to do with the beauty of that special day. Learn how to construct bridal bouquets, corsages, boutonnières, altar bouquets and pew bows. Fresh flowers will be used; dried and silk flower arrangements will be discussed. Students should bring scissors, wire cutters and a small pocketknife or flower cutter to class. There is an additional materials fee of \$85 (cash or check), payable to the instructor at the first class. Prerequisite: Fundamentals of Flower Arranging or equivalent experience.

Course #: 091S34A10

Date & Time: 5 Mon., Feb. 23-Mar. 23, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Sara Thompson, floral designer,
McNamara Florist

Fee: \$119

Decorating

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 #: 091S60A08

Date & Time: 4 Thu., Feb. 5- Mar. 5, (no class Feb. 19), 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

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 #: 091S32A10

Date & Time: 5 Tue., Mar. 3-Apr. 7, (No class Mar. 31), 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Libby Kelley, interior designer

Fee: \$149

New!

DECORATING KITCHENS AND BATHS

This might be the time to take a look at your kitchen and bath and add some affordable decorating ideas for both. Interior designer, Lise Simms knows kitchens are all about the people who use them. "Our homes are our jumping off point for everything we do in life, and when you walk in the door you should be inspired, comforted and renewed!" she says. We know that the kitchen is the gathering place. If you want to make some changes in your kitchen decor, come to this class. Remodeling or redecorating a bathroom can pay off right from the start. Your home will be more comfortable and you'll add value to the property. If you're thinking about freshening up your bathroom come to this class and get some workable ideas from the expert, an interior designer.

Course #: 091S37A04

Date & Time: Sat., Mar. 7, 9 a.m.-1 p.m.

Location: Drake Interiors
1359 S. Range Line Rd., Carmel

Instructor: Cathy Chitwood, interior designer, Drake Interiors

Fee: \$69

COLOR THEORY

Color may be the most relative medium in art. Each color has a specific property, whether it's the particular wavelength in optical perception, the molecular construction of pigments or an RGB value for a monitor. Though each of those properties may be fixed, the expression and perception of a color may change within different contexts. Understanding color requires that you understand its systems, interaction and even a bit of physics. This course deals with the abstract language of color. We'll discuss basic color principles, terminology and applications, with an emphasis on manipulating color.

Course #: 091S71A06

Date & Time: Sat., Mar. 28, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Michele Pliley, designer

Fee: \$99

DECORATING WITH FENG SHUI

According to traditional Feng Shui teachers, creating an environment using Feng Shui guidelines can bring health, wealth, and happiness to your life. While we can't promise those results 100%, this class can help you create serene, peaceful, rejuvenating spaces that certainly reduce stress and thereby can contribute to your health, wealth and happiness. Feng Shui is about how people relate to their environment. By bringing their home into balance using the five elements, room arrangement can provide freedom from "things." Homeowners and apartment dwellers can reap the benefits of Feng Shui.

Course #: 091S20A03

Date & Time: Sat., Feb. 21, 9:30 a.m.-12:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Mary Abella, ASP,

a little bit of red Interior RE-design, LLC

Fee: \$59

DECORATE YOUR OUTDOOR LIVING SPACE

When it is spring or summer, you'll simply love to add a fresh look to your home at this particular time of the year. But, have you thought about your outside space? Often most of us are busy decorating the interior part of our home; we sometimes neglect the outdoor living space. By decorating outdoors, we can extend the usable space of our home in a big way. Outdoor living spaces are perfect for entertaining and relaxing and can add value to your home. Come to this class and get a few quick tips that can help you decorate your outdoor living space.

Course #: 091S89A03

Date & Time: Wed., Apr. 29, 6:00-8:30 p.m.

Location: Sullivan's Hardware
7021 N. Keystone Ave.

Instructor: Julie Benefiel, owner, Julie Benefiel Designs

Fee: \$59

Language & Culture

INTRODUCTION TO FORMAL SPEAKING FOR INTERMEDIATE ESL SPEAKERS

The ability to give a formal speech is essential in many professional and academic settings. But for individuals with international backgrounds, the concerns of public speaking in English can be greater than the stage fright most American speakers experience. This eight-week course takes international concerns into consideration as it introduces the basics of a well-planned speech. Participants have weekly opportunities to practice various speech organizations along with important speech elements and effective visual aids. In addition, the class helps students develop strategies to maximize their confidence and communication. Out-of-class preparation (approximately two hours per week) is necessary for students who hope to benefit from formal speaking to their international peers. The class is limited to 10 students, so enroll early.

Course #: 091C93A16

Date & Time: 8 Thu., Apr. 9-May 28, 6:30-8:30 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Pamela Ruble, MA,
TESL-Certified Instructor

Fee: \$199

Parking information is 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 #: 091C91A16

Date & Time: 8 Thu., Jan. 29-Mar. 19, 6:30-8:30 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Pamela Ruble, MA,
TESL-Certified Instructor

Textbook: "Grammar Links 3:
A Theme-Based Course for Reference and Practice," 2nd Edition, ISBN #0-6182-7414-6. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

Fee: \$139

Parking information is on your receipt.

CONVERSATION 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, come to this class.

Course #: 091C90A16

Date & Time: 8 Wed., Mar. 4-Apr. 22, 6:30-8:30 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Jeff Burnham, MA, linguistics

Fee: \$139

Parking information is on your receipt.

FUNCTIONAL FRENCH

This compact class in French focuses on what's essential and important to communicate with native speakers. The class offers realistically attainable speaking ability, modest to be sure, but meaningful and functional. If you have little time to invest, expect tangible outcomes and want to learn to speak French, this is your chance. Included in this course is a volume for learning conversational French and an audio CD for listening comprehension.

Course #: 091C50A00

Date & Time: 8 Tue., Mar. 24-May 12, 6-8 p.m.

Location: IUPUI Cavanaugh Hall, Room 539
425 University Blvd., IUPUI Campus

Instructor: Larbi Oukada

Fee: \$169

Parking information is 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 #: 091C41A00

Date & Time: 6 Tue., Feb. 3-Mar. 10, 6:00-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Patricia Theobald, French teacher

Textbook: "French in 10 Minutes a Day," ISBN #1-9318-7302-X. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$139

CONVERSATIONAL FRENCH II

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

Course #: 091C42A00

Date & Time: 6 Tue., Apr. 7-May 12, 6:00-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Patricia Theobald, French teacher

Textbook: "French in 10 Minutes a Day," ISBN #1-9318-7302-X. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$139

CONVERSATIONAL GERMAN I

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

Course #: 091C30A00

Date & Time: 8 Wed., Feb. 4-Mar. 25, 6:30-8:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Renate Maria Heider-Singh,
German instructor

Textbook: "German in 10 Minutes a Day," 5th Edition, ISBN #0-944502-20-2. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$139

Language & Culture

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 #: 091C51A00

Date & Time: 6 Mon., Jan. 26-Mar. 2,
6:00-8:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Course #: 091C51B00

Date & Time: 6 Wed., Jan. 28-Mar. 4,
6:00-8:30 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Rd.

Instructor: Cristiana Thielmann,
Italian instructor

Fee: \$139

CONVERSATIONAL ITALIAN II

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

Course #: 091C52A00

Date & Time: 6 Mon., Mar. 23-May 4,
(No class Apr. 6), 6:00-8:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Cristiana Thielmann,
Italian instructor

Fee: \$139

CONVERSATIONAL JAPANESE I

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

Course #: 091C38A00

Date & Time: 6 Thu., Feb. 5-Mar. 12,
6:30-9:00 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: B J Ensign, Japanese instructor
Optional Textbook: *Martins or Random House English-Japanese & Japanese-English Dictionary*. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

Fee: \$139

BEGINNING RUSSIAN

Begin to learn the basics of the Russian language, including frequent expressions, key verbs and vocabulary for travel and everyday conversation. You'll also learn something of Russian culture and life concerning the arts, medicine, business, education and family relationships. Bring questions relating to your interest in Russia to class.

Course #: 091C35A00

Date & Time: 8 Wed., Feb. 4-Mar. 25,
6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: James Byrd

Fee: \$139

FUNCTIONAL ARABIC

This compact class in Arabic focuses on what's essential and important to communicate with native speakers. The class offers realistically attainable speaking ability, modest to be sure, but meaningful and functional. If you have little time to invest, expect tangible outcomes and want to learn to speak Arabic, this is your chance. Included in this course is a volume for learning conversational Arabic and an audio CD for listening comprehension. The Arabic we will be teaching is Modern Standard Arabic, the variety you hear in the news.

Course #: 091C72A00

Date & Time: 8 Tue., Jan. 20-Mar. 10, 6-8 p.m.

Location: IUPUI Cavanaugh Hall, Room 539
425 University Blvd., IUPUI Campus

Instructor: Larbi Oukada

Fee: \$169

Parking information is on your receipt.

CONVERSATIONAL SPANISH FOR BEGINNERS

If you want to learn Spanish in a relaxed but focused environment, start here. Even if you've never said "hola" in your life, this class will give you the skills you need to get started. You'll learn pronunciation and everyday vocabulary, such as greetings, names and numbers, common questions, and more. You'll begin with the present tense of common verbs. No experience is required.

Course #: 091C10A16

Date & Time: 8 Tue., Jan. 27-Mar. 17,
6:30-8:30 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: Marvin Gainer, Spanish teacher

Course #: 091C10B16

Date & Time: 7 Mon., Feb. 2-Mar. 23,
(No class Feb. 16), 6:00-8:15 p.m.

Location: Beech Grove High School
5330 Hornet Ave., Beech Grove

Instructor: Lourdes Daily Pendón, teacher,
tutor and court translator

Course #: 091C10C16

Date & Time: 8 Mon., Feb. 23-Apr. 20,
(no class Mar. 30), 6:30-8:30 p.m.

Location: Ben Davis High School
1200 Girls School Rd.

Instructor: Jeff Burnham

Course #: 091C10D16

Date & Time: 7 Sat., Feb. 7-Mar. 21,
10:00 a.m.-12:15 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Karyn Hobbs

Textbook: "Basic Spanish for Getting Along," with CDs, 2006 Edition, ISBN #0618684514. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

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, still focusing on conversational skills.

Course #: 091C11A16

Date & Time: 6 Tue., Mar. 31-May 12,
(no class Apr. 14), 6:30-9:00 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Rd.

Instructor: Marvin Gainer, Spanish teacher

Course #: 091C11B16

Date & Time: 6 Mon., Apr. 6-May 11,
6:00-8:30 p.m.

Location: Beech Grove High School
5330 Hornet Ave., Beech Grove

Instructor: Lourdes Daily Pendón, teacher,
tutor and court translator

Textbook: "Basic Spanish for Getting Along," with CDs, 2006 Edition, ISBN #0618684514. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

Fee: \$139

Language & Culture

Your Company... Our Training A Perfect Match



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

- Project Management
- Computers
- Leadership
- Communication
- Languages

Contact us at 317.278.7600

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

CONVERSATIONAL SPANISH FOR BEGINNERS III

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

Course #: 091C12A16

Date & Time: 6 Mon., Feb. 9-Mar. 23, (no class Feb. 16), 6:00-8:30 p.m.

Location: Beech Grove High School
5330 Hornet Ave., Beech Grove

Instructor: Rafael Pendón Spanish
instructor and tutor

Textbook: "Basic Spanish for Getting Along," with CDs, 2006 Edition, ISBN #0618684514. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

Fee: \$139

CONVERSATIONAL SPANISH: LEVEL IV

If you've completed Conversational Spanish for Beginners III or can converse in Spanish at a basic level, this course is for you. The course offers grammatical principles, develops your use of past and future tenses and emphasizes expanding your vocabulary. This is geared toward an intermediate-beginning level student.

Course #: 091C13A16

Date & Time: 6 Mon., Apr. 6-May 11, 6:00-8:30 p.m.

Location: Beech Grove High School
5330 Hornet Ave., Beech Grove

Instructor: Rafael Pendón, Spanish
instructor and tutor

Textbook: "Basic Spanish for Getting Along," with CDs, 2006 Edition, ISBN #0618684514. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

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 this class, which 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 #: 091C14A16

Date & Time: 6 Wed., Apr. 8-May 13, 6:00-8:30 p.m.

Location: Propylaeum Carriage House
150 E. 14th St.

Instructor: Rafael Pendón,
Spanish instructor and tutor

Fee: \$139

SPANISH FOR HEALTH CARE

Spanish for Health Care is a beginning language course that introduces students to the basics of the Spanish Language while focusing on medical terminology and health care systems that can be applied immediately by those working in the health care field or for those who wish to work in health care. It presents key medical vocabulary using brief dialogues and exercises that give students practical communicative survival skills in the context of the medical area, with the goal of helping students utilize their Spanish at work. The course also includes culturally informative readings that will help students understand and provide culturally and linguistically appropriate health care services.

Course #: 091C19A16

Date & Time: 8 Mon., Jan. 26-Mar. 23, (no class Feb. 16), 6:30-8:30 p.m.

Location: Lawrence North High School
7802 Hague Rd.

Instructor: Amy Landaw

Textbook: A required textbook will be listed on your receipt.

Fee: \$139

Language & Culture

New!

SPANISH FOR HEALTH CARE LEVEL II

If you have some background in Spanish or have taken our introductory course in Spanish for Health Care, you can continue developing your proficiency with this course. It presents key medical vocabulary using brief dialogues and exercises that give students practical communicative survival skills in the context of the medical area. You'll learn Spanish you can put to use immediately at work. The course also includes culturally informative readings that will help you understand and provide culturally and linguistically appropriate health care services.

Course #: 091C20A16

Date & Time: 8 Wed., Jan. 21-Mar. 11, 6:30-8:30 p.m.

Location: Lawrence North High School
7802 Hague Rd.

Instructor: Amy Landaw

Textbook: "Spanish for Health Care," 2002 Edition, ISBN #0-13-040946-4. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.
Fee: \$139

ONLINE SPANISH LIVE! LEVEL I

What if you could start learning Spanish right from your home or office and save travel time and gas money? You can! This is a live online course where students and instructor meet via telephonic communication twice a week. You'll follow a syllabus and prepare assignments before each class session and then participate in a 50-minute live chat with the instructor and other students to practice what you've prepared. The instructor will guide students in the use of vocabulary, grammar and conversation with additional written and reading exercises to help students internalize the language. You'll need a high-speed Internet connection, a microphone and a headset with USB connection to talk through the computer. A Web cam is nice but not essential.

The instructor will set up an orientation before the first day of class to make sure the microphones and headsets work. The main goal of this course is conversational Spanish, although completing the written exercises and listening comprehension exercises will enhance your learning. New to online courses? We'll give you step-by-step instructions to get you going. Students who complete this course will then be ready for Spanish Live! Level II.

Course #: 091C81A16

Date & Time: 8 Mon. & 8 Wed., Feb. 2-Mar. 25, 8:00 a.m.-8:50 a.m.

Location: Online

Instructor: Enrica Ardemagni, IUPUI Spanish professor and consultant on immersion programs, with several teaching excellence awards

Textbook: "Basic Spanish for Getting Along," with CDs, 2006 Edition, ISBN #0618684514. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.
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 spend several days focusing on improving their skills. The Spanish Immersion Institute classes meet from 9 a.m. to 4 p.m. Monday through Friday. Students will speak only Spanish as they develop or improve basic conversational skills. Past participants have appreciated the small class size, individual attention and relaxed atmosphere. The institute was developed by Enrica Ardemagni, IUPUI Spanish Program faculty and an authority on language immersion programs. 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. If you need help in selecting a level, please contact the program manager at (317) 274-4892. See our Web site, www.cln.iupui.edu, and then choose Continuing Studies and then Course Catalog for more detailed information.

BEGINNING LEVEL

If you're a beginner, you can learn to speak Spanish and respond at a basic level in five days. This class is the starting point for those new to Spanish.

Course #: 091C21A35

Date & Time: Mon.-Fri., Mar. 16-20, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Amy Bomke-Keating

Fee: \$459

LEVEL II

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

Course #: 091C22A35

Date & Time: Mon.-Fri., Mar. 16-20, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Amy Landaw

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 have five days of immersion in the language -- without the expense of travel! You'll refresh your skills, increase your vocabulary and improve your grammar. Please contact the program manager at (317) 274-4892 if you're not sure of your level and would like to enroll -- one of the instructors will help you select your class.

Course #: 091C28A35

Date & Time: Mon.-Fri., Mar. 16-20, 9 a.m.-4 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Enrica Ardemagni, IUPUI Spanish professor and consultant on immersion programs, with several teaching excellence awards

Fee: \$459

Language & Culture



CONFUCIUS INSTITUTE

Based in the heart of the IUPUI campus, the Confucius Institute in Indianapolis provides consultation and instruction in Chinese language and culture for students, company and government representatives and members of the general public. The Institute also facilitates academic, cultural, political and business exchanges between Indianapolis and southern China's most prosperous province - Guangdong.

Call 317-278-7600

For more information about the Institute
go to confucius.iupui.edu

New!

T'AI CHI

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

Course #: 091Q20A00

Date & Time: 8 Thu., Jan. 29-Mar. 19, 6:00-7:30 p.m.

Location: IUPUI Joseph Taylor Hall, 815 W. Michigan St., IUPUI Campus

Instructor: Jing Wang, Ph.D.

Fee: \$150

Parking information is on your receipt.

New!

BUSINESS CHINESE

If you want to do business in China or with Chinese people, but know nothing about Chinese, this is the class for you! You will begin by learning basic business vocabulary and expressions, and continue step by step through various business situations and everyday economic life. After the class, you will be able to carry on basic business conversations. Finally, this course will provide you with a broad overview of Chinese business culture.

Course #: 091Q13A00

Date & Time: 8 Wed., Jan. 28-Mar. 18, 6:00-7:30 p.m.

Location: IUPUI Confucius Institute Cavanaugh Hall, Room 129
425 University Blvd., IUPUI Campus

Instructor: Francine Jiang

Fee: \$150

Parking information is on your receipt.

New!

CHINESE CALLIGRAPHY

This class will combine lectures on calligraphy with guided hands-on practice. You will learn the basic tools of calligraphy, such as the brush, ink, paper, and stone. In addition, you will learn the correct posture and handling of the brush for aesthetically pleasing character writing. The instructor will augment the practical training with calligraphy theory and history. The instructor is a trained, award winning, fine artist and calligrapher.

Course #: 091Q19A00

Date & Time: 8 Mon., Jan. 26-Mar. 16, 6:00-7:30 p.m.

Location: IUPUI Cavanaugh Hall, Room 003A
425 University Blvd., IUPUI Campus

Instructor: Qian Shaoming

Fee: \$150

Parking information is on your receipt.

New!

MODERN CHINESE HISTORY

This course will examine modern Chinese culture and society. It will investigate the roots of Chinese traditions, and how Chinese people behave in contemporary economic, political, and ideological conditions. Course topics may include state, society, religion, revolution, environment, education, values, customs, and mass culture in the context of recent Chinese reforms and globalization.

Course #: 091Q22A00

Date & Time: 8 Thu., Jan. 29-Mar. 19, 6:00-7:30 p.m.

Location: IUPUI Confucius Institute Cavanaugh Hall, Room 129
425 University Blvd., IUPUI Campus

Instructor: Jingfeng Xia, Ph.D.

Fee: \$150

Parking information is 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.

Course #: 091Q10A00

Date & Time: 8 Mon., Jan. 26-Mar. 16, 6:30-8:00 p.m.

Location: IUPUI Confucius Institute Cavanaugh Hall, Room 129
425 University Blvd., IUPUI Campus

Instructor: Fang Jiang

Fee: \$150

Parking information is on your receipt.

New!

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 the 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 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.

Course #: 091Q11A00

Date & Time: 8 Tue., Mar. 24-May 12, 6:00-7:30 p.m.

Location: IUPUI Confucius Institute Cavanaugh Hall, Room 129
425 University Blvd., IUPUI Campus

Instructor: Dinah Zhang

Fee: \$150

Parking information is on your receipt.

New!

MODERN CHINESE CINEMA AND CHINESE CULTURE

This class will provide you with an understanding of Chinese culture through Chinese films. This class will explore issues such as familial relationships, gender and sexuality, and tradition vs. modern society. Through the medium of film, and through our group discussions after viewing films, we will deepen our understandings of Chinese culture, philosophy and values. And we will have a basis for comparing Chinese culture to the cultures that are based in Western civilizations.

Course #: 091Q17A00

Date & Time: 8 Wed., Jan. 28-Mar. 18, 6:00-8:30 p.m.

Location: IUPUI Confucius Institute Cavanaugh Hall, Room 129
425 University Blvd., IUPUI Campus

Instructor: Wendy Smith

Fee: \$150

Parking information is on your receipt.

New!

CLASSICAL CHINESE PHILOSOPHY

Unprecedented civil unrest characterized the 'Spring and Autumn' and the 'Warring States' periods of ancient China (ca 722-221 BCE). Great philosophers emerged during this period, providing discourses on human nature, governance, society, and the world at large. This course focuses on two of the most prevalent schools of thought born from the chaos: Daoism and Confucianism. The Analects of Confucius, the Daodejing (Tao Te Ching), and Sunzi's Art of War constitute our core curriculum.

Course #: 091Q15A00

Date & Time: 8 Wed., Mar. 25-May 13, 6:30-8:00 p.m.

Location: IUPUI Confucius Institute Cavanaugh Hall, Room 129
425 University Blvd., IUPUI Campus

Instructor: Nick Brasovan, M.A.

Fee: \$150

Parking information is on your receipt.

Medical & Life Science

ONLINE ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING & CODING

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. In addition to the extensive Medical Billing information, you will be taught every aspect of the Medical Receptionist/Front Desk position. This includes scheduling appointments, industry-specific techniques for filing, proper protocol for patient interaction, and hands-on training with a Practice Management system used in many doctor's offices around the country. Upon successful completion of the Administrative Medical Specialist with Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam. The estimated time to complete this course is 300 hours. For more detailed information, visit www.cln.iupui.edu or call (317) 278-7600. Payment must be received in full prior to starting class. No discounts are available.

Course #: 091N05A00

Fee: \$1,995

ONLINE MEDICAL TRANSCRIPTION

According to the current edition of the Occupational Outlook Handbook, Medical Transcription is among the ten fastest growing occupations in the U.S. An MT often works for hospitals, outpatient clinics, physician offices, national transcription services, or other medical offices. An MT listens to dictated recordings made by physicians and other healthcare professionals and transcribes them, creating medical reports that eventually become part of patients' permanent files. Students must have excellent editing and proofreading skills. Students should have a basic understanding of a word-processing program, to include being proficient at keyboarding, creating documents, e-mailing, and printing. 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. You can begin the course at any time. For more details, see the extended description in the online catalog at www.cln.iupui.edu. The program requires an estimated 240 hours to complete. No discounts are offered. Payment must be received in full prior to starting class.

Course #: 091N02A00

Fee: \$1,595

ONLINE ADVANCED CODING FOR THE PHYSICIAN'S OFFICE

This nationally recognized Advanced Medical Coding online certification training program prepares students to learn CPT, ICD-9 CM (Volumes I and II) and HCPCS Level II Medical. This advanced medical coding program is designed for students with previous medical coding experience. A basic coding education or the GES Administrative Medical Specialist course are required. Preparation for the Certified Professional Coder certification exam is included. For more information, visit www.cln.iupui.edu and select "Continuing Studies." Payment must be received in full prior to starting class. No discounts are available.

Course #: 091N09A00

Fee: \$1,395

ONLINE MEDICAL BILLING & CODING

Students can learn medical billing and coding from the comfort of their own homes with this online instructor-facilitated program. Upon successful completion of this course, students should be ready for an entry-level position doing medical billing and coding in a medical office setting, and they will be prepared to sit for the Certified Coding Associate national certification exam. All materials are included. Estimated time to complete this course is 240 hours. You can begin this course at any time. No discounts are available.

Course #: 091J04A00

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 are included in the course fee. This course is approved by the Indiana State Pharmacy Board.

Course #: 091N79A40

Date & Time: 9 Tue. & 7 Thu.,
Mar. 10-May 5, (No class Apr. 16),
6:00-8:30 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Victoria Preston, RPh

Fee: \$699

Parking information is on your receipt.

You'll find detailed information for these and other online courses on our website at
www.cln.iupui.edu

Medical & Life Science

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 Project Management courses and the Medical Terminology class if you have no medical background. For information about how to register for the certificate program, call (317) 278-7600 and leave your name and phone number.

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 in 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 insight not

generally available. It's required that you take this course first in order to obtain the Clinical Research Certificate.

Course #: 091N91A06

Date & Time: Sat., Jan. 31, 9 a.m.-4 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., 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 U.S. 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 #: 091N92A04

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

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Cleo Coyle, RN, CCRC

Fee: \$79

Parking information is 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 #: 091N93A10

Date & Time: 2 Sat., Mar. 7 & 14,
9 a.m.-2 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Cleo Coyle, RN, CCRC

Fee: \$139

Parking information is 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 clinical trials. This course also looks at ethical concerns related to the marketing of new drugs and therapies. Specific topics 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 #: 091N95A06

Date & Time: Sat., Mar. 28, 9 a.m.-4 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: E. Francis Jones, CEO,
Innovative Clinical Concepts

Fee: \$129

Parking information is 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 before enrolling in this course.

Course #: 091N94A06

Date & Time: Sat., Apr. 18, 9 a.m.-4 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Cleo Coyle, RN, CCRC

Fee: \$129

Parking information is 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 training to take the Certified Coding Specialist and Certified Coding Specialist physician-based exams. The certificate program requires completion of seven core courses: Medical Terminology, Basic CPT/HCPCS Coding, Intermediate CPT Coding, Basic ICD-9 CM Coding, Intermediate ICD-9 CM Coding, CPT/ICD-9 Exam Review and Advanced Coding. Basic keyboarding and computer skills are required as well as a high school diploma or GED for students enrolling in the program. For keyboarding and computer courses as preparation for these skills, see the Computer section in this catalog.

CERT99N55: 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. For more information or to receive a brochure, call (317) 278-7600.

MEDICAL TERMINOLOGY

If you're interested in upgrading your job skills in the medical, legal or insurance professions, or if you need greater familiarity with medical terminology for any reason, you can benefit from this comprehensive course. We'll cover abbreviations, spelling and terminology needed to describe basic body systems, functions, disorders, laboratory tests and surgical procedures.

(Continues on Page 35)

Medical & Life Science

Course #: 091N82A35

Date & Time: 6 Mon. & 6 Thu.,
Feb. 9-Mar. 23, (No class Feb. 16), 6-9 p.m.

Location: Ben Davis High School
1200 Girls School Rd.

Instructor: Katherine Cecil, RN

Textbooks: "Exploring Medical Language: A Student-Directed Approach," Illustrated, 7th Edition, ISBN #0323051839, and "Mosby's Medical, Nursing and Allied Health Dictionary," Illustrated, 7th Edition, ISBN #0323035620. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and local bookstores.

Fee: \$349

BASIC CPT/HCPCS CODING

Current procedural terminology, or CPT, is a national coding system used to designate medical, surgical and diagnostic services. The common procedure coding system for the Health Care Financing Administration, CPT is used to report physician and non-physician services covered by Medicare and Medicaid. This course equips you with the skills required to use the basic CPT code book.

Course #: 091N86A24

Date & Time: 2 Mon., 2 Wed. & 2 Sat., Feb. 16-Mar. 7; Mon. & Wed.: 6:30-8:30 p.m.; Sat.: 9 a.m.-2 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Geneane White, RHIA

Textbooks: "Basic CPT/HCPCS 2008 Book," ISBN #1-5842-6201-X, and "CPT 2009 Standard Edition: Current Procedural Terminology Code Book," ISBN #1-6035-9063-3. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$289

Parking information is on your receipt.

INTERMEDIATE CPT/HCPCS CODING

This Intermediate Current Procedural Terminology course covers in-depth training for using CPT as a national coding system to designate medical, surgical and diagnostic services. The common procedure coding system for the Health Care Financing Administration, CPT is used to report physician and nonphysician services covered by Medicare and Medicaid. This course teaches greater detail about the various coding skills required to use the basic

CPT code book. Prerequisite: Basic CPT/HCPCS Coding or job experience.

Course #: 091N75A20

Date & Time: 2 Mon., 1 Wed. & 1 Sat.,
Mar. 9-16; Mon. & Wed.: 6-9 p.m.; Sat.: 9 a.m.-3 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Geneane White, RHIA

Textbooks: "CPT 2009 Code Book," ISBN #1-6035-9063-3, and "Clinical Coding Workout: Practice Exercises for Skill Development," 2008 Edition, without answers, ISBN #1-5842-6195-1. Available at IUPUI's Campus Center Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$259

Parking information is on your receipt.

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. To receive a brochure outlining all the requirements for the program, call (317) 278-7600 and leave your name and address. 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.

Look for the Introduction to Legal Nurse Consulting course to start June, 2009

LEGAL NURSE CONSULTANT CASE STUDY

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

Course #: 091N89A24

Date & Time: 8 Thu., Jan. 29-Mar. 19,
6-9 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Mary Ann Nowlin, RN,
B.S., certified paralegal

Fee: \$329

Parking information is on your receipt.

LEGAL NURSE CONSULTANT PRACTICUM

A typical legal nurse consultant case will be presented in this class. You will study the production and preparation of medical records summaries. Then you'll examine the parties, complaints, answer, deposition, medical records and miscellaneous items. Through class discussion and participation, you will learn the steps necessary to review a case and provide an accurate opinion as to the potential outcome of the case. This course will teach you the practical aspects of being a legal nurse consultant. Some homework is required. Individuals must have completed the Legal Nurse Consultant Case Study course to enroll in the practicum.

Course #: 091N78A30

Date & Time: 10 Thu., Apr. 2-Jun. 4,
6-9 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Mary Ann Nowlin, RN,
B.S., certified paralegal

Fee: \$369

Parking information is on your receipt.

Paralegal

Paralegal Studies Certificate Program

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 hold a degree and would like more information about the Paralegal Studies program, contact the Political Science department at (317) 274-7387. Requirements for the non-credit 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) 278-1637.

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

Personal Interest

DONALD DAVIDSON'S INDY 500 HISTORY

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

Course #: 091J97A00

Date & Time: 4 Tue., Apr. 7-28, 7-9 p.m.

Location: Brickyard Crossing Golf Resort and Inn, 4400 W. 16th St.

Instructor: Donald Davidson

Fee: \$65

MINDFULNESS MEDITATION

Mindfulness meditation calms the mind and helps us to live in the moment. Through this practice we can begin to rediscover a balance between "doing" and "being." Mindfulness is an ancient practice that is attaining increasing popularity in the modern world. While more people than ever are seeking its everyday benefits, CEOs and managers at corporations such as Monsanto and BASF, athletic teams such as the Chicago Bulls and LA Lakers, and professionals such as physicians and nurses, psychologists and attorneys are discovering that mindfulness is directly beneficial in the conduct of their profession. Mindfulness has numerous scientifically validated physical and psychological benefits, and is also a powerful contemplative practice that can complement any religious or secular lifestyle. Through instruction, brief readings, discussion and meditation practice, you will learn fundamental techniques, meditation secrets and more. You also will learn techniques for eating mindfully and communicating mindfully, and discover ways that mindfulness can help us during periods of physical and emotional stress. This class is for beginners and those who wish to deepen their current practice. A \$12 materials fee is payable to the instructor at the first class.

Course #: 091J77A00

Date & Time: 5 Sat., Feb. 7-Mar. 7, 2-3 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Rd.

Instructor: Douglas Hanvey

Fee: \$79

TEN COMMON FINANCIAL MISTAKES BABY BOOMERS MAKE AND HOW TO AVOID THEM

Over the next 15 years, approximately 68 to 70 million people in the United States will reach age 60. As a baby boomer, do you feel financially prepared for retirement? In this workshop, you'll learn how to avoid the 10 common financial mistakes baby boomers make that could cost you thousands of dollars throughout your retirement. Join us for this exciting two-day class and you'll leave with a better understanding of retirement planning, 401(k) rollover options, how to choose high-quality mutual funds and institutional money managers, principal-guaranteed equity investments, how to reduce your taxes using five approved strategies, how to guarantee yourself a lifetime income, protecting your assets from the costs of long-term care, what to do with your old life insurance policies and asset-allocation techniques. One workbook is provided in course fee. The cost is \$12 for additional books. The fee is for a spouse or friend to attend with enrollee.

Course #: 091P62A00

Date & Time: 3 Tue., Feb. 24-Mar. 10,
6:30-9:00 p.m.

Location: Keystone Conference Center
9100 Keystone Crossing

Course #: 091P62B00

Date & Time: 3 Wed., Apr. 8-22,
6:30-9:00 p.m.

Location: Park 100 Learning Center
5980 W. 71st St., Ste. 100

Instructor: Jeff Roach

Fee: \$59

THE FUNDAMENTALS OF INVESTING

You work hard for your money; it should work hard for you. But in today's economy, how do you make wise investment choices? Learn about the stock market, bonds and mutual funds, and determine which investment strategy meets your current and future needs.

Course #: 091P33A00

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

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Chris Schaeffer, CFP

Fee: \$99

A SIMPLY WONDERFUL LIFE

This class will focus on managing time and organizing the home to create a serene lifestyle. So often, we clutter our homes and our lives with things that are not useful or meaningful to us. This class will guide students through the process of taking control and creating an easier, simpler life by streamlining their activities and belongings. All of the tips presented are inexpensive and easy to implement. The course is based on "A Simply Wonderful Life" by Dee Armstrong Crabtree. A preview of this book is available at www.lulu.com/content/601096. While the book is not required reading for the class, copies will be available from the instructor for \$10.50. Students also can purchase a hard copy of the book at the above Web site for \$8.73 plus shipping and sales tax. A downloadable version is available online for \$3.

Course #: 091M32A00

Date & Time: 3 Wed., Feb. 4-18,
6:30-8:30 p.m.

Location: Lawrence Central High School
7300 E. 56th St.

Instructor: Dee Crabtree

Fee: \$69

BEGINNING CROCHET

This is a four-part class for the true beginner. We will learn all the basics to get you making all those cute accessories you've seen online and in magazines. Please bring one skein of one of the following yarns: Paton's Classic Merino or Paton Decor, Lion Brand Wool-Ease (not chunky or thick) or Lion Wool, TLC Essentials, or Caron Wintuk. You should also bring a size I hook for the first class. In Week One, we will learn about the types of yarn and care requirements, crocheting resources, and single and half double crochet. In Week Two, we will learn double crochet, slip stitch and the foundation chain. Week Three will cover changing colors, and the beginnings of the granny square. In Week Four, the class will be working on some finishing techniques for their chosen projects (a scarf or throw pillow).

Course #: 091M80A00

Date & Time: 4 Thu., Feb. 5-26,
6:30-8:30 p.m.

Location: Lawrence North High School
7802 Hague Rd., Entry 2

Instructor: Elizabeth Smith

Fee: \$89

INTRODUCTION TO THE STOCK MARKET

If you plan to invest in the stock market, you need a basic understanding of how the market works. This seminar examines investment objectives, stock market and stockbroker operations, when to buy and sell, and the advantages of various types of investments. Information sources about evaluating potential investments are analyzed to help you make investment decisions knowledgeably and comfortably.

Course #: 091P23A00

Date & Time: Sat., Mar. 21, 10 a.m.-noon

Location: Fishers YMCA
9012 E. 126th St., Fishers

Instructor: Chris Schaeffer, CFP

Fee: \$39

Personal Interest

New!

WAKING UP TO SPIRITUAL ENLIGHTENMENT

Oprah Winfrey has helped popularize the teachings of Eckhart Tolle, the enlightened spiritual master. This class is for those who are familiar with Tolle's "The Power of Now" or "A New Earth" (or similar teachings) and are ready for the next level. To provide context, we'll begin with an overview of the history of the Eastern wisdom traditions, but the bulk of this class will be highly experiential, involving guided meditations, inquiry, dialogues and didactic exercises. You'll master the fundamentals of "enlightened meditation" and learn a powerful yet simple method for releasing thought patterns that keep you stuck in the mind and ego. We also will investigate how our beliefs about enlightenment can impede or facilitate our spiritual development. Please bring an attitude of open-mindedness and openheartedness and a willingness to dive deeply into the truth of your own experience. Brief telephone interviews with the teacher prior to registration are available for those with questions. A \$25 materials fee for two books and a CD (at a 30 percent discount) will be payable to the instructor at the first class.

Course #: 091J78A00

Date & Time: 5 Sat., Feb. 7-Mar. 7, 3:15-4:45 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Rd.

Instructor: Douglas Hanvey

Fee: \$79

New!

SEVERE STORMS

Serve Storms with WISH-TV Meteorologist Steve Bray. From tornadoes to hurricanes, this course will focus on how severe storms form, how they are detected and tracked, and the resulting damage they cause. We will examine historic outbreaks and recent events in Indiana. How developments in technology have improved warning times and what may be in our future.

Course #: 091M46A00

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

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Steve Bray

Fee: \$29

ETIQUETTE

IUPUI is very pleased to partner with the Historic Landmark Foundation of Indiana to offer this class. Have you ever wanted to learn the finer points of high-society dining or just want to know what to do during a business luncheon meeting? Refine your skills through a fun and educational adult class. Victorian etiquette is the basis for modern-day manners, and many of the rules still apply. What better place to learn than in the 1865 Morris-Butler House? Following a tour of the museum, learn about table manners, how to eat certain foods, napkin folding, place setting, making introductions, interpersonal behavior and much more.

Course #: 091M60A00

Date & Time: Sat., Jan. 31, 9 a.m.-noon

Course #: 091M60B00

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

Location: Morris Butler House

1204 N. Park Ave.

Instructor: Historic Landmarks Foundation of Indiana

Fee: \$25

HIKING THE APPALACHIAN TRAIL

This course will provide an extensive overview of the Appalachian Trail in its many forms. Throughout the course, we will examine the history of the trail and its uses, the history, modernization and functionalities of backpacking gear, the lifestyle of a hiker, and what constitutes a "successful" thru-hike. Students will be expected to apply this knowledge on day-hikes throughout the semester and on an overnight hike to conclude the class. 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 #: 091M55A00

Date & Time: 6 Wed., Mar. 18-Apr. 22,

6:30-8:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Andrew Brake

Fee: \$89

Your Company... Our Training A Perfect Match



www.cln.iupui.edu

WHERE **IMPACT** IS MADE

IUPUI Continuing Studies, the noncredit program of the Community Learning Network, is positioned to solve the educational challenges ahead by serving as your link between training needs and the many resources available from the largest continuing education program in Indiana. Traditional materials and classroom training, blended with highly interactive learning, can be provided on-site at your business or at several university facilities. Customized classes are available in multiple areas including project management, leadership development, business communication, computers, and Spanish. Contact us at 317.278.7600.

IUPUI

**COMMUNITY
LEARNING NETWORK**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS

Personal Interest

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'll develop your own debt-elimination plan that can be implemented immediately into your lifestyle. Note: No insurance, investments or get-rich-quick schemes will be offered or sold. This is strictly an educational workshop. Bring a calculator to class. An optional workbook is available from the instructor for an additional \$39.

Course #: 091P14A00

Date & Time: Sat., Mar. 7, 9:30 a.m.-1:30 p.m.

Course #: 091P14B00

Date & Time: Sat., May 9, 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: \$45

RESEARCHING & EVALUATING YOUR COLLECTIBLES

Sometimes we need to know; sometimes we're just curious. Is that plate Mom bought at the Chicago World's Fair worth anything? What about the shelf of old medical books that have accumulated over the years or the frog figurines that came from anywhere and everywhere? This workshop will introduce you to some of the basic research tools available to you to begin answering those kinds of questions. You'll go home prepared to hunt for answers on your own.

Course #: 091J36A00

Date & Time: Thu., Feb. 19, 6:00-8:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Stephen Rose

Fee: \$49

New!

GROWING THROUGH JOURNAL WRITING

This journal writing class is designed uniquely for each session with the most current and creative writing techniques and exercises to help students foster, embrace and experience psychological growth. Various tools and methods are utilized to experience enhanced joys in our life. Cover topics will include how to write or how not to write daily; tapping the unconscious for gold; writing for living a beautiful life; writing through transitions; and living with micromoments for success. Participants should bring a notebook and pen to each class. Classes are designed for students new to journal writing and open to former students who have taken writing classes, as latest journal writing discoveries and ideas are added continually.

Course #: 091J20A00

Date & Time: 4 Mon., Feb. 2-23,
6:30-8:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Lou Beeker Schultz,
IUPUI writing instructor,

trainer and business consultant

Fee: \$109

VOCAL EXPRESSION

This course is excellent for writers who read their work aloud, actors who need to punch up their lines, business people who would like to turn a phrase better, people who love to read to children and anyone else who wants to express themselves better. In this class, you will learn about the physical parts of speech and the way we all use speech daily to express ourselves and get what we want. You'll learn breathing techniques and vocal techniques. You'll learn how to use your gifts of voice and expression, and how to maximize the impact of what you're trying to say.

Course #: 091B31A00

Date & Time: 5 Mon., Apr. 20-May 18,
6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Instructor: Kenneth Klingenstein

Fee: \$89

HOME BUYING & SELLING 101

Whether you are new to the real estate market or have purchased a home in the past, to be a savvy buyer you need to know the current variables that go into a real estate transaction. This class can help you wade through the maze of details that confront any home buyer or seller. Topics include how much you can afford, who the players are (Realtor, loan officer, appraiser, inspector) and what do they do, what the true costs are and how they can be negotiated. Learn your rights and responsibilities related to purchase offers, contracts and other paperwork. If you are thinking about selling a home on your own, the information in this class is essential to you. Learn about the various loan options and get an update on the current mortgage crisis. Be an aware consumer and sign up for this class.

Course #: 091A95A00

Date & Time: Sat., Feb. 28,
9:30 a.m.-12:30 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Scott Weghorst

Fee: \$49

Parking information is on your receipt.

New!

CHANGING DIRECTIONS:

LIVING THE LIFE YOU REALLY WANT

Many people wonder if the life they're living is really what they want. We can feel stuck on a track that doesn't allow us to change direction, and we wonder about the roads not taken. Suggested readings from literary classics, along with lectures and classroom discussion, will stimulate your thinking and analysis. The class will explore the circumstances, interests and values that set one's life direction. Then we will consider whether we are living in accordance with what we really care about or have gotten off track. Finally, we will determine how to reset one's course in life. Some outside reading is suggested but not required.

Course #: 091J80A00

Date & Time: 4 Tue., Apr. 7-May 5,
(No class Apr. 14), 7:15-8:45 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Rd.

Instructor: Jeff Rasley

Fee: \$89

New!

BASIC ESTATE PLANNING FOR EVERYDAY PEOPLE

In this one-day seminar, facts -- not fiction -- about Indiana's law on transfer of property at death will be shared. Learn the answers to these key questions: What happens to my property if I die without a will? How much inheritance tax will be owed at my death? Can I protect any of my property in the event I become ill and have to live in a nursing home? What is the difference between a durable power of attorney and a guardianship? What is a living trust, and will it protect my assets if I have to live in a nursing home? Attendees will receive materials that include the current Indiana inheritance tax rates, federal estate tax rates, a sample health care power of attorney, a sample durable power of attorney, a sample living will and a sample do-not-resuscitate order. The seminar is not a substitute for individual legal advice on estate planning. It is basic information and instruction that should allow better communication with your personal attorney on your personal estate plan.

Course #: 091P42A00

Date & Time: Sat., Apr. 25,
9:00 a.m.-2:30 p.m.

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Joyce Thayer-Sword, attorney

Fee: \$119

Parking information is on your receipt.

LANDLORDING

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

Course #: 091P65A00

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

Location: IUPUI Nursing Building
1111 Middle Dr., IUPUI Campus

Instructor: Joyce Thayer-Sword, attorney

Fee: \$139

Parking information is on your receipt.

Personal Interest

New!

NEPAL HIMALAYA: TREKKING, MOUNTAINEERING AND CULTURE OF NEPAL

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

Course #: 091J95A00

Date & Time: Sat., Feb. 7, 10 a.m.-noon

Location: Propylaeum Carriage House
150 E. 14th St.

Instructor: Jeff Rasley

Fee: \$39

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 #: 091J15A00

Date & Time: Sat., Mar. 14, 9 a.m.-1 p.m.

Course #: 091J15B00

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

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Cristiana Thielmann,
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 first-hand 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 #: 091J93A00

Date & Time: Sat., Feb. 21,

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

KNITTING

Movie stars like Julia Roberts are sticking to their knitting these days -- and are showing it off, too. Knitting is a great stress reliever and a pleasant creative outlet. And it gives you the chance to create treasured items for yourself, your family and your friends. In this course, you'll learn the steps used in the construction of a basic hat, scarf and mittens. This class is perfect for the beginner and for those who already know how to knit but don't feel comfortable with gauge. Space is limited, so sign up soon. You will purchase your knitting supplies the first night of class from the knit shop. The supply cost is between \$65 and \$85. (Please note: There are two omit dates, one after the first three weeks and one following the second two weeks. This is to allow you time to work on your knitting project.)

Course #: 091M11A00

Date & Time: 6 Mon., Jan. 26-Mar. 16,
(No class Feb. 16 & Mar. 9), 6-8 p.m.

Location: Mass Avenue Knit Shop
862 Virginia Ave.

Instructor: Susan Brennan

Fee: \$109

MAKE MONEY TRAVELING & FREE VACATIONS

Would you like free vacations or to earn extra income while you are on vacation? Many of these ideas can become new careers. Learn more than 40 different ways to make your vacations free in this fun, information-packed class. Receive many free airline tickets with frequent flyer mileage (earn miles for every \$1 you spend on anything!). Mystery shop for free airline tickets, hotels, restaurant meals and extra income. Import, pay for your vacations and earn income. Fly as an air courier internationally for \$200 or less. Teach English for free vacations (or earn up to \$90,000 a year full-time). Earn a free tour. Get a job as a tour guide or organize your own tours for family and friends (you go free and earn additional income). Earn free cruises and resort nights. Write articles, shoot photos or volunteer. Get paid to drive vehicles for other people. Learn about the best Internet travel Web sites, the latest on travel safety and health, and more. The instructor is the owner of Go Global; she has traveled to more than 80 countries and 40 states. She teaches in 86 cities nationwide, writes travel publications and DVDs and leads one group tour each year (to Thailand, Cambodia, Peru, China and more). She and her husband take free vacations three months every year. Check out www.goglobalinc.com for more instructor information. A \$15 materials fee is payable to the instructor the first day of class; the 100-page book normally retails for \$39.95 and provides names, phone numbers and Web sites of the contacts you need to put this practical information to use. Enroll early, because this class is offered only one time this year.

Course #: 091M81A00

Date & Time: Tue., Apr. 28, 6:30-9:30 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Rd.

Instructor: Gina Henry-Cook

Fee: \$39

BLUES HARMONICA

There are times when the blues are calling your name and you need to do something about it. Playing the harmonica is an easy, fun way to break into music. You'll learn the basic techniques of traditional and modern blues and country styles, including solos and accompaniment. Requirements: a 10-hole diatonic harmonica in the key of C (may be purchased for approximately \$20 from the instructor at the first class meeting), a tape recorder (optional but recommended) and attentive ears. No experience is necessary.

Course #: 091D38A00

Date & Time: 6 Tue., Mar. 3-Apr. 7,
6:30-7:30 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Rd.

Instructor: Allen Stratynner

Fee: \$79

Look for our next
catalog in the
Indianapolis Star
on Sunday
May 3, 2009



Photography

Photography Certificate Program

Photographs can be art, history and news; photography can be a hobby or a career. Whether you take pictures for business or pleasure, you will enjoy these classes and hone your photographic techniques and use of technology. Sharpen your skills with the aid of professional photographers in our Photography Certificate Program. To earn the certificate, take the three required courses -- Photography Fundamentals, Advanced Photography Techniques and Black and White Darkroom -- and take two electives from among the other photography classes listed in our catalog. After taking the classes, arrange with us to submit a portfolio of your photographs for review. To receive a brochure, call (317) 278-7600 and leave your name and address.

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.

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 #: 091E01A00

Date & Time: 6 Wed., Feb. 18-Mar. 25, 6:00-8:30 p.m.

Location: Beech Grove High School
5330 Hornet Ave., Beech Grove

Instructor: Richard Greg Mitchell,
professional photographer

Textbook: None required

Course #: 091E01B00

Date & Time: 5 Sat., Jan. 24-Feb. 21,
9 a.m.-noon

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Christie Harrison, MA
in history, photography instructor

Textbook: "The Joy of Photography," 3rd
Edition, ISBN #0201577879. Available at
IUPUI's Campus Center Bookstore, Indy's
College Bookstore and local bookstores.

Course #: 091E01C00

Date & Time: 5 Sat., Mar. 28-Apr. 25,
9 a.m.-noon

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Christie Harrison, MA
in history, photography instructor

Textbook: "The Joy of Photography," 3rd
Edition, ISBN #0201577879. Available at
IUPUI's Campus Center Bookstore, Indy's
College Bookstore and local bookstores.

Fee: \$149

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 #: 091E02A00

Date & Time: 4 Tue., Feb. 3-24,
6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School
2801 W. 86th St.

Course #: 091E02B00

Date & Time: 4 Wed., Apr. 8-May 6, (no
class Apr. 29) , 6:30-8:30 p.m.

Location: Beech Grove High School
5330 Hornet Ave., Beech Grove

Instructor: Richard Greg Mitchell,
professional photographer

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 #: 091E04A00

Date & Time: 6 Thu., Mar. 26-May 7,
(no class Apr. 2), 6:30-9:00 p.m.

Location: Beech Grove High School
5330 Hornet Ave., Beech Grove

Instructor: Richard Greg Mitchell,
professional photographer

Fee: \$159

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. Dan 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 he responds to your individual student needs, working with you to produce custom prints that you'll be proud to display. All chemicals are provided.

Course #: 091E85A00

Date & Time: 6 Thu., Feb. 19-Mar. 26,
6:30-9:30 p.m.

Location: Perry Manufacturing, Inc.
1233 W. 18th St.

Instructor: Daniel Axler, BFA,
over 30 years' darkroom 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 #: 091E90A00

Date & Time: Sat., Jan. 17,
10:30 a.m.-1:00 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Lyle Mannweiler
Fee: \$39

HOW TO TAKE BETTER IMAGES WITH YOUR SLR CAMERA

An SLR, or single-lens reflex, camera allows you actually 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 #: 091E11A00

Date & Time: 4 Fri., Feb. 6-27,
10:30 a.m.-12:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Lyle Mannweiler
Fee: \$119

Photography

COMPOSITION AND LIGHTING FOR STUDIO/PORTRAIT

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

Course #: 091E75A00

Date & Time: 6 Wed., Mar. 11-Apr. 22, (no class Apr. 1), 6:30-9:00 p.m.

Location: Beech Grove High School
5330 Hornet Ave., Beech Grove

Instructor: Karen Bowling,
professional photographer

Fee: \$159

BEGINNERS GUIDE TO PHOTOGRAPHING WEDDINGS

Have you ever been asked to photograph a wedding? If so, you know how stressful it can be to be responsible for documenting the happy couple's special day. In this class you'll learn everything you need to know about equipment, film and lighting as well as general protocol for photographing your first wedding. You'll also learn some secrets of handling the "nervous" bride and working with family members.

Bring your camera and flash equipment to the first class. Basic knowledge of your camera equipment is required.

Course #: 091E23A00

Date & Time: 4 Mon., Apr. 6-27,
6:30-8:30 p.m.

Location: Lawrence North High School
7802 Hague Rd.

Instructor: Richard Greg Mitchell,
professional photographer

Fee: \$119

PORTFOLIOS AND PRESENTATIONS

You want to put together a portfolio of your work, but you aren't sure exactly what to do or how to do it. This class will help you plan your project by considering your objectives, learning about available options for presentation and determining what will fit with your needs and budget.

Course #: 091E26A00

Date & Time: Sat., Feb. 14, 1:00-3:30 p.m.

Location: Community Life and Learning Center
515 E. Main St., Carmel

Instructor: Christie Harrison, MA in history,
photography instructor

Fee: \$39

BUILDING A SUCCESSFUL PHOTOGRAPHY BUSINESS

This instructor began his studio full time in 1991 -- a recession year -- and he's ready to share more than 90 ideas and suggestions to improve your photography business and people skills. You'll learn about everything from telephone techniques, building rapport, clothing for groups, photo factors that sell, current products, marketing, pricing, sales, Web pages and more, all gleaned from more than 25 years of business through trial and error and literally hundreds of seminars. See what you can do to make your photography business succeed in challenging times.

Course #: 091E31A00

Date & Time: 2 Mon., Feb. 2 & 9,
6:30-9:00 p.m.

Location: Lawrence North High School
7802 Hague Rd.

Instructor: Stan Gurka

Fee: \$69

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 #: 091T19A08

Date & Time: Thu., Mar. 26,
8:30 a.m.-4:30 p.m.

Location: IUPUI Union Building
Computer Lab Room 239

Instructor: Jack Jacobia,

Institute for Forensic Imaging

Fee: \$149

Parking information is on your receipt.

PHOTOGRAPHING BABIES & CHILDREN

Capture precious relationships between parents and babies in many ways for timeless story-telling portraits that reach the heart. You will see various techniques with different filters and lenses, and take photos of Babies, Moms, and maybe Dads, too. Learn to cope with the unexpected. The subject and techniques will be discussed -- with sample photos -- on the first night. A workshop session is held on the following Saturday. The last session students return with their photos for discussion and sharing. There will be a critique of class photos to further improve your photography.

Course #: 091E72A00

Date & Time: 2 Wed., Mar. 4 & 11,
6:00-8:30 p.m. & Sat. Mar. 7,
9:00 a.m.-1:00 p.m.

Location: Park 100 Learning Center
5980 W. 71st St., Ste. 100

Instructor: Stan Gurka

Fee: \$99

Travels

Travel Career

TRAVEL MANAGEMENT ONLINE: TCEM 119

This course presents a comprehensive investigation on the broad range of available travel services and products. Skills needed to begin a productive career in the travel industry are emphasized. This course will prepare individuals for the TAP certification. It is Web-based with exams administered on campus. This course is the noncredit option of a for-credit course offered by the Tourism, Conventions and Event Management department.

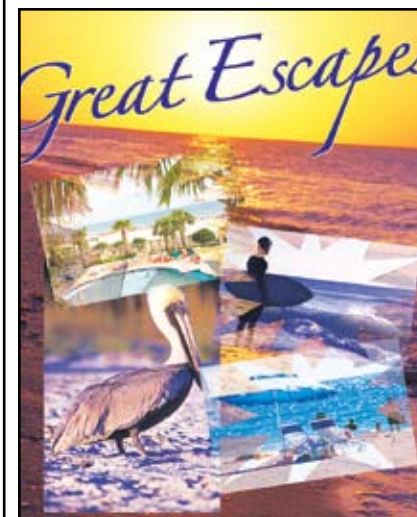
Course #: 091A82A00

Date: Jan. 10-May 9

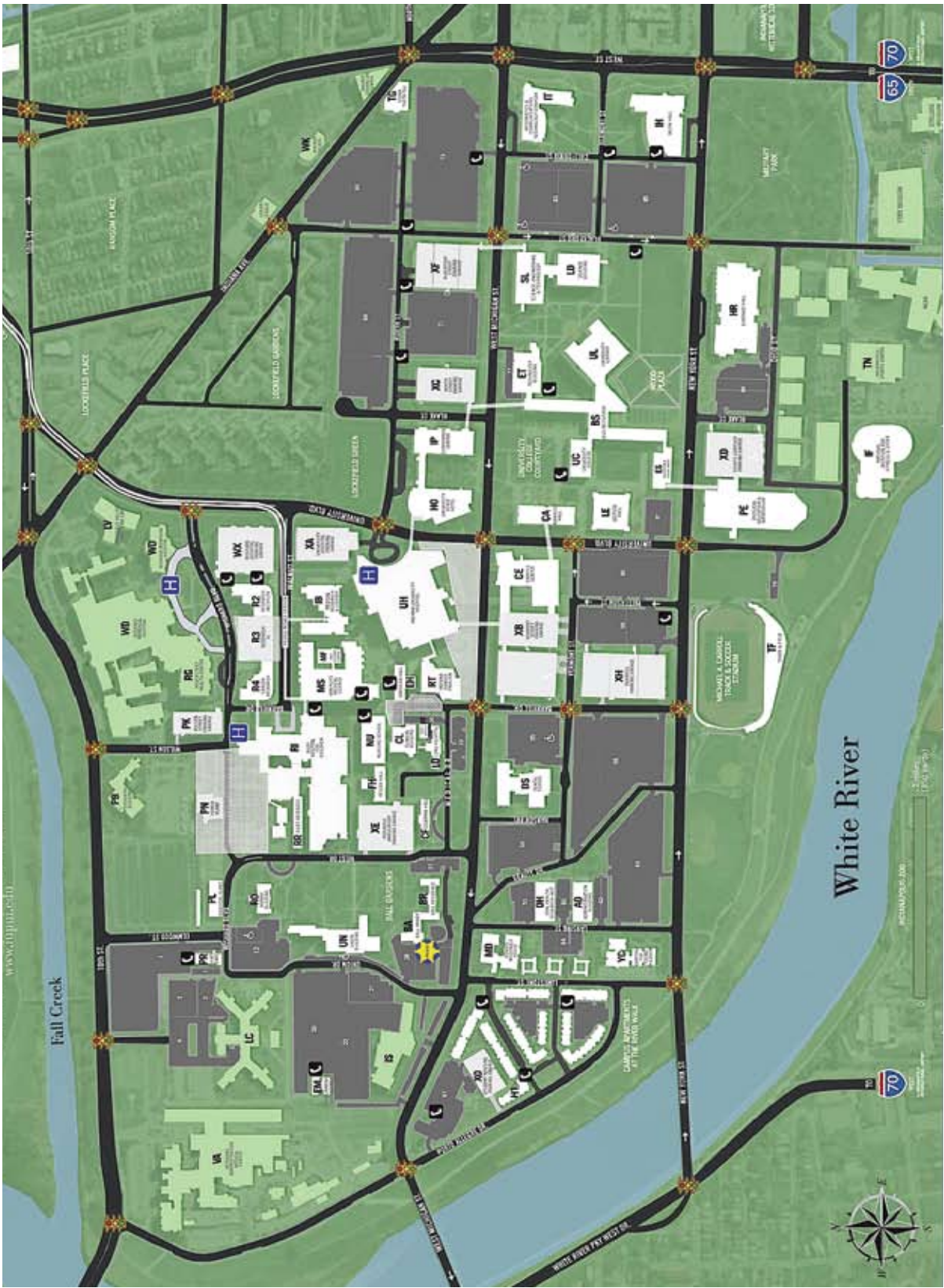
Location: Online

Instructor: Susan Alvarez

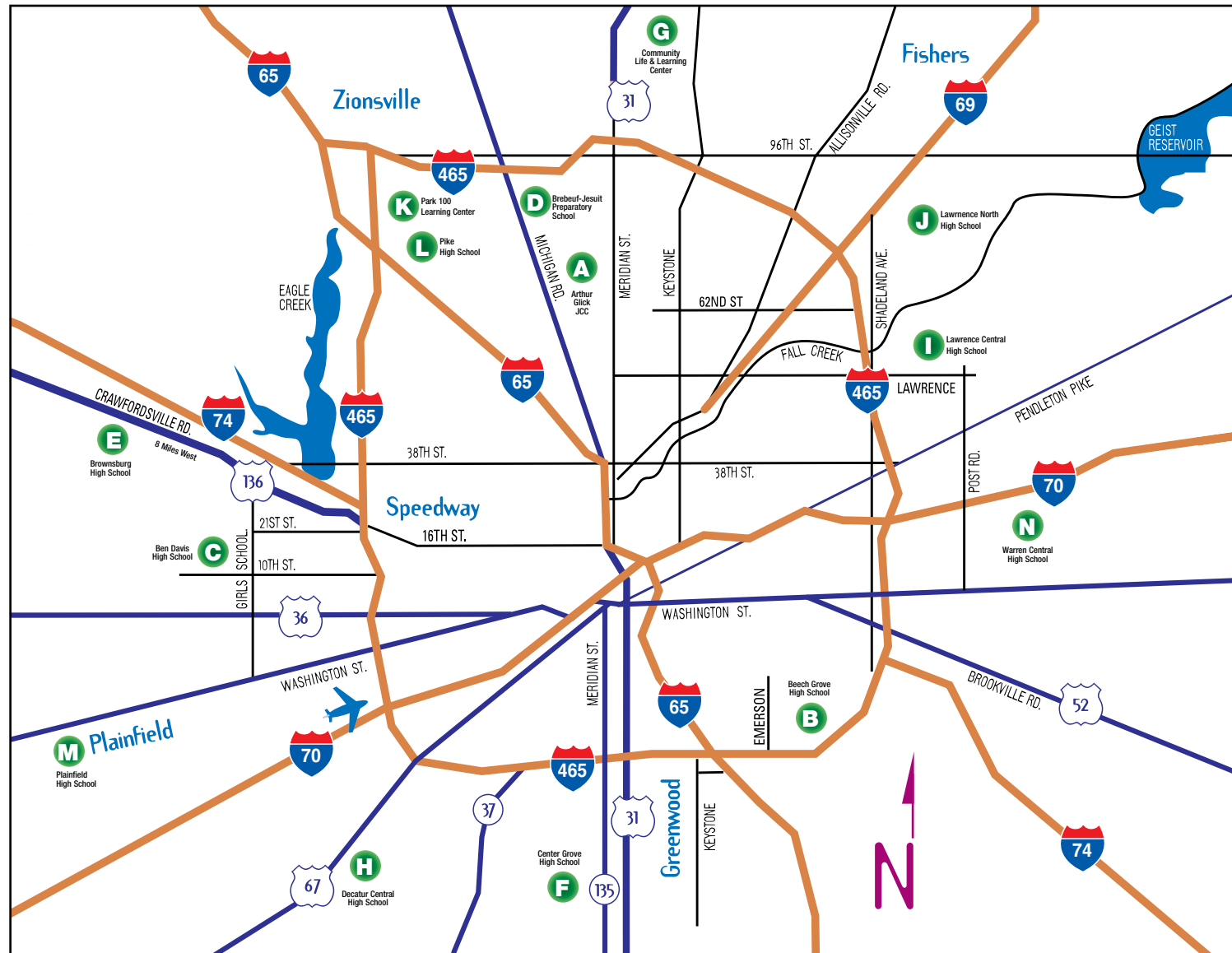
Fee: \$350



IUPUI Campus Map



Map of Off-Campus Locations



- | | | |
|---|---|--|
| A. Arthur M. Glick Jewish Community Center (JCC),
6705 Hoover Rd. | F. Center Grove High School,
2717 N. Morgantown Rd., Greenwood. | J. Lawrence North High School,
7802 Hague Rd. |
| B. Beech Grove High School,
5330 Hornet Ave., Beech Grove. | G. Community Life and Learning Center,
515 E. Main St., Carmel. | K. Park 100 Learning Center,
5980 W. 71st St. |
| C. Ben Davis High School,
1200 Girls School Rd. | H. Decatur Central High School,
5251 Kentucky Ave. | L. Pike High School,
6701 Zionsville Rd. |
| D. Brebeuf Jesuit Preparatory School,
2801 W. 86th St. | I. Lawrence Central High School,
7300 E. 56th St. | M. Plainfield High School,
709 Stafford Rd., Plainfield. |
| E. Brownsburg High School,
1000 Odell St., Brownsburg. | | N. Warren Central High School,
9301 E. 18th St. |

Registration and General Information

OFFICE INFORMATION

Regular Hours: 8 a.m. to 5 p.m.
Monday through Friday.
Extended Hours: From Feb. 2 through
Mar. 26 there will be a manager on duty
at (317) 278-7600 from 5 to 7 p.m.
Monday through Thursday.
Address: Continuing Studies,
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 47. 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.)

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 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.

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**

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..

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

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.

If your employer requires a signed voucher for payment of your classes, you are now required to provide the signed original voucher to Continuing Studies prior to being enrolled in a class. If your company does not require a signed original voucher, your company must provide approval of payment for your course fees via company letterhead.

Look for our
next catalog in
The Indianapolis Star
May 3, 2009.

*What students are saying.....
Check out our extended
descriptions on our web site
(www.cln.iupui.edu) to find
out what past participants have
said about some of our classes.*

Enrollment Form

HOW TO REGISTER FOR CLASSES:

BY MAIL

IUPUI Continuing Studies Noncredit
620 Union Drive,
Union Building Room 142,
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

Continuing Studies Office
620 Union Drive,
Union Bldg. Room 244,
North Wing
Indianapolis, IN 46202-5171
Mon-Fri, 8 a.m. - 5 p.m.
(no cash accepted)



METHOD OF PAYMENT			
CHECK or MONEY ORDER (PAYABLE TO IUPUI)			
	First Name	M.I.	Last Name
CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> MC <input type="checkbox"/> AMEX	Address		
Credit Card Number	City	State	ZIP Code
Expiration Date	Organization/Employer		
Signature	Work Phone	Home Phone	E-mail

COURSE#	COURSE TITLE	FEE
*DISCOUNTS: (check if applicable) <input type="checkbox"/> Early Bird 10% Discount (January 20, 2009 deadline) <input type="checkbox"/> IUPUI Employee (Call 317-278-7600 for details)		SUBTOTAL COURSE FEE \$
		LESS APPLICABLE DISCOUNTS (IF ANY*)\$
		TOTAL COURSE FEES \$

*Parking details for on-campus
classes included on receipts.
If disabled, please call (317) 278-7600 for assistance.*

IUPUI

IUPUI Community Learning Network
Union Building
620 Union Drive, Room 244
Indianapolis, IN 46202-5171

20-992-15 Req. 091

IUPUI

COMMUNITY LEARNING NETWORK



WHERE

IMPACT

IS MADE

W I N T E R 2 0 0 9
CONTINUING STUDIES

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS