

IUPUI COMMUNITY LEARNING NETWORK



Enhance your skills
Change your career direction
Add to your expertise

CONTINUING EDUCATION
AND COLLEGE CREDIT CLASSES

WINTER 2010
COURSE CATALOG

CLN.IUPUI.EDU

Table of Contents

BUSINESS 17

COLLEGE & CAREER EXPLORATION 4

**COLLEGE CREDIT:
LEARNING CENTERS 39
OFF CAMPUS CREDIT 41**

COMPUTERS 7

GREEN & SUSTAINABILITY 23

LANGUAGE, ARTS & CULTURE 26

LIFE SKILLS 31

MEDICAL & LIFE SCIENCES 11

MOTORSPORTS 25

PARALEGAL 25

PHOTOGRAPHY 36

GEOGRAPHIC LOCATIONS & INDEX 42

MAPS 44

**REGISTRATION & GENERAL
INFORMATION 46**

ENROLLMENT FORM 47

The need for a more educated workforce is essential in these difficult economic times. Whether you are employed or currently seeking a new career direction, continue to enhance your skills by completing a degree, obtaining a certificate, or just taking a course for personal or professional improvement. Indianapolis should be a city of lifelong learners.

As a recent instructor for the IUPUI Community Learning Network, I encountered many individuals who took my “Small Unit Leadership” seminar. They were there to develop and enhance their skills to be more effective on the job, seek advancement or start a new career. The Community Learning Network Continuing Education Program has a wide variety of courses and certificate programs to help you retool and they are offered in a relaxed environment. So it’s easy for adults to return to school.

Indianapolis is rich in educational opportunities for all adults wanting to continue their education. I have taught at several institutions and you owe it to yourself to return to school, whether it is a course or program from this catalog or from another institution. It can make a difference in your future as well as the future of our city.

Greg Ballard
Mayor
City of Indianapolis



IUPUI COMMUNITY LEARNING NETWORK

The Community Learning Network (CLN) provides programs of study, raises educational achievement and embraces diversity in Central Indiana using multiple methods of delivery at convenient times and locations.

Enhance your skills...
Change your career direction...
Add to your expertise

Do you have the skills and education to remain competitive in today's workforce? According to the Hoosier Hot 50 Jobs listing on the Department of Workforce Development website, high demand jobs and entry level jobs all require ten important basic skills:

- Active Learning
- Critical Thinking
- Mathematics
- Reading Comprehension
- Writing
- Active Listening
- Learning Strategies
- Monitoring
- Science
- Speaking

The IUPUI Community Learning Network provides continuing education classes and certificates that can help you in your quest to strengthen your basic skills and become more competitive in the job market. Inside this catalog and on our website (www.cln.iupui.edu) you can find classes such as Active Listening and Critical Thinking to help with these basic skills. Or you may choose a concentration of classes such as the Business Communications Certificate Program to become more proficient in written and oral interactions. Certificates can help gain a core of knowledge or skills to take the first step in career development, to enhance skills in the changing workplace, or to gain skills for a career redirection. More than 15 certificate programs are available to meet your needs.

Perhaps you have decided it is time to complete your degree. IUPUI offers a wide array of degree programs that can help you get the career you want. Consider the IU General Studies degree program in the Community Learning Network. Often considered a degree completion program, General Studies was designed for adult students who want a broad-based degree program that combines high academic standards with convenience and flexibility. To learn more, take advantage of one of the free information sessions listed on the next page or call (317) 278-7600 to schedule an appointment.

Classes. Certificates. Bachelor Degree.

IUPUI Community Learning Network
Your lifelong learning connection



**LOOK FOR OUR NEW IUPUI GREENWOOD LEARNING CENTER
OPENING SPRING 2010
FOR MORE INFORMATION, CALL (317) 278-7600**

College & Career Exploration

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

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

Carmel Learning Center: Advising appointments available Monday-Thursday
The advisor is on the IUPUI Campus downtown and the student communicates with the advisor online through a computer set up at the Carmel Learning Center. Call (317) 278-7600 to set up an appointment.

WHERE

IMPACT

IS MADE



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IUPUI

COMMUNITY
LEARNING NETWORK

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS

College & Grad Information

ADULT DEGREE COMPLETION SEMINAR

Just because you've passed the traditional undergraduate age doesn't mean you've burned your bridge to a degree. The General Studies Degree at IUPUI offers adults the opportunity to go to school and graduate with a bachelor's degree. Come to this session and learn more about:

- Transferring old credits
- Attending online classes
- Earning minors and certificates to enhance your career
- Taking DANTES, CLEP and other class alternatives

It's a changing world, and a degree can give you an edge. With work, family and other commitments, life can be hectic. Let us show you how to earn a degree that fits your lifestyle and fulfills your dreams. Free coffee, advice and information are provided in a convenient location.

Course #: 101U32A00

Date & Time: Tue., Feb. 16, 5:30-7:00 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Course #: 101U32B00

Date & Time: Mon., Mar. 15, 5:30-7:00 p.m.

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

Course #: 101U32C00

Date & Time: Thu., Apr. 8, 5:30-7:00 p.m.

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

Course #: 101U32D00

Date & Time: Mon., May 3, 5:30-7:00 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: General Studies Advisors

Fee: Free

Parking information is listed on your receipt.

RETURNING TO SCHOOL: EASIER THAN YOU THINK

As our world and economy change, many adults contemplate continuing their education. For all those who consider it, few follow through with it. This may be due to fear or doubt about success in higher education. It also can be difficult to decide where and what to study. Returning to school as an adult can be a challenge, but you can make the transition. Bring your questions, doubts and concerns, and let us help you begin a successful college career.

Course #: 101U20B00

Date & Time: Wed., Jan. 13, 6-8 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Course #: 101U20C00

Date & Time: Tue., Feb. 9, 6-8 p.m.

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

Course #: 101U20D00

Date & Time: Tue., Mar. 9, 6-8 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Jennifer Pease, Director of the
IUPUI Admissions Center

Fee: Free

EXPLORING GRADUATE SCHOOL OPTIONS

Is grad school beckoning and you're not sure which program to pursue? Are you unsure whether grad school is right for you? Did you know you can be a non-degree graduate student and explore your options? Join this class for students who have a bachelor's degree and are considering graduate school. We'll discuss non-degree status and examine other paths, including certificates, master's degrees and doctoral programs. We'll also develop strategies to help you succeed in reaching your higher education goals. Take the first step by registering for this class, and find out your goals are closer than you think.

Course #: 101U31A00

Date & Time: Sat., Jan. 23, 9-11 a.m.

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

Course #: 101U31B00

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Course #: 101U31C00

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

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Jennifer Pease, Director of the
IUPUI Admissions Center

Fee: Free

College & Career Exploration

Test Prep

GMAT: PREP FOR TEST TAKING

One of the tricks of test-taking is to relax. That will be easier when you know the testing formats, practice test-taking strategies and review the types of 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 #: 101U14A08

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

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Cynthia Budyn

Fee: \$349

THE GRE: PREP FOR TEST TAKING

Graduate school is calling and the GRE is looming. If your test skills are rusty, sign up for this class and get all of the Cambridge Test Prep materials, including a practice test and computer adaptive disc. Verbal, quantitative, writing and analytical sections will be covered.

Course #: 101U12A08

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

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Cynthia Budyn

Fee: \$349

THE LSAT: PREP FOR TEST TAKING

Maximize your success on the Law School Admission Test. This course is structured to help you practice LSAT sample questions that assess logical-analytical reasoning and reading comprehension. Learn about test format, requirements and test-taking strategies. A practice session is included. Enroll early so materials may be ordered for each student.

Course #: 101U15A08

Date & Time: 2 Tue., 2 Thu. & 1 Sat., Jan. 9-21, Sat. 9 a.m.-1 p.m., Tue. & Thu. 6:30-8:30 p.m.

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

Instructor: Michael Helman

Fee: \$349

FUNDAMENTALS OF ENGINEERING REVIEW COURSE

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

Course #: 101H24A00

Date & Time: 9 Sat., Jan. 23-Mar. 20, 9 a.m.-noon

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

Instructor: Ashok Mehta

Textbook: FE Review Manual: Rapid Preparation for the General Fundamentals of Engineering Exam, 2006 Edition, ISBN# 1-59126-072-1. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$489

Parking information listed on receipt.

REVIEW FOR THE MECHANICAL PROFESSIONAL ENGINEERS EXAM

Various instructors, all specialists in pertinent areas of mechanical engineering, will teach this review course for engineers planning to take the Indiana Examination for Professional Engineers. Topics include materials covered in the exams and test-taking strategies. For more information about the registration process or the exam itself, visit the Indiana State Board of Registration for Professional Engineers Web site at www.in.gov/pla/bandc/engineers/.

Course #: 101H27A00

Date & Time: 9 Fri., Jan. 22-Mar. 19, 6-9 p.m.

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

Instructor: Various

Textbooks: Mechanical Engineering Reference Manual, 12th Edition, ISBN #1-59126-049-3, and Practice Problems, 12th Edition, ISBN #1-59126-050-9. Both available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$549

Parking information listed on receipt.

REVIEW FOR THE CIVIL PROFESSIONAL ENGINEERS EXAM

Various instructors, all specialists in pertinent areas of civil engineering, will teach this review course for civil engineers planning to take the Indiana Examination for Professional Engineers. Topics include material covered in the exam and test-taking strategies. For more information about the registration process or the exam itself, visit the Indiana State Board of Registration for Professional Engineers Web site at www.in.gov/pla/bandc/engineers/.

Course #: 101H25A00

Date & Time: 9 Fri., Jan. 22-Mar. 19, 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. Both available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$549

Parking information listed on receipt.

INDIANA UNIVERSITY
High School
discover quality distance education
IUHS IS FOR ADULTS, TOO!

WHY GET A DIPLOMA?

- Advance in your career.
- Earn more money than with a GED.
- Get admitted to the college degree program of your choice.

WHY IUHS?

- Take individual online or correspondence courses to supplement work you're completing toward a diploma at your local high school.
- Earn a highly regarded IUHS diploma.

ANXIOUS ABOUT BEING AN ADULT "HIGH SCHOOL" STUDENT?

- Complete your course work at home, on your schedule. It's private, and it's convenient.
- Receive personalized attention from licensed instructors and advisors.

Please contact us TODAY
We'll patiently listen to your needs and help you consider your options.

800.334.1011 | scs@indiana.edu | 812.855.2292 | iuhighschool.iu.edu

College & Career Exploration

Certificate Programs



CERTIFICATE PROGRAM

PAGE

Accounting Certificate Program.....	17
ASTD Human Performance Improvement Certificate.....	20
AutoCAD 2009 Certificate.....	8
Basic Web Design Certificate.....	10
Business Communications Certificate Program.....	18
Business Management Certificate Program.....	17
Clinical Research Certificate Program.....	13
Floral Design Certificate Program.....	34
Human Resource Management Certificate Program.....	18
Interior Decorating Certificate Program.....	34
Leadership Development Certificate Program.....	20
Legal Nurse Consultant Certificate Program.....	15
Medical Coding Certificate.....	14
Microsoft Office Certificate Program.....	8
Paralegal Studies Certificate Program.....	25
Photography Certificate Program.....	36
Project Management Certificate Program.....	21
Reflexology Certificate Program.....	16

Career Decisions

CAREERS AFTER 50: YOUR NEXT GREAT ADVENTURE

Baby boomers -- those born between 1946 and 1964 -- will number more than 77 million in the next few years. The majority is now more than 50 years old, and 8,000 turn 60 every day. Learn how your significant and sizeable population can transform society. Explore how you can transform yourself through a new career. You may want to work part time or make money from your hobby, or you could take your work experience and become a consultant or coach. We'll look at past accomplishments individually and as a group, then we'll look ahead to the future. We'll share lessons learned as we prepare for what promises to be our best years.

Course #: 101W77A00

Date & Time: Tue., Feb. 2, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Mary Messerlie

Fee: \$109

Job Search

A BLUEPRINT FOR ACTION

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

Course #: 101W20A00

Date & Time: Sat., Feb. 13, 10 a.m.-noon

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

Instructor: Doug Smith

Parking information is on receipt.

Course #: 101W20B00

Date & Time: Tue., Mar. 16, 6-8 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: Tracie Hughes

Course #: 101W20C00

Date & Time: Mon., Apr. 19, 6-8 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Doug Smith

Course #: 101W20D00

Date & Time: Wed., May 12, 6-8 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Tracie Hughes

Fee: Free

RESUME WRITING

Is your current resume effective? This half-day class will provide tips to improve your current resume. Bring a draft of your resume to class and implement the tips provided so that you can produce a concise, well-organized resume. The class also will explore job search dos and don'ts. Cover letters, reference and salary information and general career-search topics also will be discussed. No Discount.

Course #: 101W56A04

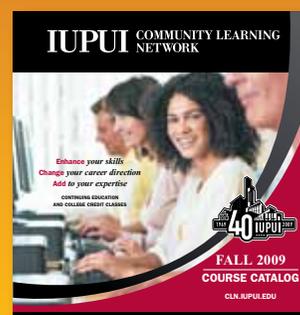
Date & Time: Sat., Feb. 6, 9 a.m.-1 p.m.

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

Instructor: Rick Tisdale, PHR,
Easter Seals Crossroads

Fee: \$59

Look for
our next
catalog in
May 2010



Introduction

New!

GETTING ACQUAINTED WITH WINDOWS 7

New programs are always daunting at first glance and making the jump from Vista to Windows 7 is no exception. This three-hour class provides you with an overview of key enhancements in Windows 7 that help you work more efficiently and easily with your computers. You will become familiar with the new features and tools that you can use to organize and find your information. Learn about desktop and taskbar enhancements, new search features, libraries, updated file sharing and protection, jump lists, and troubleshooting. Students should have experience working with previous versions of Windows.

Course #: 101T41A00

Date & Time: Wed., Jan. 27, 9 a.m.-noon

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Course #: 101T41B00

Date & Time: Wed., Jan. 27, 1-4 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Course #: 101T41C00

Date & Time: Fri., Mar. 12, 9 a.m.-noon

Location: IUPUI Union Building
Computer Lab Room 239

620 Union Dr., IUPUI Campus

Parking information listed on receipt.

Instructor: Michelle Tramm

Fee: \$59

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 #: 101T01A08

Date & Time: Fri., Feb. 12,
8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Kehaulani Haydon

Fee: \$129

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 Explorer settings. Learn to use the Word program to create letters and envelopes and Excel to create spreadsheets. Learn basic hardware and software terminology to better understand your computer as well as hard-drive housekeeping functions to keep your PC running smoothly. A reference textbook is included in the course fee.

Course #: 101T03A16

Date & Time: 2 Fri., Jan. 22 & 29,
8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Course #: 101T03B16

Date & Time: 2 Tue., Apr. 13 & 20,
8:30 a.m.-4:30 p.m.

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

Parking information listed on receipt.

Instructor: Lisa Mock

Fee: \$249

KEYBOARDING BASICS

Do you 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. Use the concepts learned to increase your keyboarding proficiency and polish your typing skills. The course fee includes a textbook and online typing tutorial for you to practice your skills.

Course #: 101T04A06

Date & Time: 2 Thu., Jan. 21 & 28,
9 a.m.-noon

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Kehaulani Haydon

Fee: \$119

New!

WELCOME TO SOCIAL NETWORKING ON FACEBOOK

This course will walk you through the creation process of a Facebook account and familiarize you with various applications used on Facebook. You will create a user account and your Facebook profile. Learn to upload photos, post news and find friends. Gain an understanding of how to search for and accept friends, create or join special-interest groups and generally have fun on Facebook. An email account is required.

Course #: 101T40A00

Date & Time: Sat., Mar. 13, 9 a.m.-noon

Course #: 101T40B00

Date & Time: Sat., Mar. 13, 12:45-3:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Lisa Mock

Fee: \$59

New!

MICROSOFT SHAREPOINT DEVELOPMENT

SharePoint is a content management system and collaboration tool that can be used among colleagues anywhere in the world. Learn how to create sites and workspaces to share documents, calendars, announcements, links, data lists and spreadsheets, meeting workspaces, as well as building discussion boards and surveys. Basic administrative work such as configuring site permissions also will be covered.

Course #: 101T61A08

Date & Time: Fri., Mar. 5,
8:30 a.m.-4:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Ann Kixmiller

Fee: \$259

INTRODUCTION TO PHOTOSHOP FOR WINDOWS

Adobe Photoshop is one of the most powerful and widely used tools in publishing today. This class focuses on using Photoshop as an essential and versatile component of the production process. Topics include using the paint and selection tools, manipulating selections and using alpha channels and utility menus. You should have a basic understanding of Windows before taking this class. A reference textbook is included in the course fee.

Course #: 101T73A08

Date & Time: 2 Thu., Feb. 11 & 18,
5:30-8:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Course #: 101T73B08

Date & Time: 2 Tue., Apr. 13 & 20
5:30-9:00 p.m.

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

Parking information listed on receipt.

Instructor: Michelle Bright

Fee: \$189

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 is your next step. You'll 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. Introduction to Photoshop for Windows is course prerequisite or equivalent knowledge of Photoshop. A reference textbook is included in the course fee.

Course #: 101T77A08

Date & Time: 2 Thu., Apr. 29 & May 6,
5:30-8:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michael Flaherty

Fee: \$189

Computers

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 works. If you own Microsoft Project, plan to upgrade in the near future or need to organize projects in your company, this is the class for you. The course covers the essentials of Microsoft Project, including scheduling tasks and scheduling resources. You should have a basic understanding of project management techniques before taking this class. A reference textbook is included in the course fee.

Course #: 101T10A12

Date & Time: 4 Thu., Feb. 25-Mar. 18, 6:00-8:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Frank Kevin Gaza

Fee: \$299

Online AutoCAD 2009 Certificate

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, then gradually introduces 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 two dimensional drawing and editing tools, objects on layers, text and basic dimensions. Once students master the basic skills, they'll explore efficiency tools, complex objects, external reference/image files, advanced plotting and enhancing productivity with simple customization. The course requires approximately 150 hours to complete and can be started at any time. The AutoCAD 2009 program includes the textbook and a 13-month student license of the AutoCAD 2009 software. No discounts are available.

Course #: 101Y41A00

Fee: \$1,995



MS Office

Microsoft Office Certificate Program

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

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

INTRODUCTION TO WORD FOR WINDOWS

You'll learn a lot in this two-day introductory workshop including 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 #: 101T20A16

Date & Time: 2 Wed., Feb. 3 & 10, 8:30 a.m.-4:30 p.m.

Course #: 101T20B16

Date & Time: 2 Wed., Apr. 21 & 28, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michelle Tramm

Fee: \$249

MORE WORD FOR WINDOWS

This Word class is for more advanced users and will cover customizing and creating toolbars; auto text; advanced table design; newsletters (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.

Course #: 101T21A16

Date & Time: 2 Tue., May 4 & May 11, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michelle Tramm

Fee: \$239

INTRODUCTION TO EXCEL

If 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 facts and figures 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 #: 101T22A16

Date & Time: 2 Wed., Feb. 17 & 24, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Course #: 101T22B16

Date & Time: 2 Wed., May 5 & 12, 8:30 a.m.-4:30 p.m.

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

Parking information listed on receipt.

Instructor: Michelle Tramm

Fee: \$249

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 #: 101T82A04

Date & Time: Fri., Apr. 16, 9 a.m.-1 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michelle Tramm

Fee: \$99

MORE EXCEL

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

Course #: 101T28A08

Date & Time: Fri., May 21, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michelle Tramm

Fee: \$179

INTRODUCTION TO POWERPOINT

Are you a Windows user who must learn PowerPoint? Do you need to create and present text slide presentations? This workshop introduces you to PowerPoint screen elements. Learn to navigate in and between presentations; create new slides; create, edit and format text in the outline and slide views; manipulate graphic objects; organize and format presentations; work with various PowerPoint masters; use advanced timesaving and text-formatting tools; and apply techniques to create a dynamic slide presentation. A reference textbook is included in the course fee.

Course #: 101T74A08

Date & Time: Fri., Apr. 9,
8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michelle Tramm

Fee: \$189

MORE POWERPOINT

So you know something about PowerPoint and can make presentations. Now you want to put some pizzazz into your work and make it memorable. Join this seminar and find out how to use the many features of PowerPoint. Topics include design considerations, self-running presentations, creating audience handouts, adding multimedia objects, using photo fades, importing and creating graphs and spreadsheets, and more. If you've taken the Introduction to PowerPoint class or have equivalent experience, you're ready for this class.

Course #: 101T79A08

Date & Time: Wed., May 19,
8:30 a.m.-4:30 p.m.

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

Instructor: Michelle Tramm

Fee: \$149

Parking information listed on receipt.

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

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Applications must be received by January 19, 2010

INTRODUCTION TO ACCESS

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

Course #: 101T24A16

Date & Time: 2 Fri., May 7 & 14,
8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Craig Melancon

Fee: \$249

INTRODUCTION TO MICROSOFT® OFFICE OUTLOOK® 2007

This course is designed for any person who has a basic understanding of Microsoft Windows and needs to use Microsoft Office Outlook 2007 to compose and send e-mail, schedule appointments and meetings, manage contact information and tasks, and use notes. You'll also learn how to customize e-mail options to include signatures, use various fonts and colors, and block incoming junk mail as well as how to integrate information from Outlook with other Office applications such as Access, Excel and Word. A reference textbook is included in the course fee.

Course #: 101T18A08

Date & Time: Tue., Feb. 23,
8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michelle Tramm

Fee: \$189

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Computers

Online Classes



ONLINE CLASSES

	PAGE #
Administrative Medical Specialist with Medical Billing & Coding, Online.....	12
AutoCAD 2009 Certificate, Online.....	8
Building Analyst Quick Start Program (BPI BA Certification), Online.....	24
Limited Cardiac Catheterization Radiography Certification, Online.....	12
Certified Green Supply Chain Professional, Online.....	24
Certified Indoor Air Quality Manager, Online.....	24
Certified Indoor Environmentalist, Online.....	24
Medical Billing & Coding, Online.....	12
Medical Terminology, Online.....	12
Medical Transcription, Online.....	11
Pharmacy Technician Course, Online.....	12
Veterinary Assistant, Online.....	11

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 #: 101L19A18

Date & Time: 6 Wed., Feb. 3-Mar. 10, 6:00-8:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michael Xue,
Sun Certified Java Programmer

Fee: \$649

ADVANCED SQL

If you're serious about building the Web applications of the future, you need to get up to speed with the advanced features of SQL. In this hands-on course, four major topics will be covered: SQL stored procedures, stored function programming and error handling; transactions; using stored programs in other languages; and security, SQL tuning, optimizing stored program code and programming best practices. Using MySQL, a free open-source RDBMS, you can apply knowledge gained from this course to other RDBMS, such as Oracle, MS SQL server and IBM DB2. You should have taken the Beginning Databases with SQL class or have equivalent experience.

Course #: 101L20A18

Date & Time: 6 Wed., Mar. 24-Apr. 28, 6:00-8:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michael Xue,

Sun Certified Java Programmer

Fee: \$629

Web Design

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. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

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

INTRODUCTION TO WEB DESIGN

Learn some of the design principles that produce professional polish to make a Web site stand out. If you plan to maintain company or personal Web sites, if you are overwhelmed with choices and decisions or if it's difficult to spare the time to research all the alternatives, this course will save you time and money. It will help you evaluate and choose HTML editors and find comparative information.

This class entails detailed discussion and in-class exploration of sites, but you won't design sites in class. A reference textbook is included in the course fee.

Course #: 101T31A08

Date & Time: Sat., Feb. 6,
8:30 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Computers

Course #: 101T31B08

Date & Time: Sat., Apr. 10,
8:30 a.m.-3:45 p.m.

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

Parking information listed on receipt.

Instructor: Ann Kixmiller

Fee: \$189

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, 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. The class uses HTML 4.0. A reference textbook is included in the course fee.

Course #: 101T06A08

Date & Time: Sat., Feb. 20,
8:30 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Course #: 101T06B08

Date & Time: Sat., Apr. 24,
8:30 a.m.-3:45 p.m.

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

Parking information listed on receipt.

Instructor: Ann Kixmiller

Fee: \$189

MORE HTML

Learn the bells and whistles that make Web sites attractive. This course provides an extensive background on applications and tools used to create Web sites. Topics covered 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 experience with images, links, tables and lists. A reference textbook is included in the course fee.

Course #: 101T32A08

Date & Time: Sat., May 1,
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: \$189

Parking information listed on receipt.

INTRODUCTION TO DREAMWEAVER

If you have 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 #: 101T33A08

Date & Time: Sat., Mar. 6,
8:30 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Thomas Janke

Fee: \$189

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 #: 101T34A08

Date & Time: 2 Wed., May 19 & 26,
5:30-9:00 p.m.

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

Instructor: Jon Eynon

Fee: \$189

Parking information listed on receipt.

Medical & Life Sciences

INTRODUCTION TO FLASH

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 #: 101T35A08

Date & Time: Sat., Mar. 20, 8:30 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Michael Flaherty

Fee: \$189

New!

WEB SITE MARKETING

Increase your Web site traffic! This class will show you how to evaluate your Web site by analyzing your current online customer data and increasing your search engine ranking through keyword optimization to attract more hits.

Course #: 101T60A02

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Ann Kixmiller

Fee: \$59

New!

INTRO TO CASCADING STYLE SHEETS (CSS)

So you've got a basic understanding of HTML and now you want to know how you can add style to your web pages, CSS is your next step in web development. In this course, we'll start with the basics of CSS and use them to create a website-ready CSS file. Prior knowledge of HTML is required. Prerequisite: Introduction to HTML.

Course #: 101T70A08

Date & Time: 2 Thu., May 13 & 20,
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: \$189

Parking information listed on receipt.

ONLINE VETERINARY ASSISTANT

This online program will prepare you for an exciting career as a veterinary assistant. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals and assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking and accounts payable, will be emphasized, as well as basic information about pet insurance. Prerequisites: Students should be proficient in keyboarding, have a basic understanding of a word-processing program (Microsoft Word is recommended) and have knowledge of English grammar and punctuation. No veterinary office work experience is required. Textbooks and materials are included. The estimated time to complete this course is 240 hours. For more detailed information, see the extended description on www.cln.iupui.edu or call (317) 278-7600. No discounts are available. Payment must be received in full before the start of class.

Course #: 101Y07A00

Location: Online

Fee: \$1,795



ONLINE MEDICAL TRANSCRIPTION

This online, instructor-led program will prepare you to start a new career as a medical transcriptionist. According to the 2002-03 Occupational Outlook Handbook, medical transcription is among the 10 fastest-growing occupations in the U.S. An MT can work for hospitals, outpatient clinics, physician offices, national transcription services or any other medical office. A medical terminology course is included at no extra cost. Transcriber and all materials included. Students must have excellent editing and proofreading skills, be proficient in keyboarding and have a basic understanding of a word-processing program. Not for Mac users. 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 #: 101Y02A00

Location: Online

Fee: \$1,595



Medical & Life Sciences

New!

AN OVERVIEW OF CURRENT TOPICS IN BIOTECHNOLOGY

You probably know that the life sciences and biotechnology are growing industries in Indiana. Have you wondered where the employment opportunities are or will be in the near future? Do you want more information about topics in the news? Join us to learn about applications of biotechnology for future employment. Session I will provide an overview of biotechnology, applications to DNA technologies as seen with forensic science, paternity lawsuits and tissue transplantation typing. Session II will focus on human viral pathogens (swine flu and human papilloma virus) and vaccines, and the use of bacterial viruses for the treatment of antibiotic resistant bacteria such as MRSA (methicillin-resistant staph aureus). Those with scientific, nursing or technical medical backgrounds are encouraged to attend. Instructors bring more than 50 years of combined experience in bioscience research and application.

Course #: 101N03A00

Date & Time: 2 Sat., Feb. 6 & 13, 1-3 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructors: Sheila P. Little, Ph.D. and
Brigitte E. Schoner, Ph.D., Intech Bioscience
Consultants, LLC

Fee: \$59

ONLINE LIMITED CARDIAC CATHETERIZATION RADIOGRAPHY CERTIFICATION

Under new radiology licensing rules, which began July 1, 2007, any individual performing a cardiac catheterization procedure and assisting with radiography tasks must be certified prior to performing the procedure. The purpose of the cardiac catheterization radiography certification is to ensure that individuals responsible for the care of the patient and participating in the radiographic portion of the exam have adequate training in radiation protection and principles. This online course will provide the radiography knowledge necessary for the new Indiana certification. It will include theories and principles of the interactions of ionizing radiation with living systems, identify properties of x-rays, discuss the importance of radiation protection and examine the effects of ionizing radiation exposure. Interested

students need not be college graduates, but course material will be taught at the college level and will require self-discipline to be successful for completion. Course requirements: Student must be in a licensed healthcare profession (per Indiana Code 25). Student must be working in a cardiac catheterization lab.

Course #: 101Y50A20

Date & Time: 10 weeks, Jan. 25-Mar. 29

Location: Online

Instructor: Kellie Hart

Textbook: *Radiography Essentials for Limited Practice, 3rd Edition*, ISBN

#978-1-4160-5763-5. Available at the

Barnes & Noble @ IUPUI Bookstore,

Indy's College Bookstore and Amazon.com.

Fee: \$299

ONLINE ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING & CODING

The medical industry is experiencing a tremendous demand for individuals who have knowledge of medical office operations, including billing and coding, processing insurance forms and using medical software. In addition to learning medical billing information, students will learn skills needed for a medical receptionist/front desk position. This includes scheduling appointments, industry-specific techniques for filing, proper protocol for patient interaction and hands-on training with a practice management system used in many doctor's offices. Upon successful completion of the Administrative Medical Specialist with Medical Billing & 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 before the start of class. No discounts are available.

Course #: 101Y05A00

Location: Online

Fee: \$1,995

ONLINE MEDICAL TERMINOLOGY

The Medical Terminology online program introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune and musculoskeletal systems and compares and contrasts these systems. Students learn to define and describe the function of each bodily system. Prerequisites: Students should be proficient in keyboarding, have a basic understanding of a word-processing program (Microsoft Word is recommended) and have knowledge of English grammar and punctuation. Textbooks and materials are included. The estimated time to complete this course is 60 hours. For more detailed information, see the extended description on www.cln.iupui.edu or call (317) 278-7600. No discounts are available. Payment must be received in full before the start of class.

Course #: 101Y09A00

Location: Online

Fee: \$595

ONLINE MEDICAL BILLING & CODING

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

Course #: 101Y04A00

Location: Online

Fee: \$1,595

Pharmacy Tech

ONLINE PHARMACY TECHNICIAN COURSE

This comprehensive 16 week online 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 will be mailed prior to the first class, so enroll early in order to receive in a timely manner. This course is approved by the Indiana State Pharmacy Board. Payment must be received in full before the start of class. Computer requirements are Windows XP or Mac computer with high-speed Internet access (cable or DSL), Internet Explorer or Firefox, Microsoft PowerPoint and Word. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. Prerequisites: You must be 18 or older, have a high school diploma/GED and have no felony convictions. No discounts are available.

Course #: 101Y79A40

Date & Time: 16 weeks., Feb. 1-May 17

Location: Online

Instructor: Victoria Preston, RPh

Fee: \$799

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

Medical & Life Sciences

approved by the Indiana State Pharmacy Board. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures.

Prerequisites: You must be 18 or older, have a high school diploma/GED and have no felony convictions.

Course #: 101N79A40

Date & Time: 8 Tue. & 8 Thu., Mar. 9-May 6, (No class Apr. 13 & 15), 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center 555 E. County Line Road, Greenwood, Ste 104

Instructor: Victoria Preston, R.Ph.

Fee: \$799

Clinical Research

Clinical Research Certificate Program

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

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

MEDICAL TERMINOLOGY

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

Course #: 101N82A35

Date & Time: 8 Mon. & 8 Thu., Feb. 1-Mar. 25, 6:00-8:45 p.m.

Location: IUPUI Greenwood Learning Center 555 E. County Line Road, Greenwood, Ste 104

Instructor: Katherine Cecil, RN

Textbooks: *Exploring Medical Language: A Student Directed Approach, Illustrated, 7th Edition*, ISBN #0323049508, and *Mosby's Medical, Nursing, & Health Professionals Dictionary, Illustrated, 8th Edition*, ISBN #0323049370. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$359

INTRODUCTION TO CLINICAL RESEARCH

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

Course #: 101N91A06

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

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

Instructor: Cleo Coyle, RN, CCRC

Fee: \$139

Parking information listed on receipt.

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Medical & Life Sciences

ROLES AND GOALS IN CLINICAL RESEARCH

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

Course #: 101N92A04

Date & Time: Sat., Feb. 20, 9 a.m.-1 p.m.

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

Instructor: Cleo Coyle, RN, CCRC

Fee: \$89

Parking information listed on 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 before enrolling in this course.

Course #: 101N93A10

Date & Time: 2 Sat., Feb. 27 & Mar. 6,
9 a.m.-2 p.m.

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

Instructor: Cleo Coyle, RN, CCRC

Fee: \$149

Parking information listed on 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 #: 101N94A06

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

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

Instructor: Cleo Coyle, RN, CCRC

Fee: \$139

Parking information listed on receipt.

THE ETHICS OF CLINICAL RESEARCH

This course provides a case-based introduction to the principal ethical issues involved in the design, conduct, review and evaluation of a clinical trial.

This course also looks at ethical concerns related to the marketing of a new drug or therapy. Specific topics 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 #: 101N95A06

Date & Time: Sat., Apr. 17, 9 a.m.-4 p.m.

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

Instructor: E Francis Jones, CEO,
Innovative Clinical Concepts

Fee: \$139

Parking information listed on receipt.

Medical - Coding

Medical Coding Certificate

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

To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

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

BASIC ICD-9 CM CODING

Coding, a system by which information can be communicated, is vital to people working in the medical and allied health professions and in medical records.

This course introduces the basic rules for coding diseases and procedures according to ICD-9 CM, and will familiarize you with volumes I, II and III of the ICD-9 coding books. Physicians, billing and accounts clerks and others can benefit from this course. An overview of ICD-10 also will be provided.

Course #: 101N85A30

Date & Time: 4 Mon., 4 Wed., & 3 Sat.,
Feb. 20-Mar. 29; Mon. & Wed. 6-8 p.m.,
Sat. 9 a.m.-3 p.m.

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

Instructor: Geneane White, RHIA

Textbooks: ICD-9 CM Code Book, Vol. 1,2,3, 2009, ISBN #1-5706-6555-9, and ICD-9 CM Coding Handbook, without answers, 2010, ISBN #1-5564-8361-9.

Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$289

Parking information listed on receipt.

INTERMEDIATE ICD-9 CM CODING

This intermediate ICD-9 CM coding class addresses the clinical process behind ICD-9 CM diagnosis coding. Topics include respiratory system disorders, infectious diseases, OB/GYN, the circulatory system, complications, adverse effects and more. Prerequisites: Basic ICD-9 CM coding and/or three years coding experience.

Course #: 101N87A20

Date & Time: 3 Mon., 3 Wed., & 1 Sat.,
Mar. 30-Apr. 21; Mon. & Wed. 6-8 p.m.,
Sat. 9 a.m.-3 p.m.

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

Instructor: Geneane White, RHIA

Textbook: ICD-9 CM Coding Handbook, without answers, 2010, ISBN #1-5567-8361-9. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$259

Parking information listed on receipt.

Medical & Life Sciences

ADVANCED MEDICAL CODING

Utilizing knowledge of ICD-9 CM and CPT, this class teaches students how to pull all concepts of coding together. Students will apply basic coding principles, disease processes, medical terminology and other pertinent coding guidelines to code medical record cases for inpatient, outpatient and physician office coding. A review of prospective payments systems, regulatory guidelines and reporting requirements will be covered. Bring your code books to class.

Course #: 101N41A16

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

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

Instructor: Geneane White, RHIA

Fee: \$199

Parking information listed on receipt.

Legal Nurse Consultant

Legal Nurse Consultant Certificate Program

In cooperation with the local chapter of the American Association of Legal Nurse Consultants, we offer this certificate program for RNs who have at least five years of clinical experience and want to apply their nursing education and clinical expertise to the legal system. A legal nurse consultant evaluates, analyzes and provides opinions about the delivery of health care and resulting outcomes. This program offers a structured introduction to the legal environment and the legal nurse profession. There are five courses required to complete the certificate. The required courses are Introduction to Legal Nurse Consulting, Overview of Tort Law for the LNC, Medical Research/Writing for the LNC, Legal Nurse Consultant Case Study and Practicum for the Legal Nurse Consultant. They must be taken in the order listed to complete the program. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600. For more information on the American Association of Legal Nurse Consultants, go to www.aalnc.org.
CERT99N05: You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply.

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 #: 101N89A24

Date & Time: 8 Tue., Jan. 12-Mar. 2,
6-9 p.m.

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

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

Fee: \$329

Parking information listed on 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, and 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 #: 101N78A30

Date & Time: 10 Tue., Mar. 23-May 25,
6-9 p.m.

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

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

Fee: \$369

Parking information listed on receipt.

Massage

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'll learn how to help someone you love stay healthy by applying easy-to-learn professional massage techniques. You will 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. Please note: Each attendee must register and pay the enrollment fee.

Course #: 101I16A12

Date & Time: Sat. & Sun., Feb. 13 & 14,
10 a.m.-5 p.m.

Location: Indiana Therapeutic Massage School
7780 North Michigan Road

Instructor: Michelle Tramm

Fee: \$99

FOOT MASSAGE TO IMPROVE YOUR HEALTH: INTRODUCTION TO REFLEXOLOGY

Nationally certified reflexologist and author Thomacine Haywood offers this shoes-off/hands-on introductory course to the ancient healing discipline of reflexology. The class will address specific health concerns like sinus problems, allergies, migraines, neck tension and weight loss, and now features an on-the-go reflexology technique anyone can do with a golf ball. Information is presented in easy-to-follow demonstrations, so you don't need an anatomy book to understand. You will learn by hands-on class work the basic foot-massage techniques used by professionals to ease tension, encourage circulation, elimination and balance of body systems, and to release feel-good endorphins. A \$30 nonrefundable materials fee is required, payable to the instructor the first night of class by check or in cash.

Course #: 101N76A06

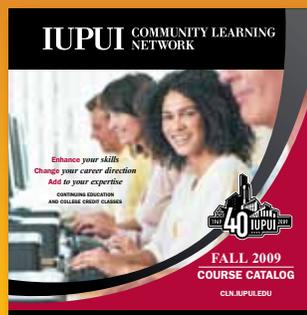
Date & Time: 2 Tue., Feb. 9 & 16, 6-9 p.m.

Location: Indiana Therapeutic Massage School
7780 North Michigan Road

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

Fee: \$79

Look for
our next
catalog in
May 2010



Massage & Reflexology

Reflexology Certificate Program

This accelerated format is designed to prepare those who aspire to the highest professional U.S. standards recognized by the American Reflexology Certification Board. The program covers comprehensive scholastic and technical skills, marketing, ethics and business organization for building a successful practice as well as knowledge of industry-specific anatomy, physiology, pathology of the body as reflected on the feet, hands and ears. Instructors work in small groups to ensure students have the support necessary for skill mastery. Required courses for certification include: Introduction to Professional Reflexology, Intermediate Professional Reflexology, Advanced Professional Reflexology, Documentation Standards and Practical Application, and Professional Reflexology Skills Assessment. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600. **CERT99105:** You must pay a one-time nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

INTRODUCTION TO PROFESSIONAL REFLEXOLOGY

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

Course #: 101195A32

Date & Time: 2 Sat. & 2 Sun., Mar. 6-21, (No class Mar. 13 & 14), 9 a.m.-6 p.m.

Location: Indiana Therapeutic Massage School
7780 North Michigan Road

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

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 #: 101140A36

Date & Time: 2 Sat. & 2 Sun., Apr. 10-18, 9 a.m.-6 p.m.

Location: Indiana Therapeutic Massage School
7780 North Michigan Road

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

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, as well as technique and methodology for working the hand. Students also will learn spa techniques such as hot stone and mud pack applications to expand revenue opportunities. This course is required for reflexology certification. No discounts are available.

Course #: 101141A32

Date & Time: 2 Sat. & 2 Sun., May 1-16, (No class May 8 & 9), 9 a.m.-6 p.m.

Location: Indiana Therapeutic Massage School
7780 North Michigan Road

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

Fee: \$500

PROFESSIONAL REFLEXOLOGY SKILLS ASSESSMENT

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

Course #: 101145A00

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

Location: Indiana Therapeutic Massage School
7780 North Michigan Road

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

Fee: \$200

DOCUMENTATION STANDARDS AND PRACTICAL APPLICATION

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

Course #: 101143A32

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

Fee: \$200

The School of Health and Rehabilitation Sciences Announces Three New Certificate Programs



- ❖ Gerontology Studies – 18 credit hours
- ❖ Global Health and Rehabilitation Studies – 18 credit hours
- ❖ Rehabilitation and Disability Studies – 20 credit hours

Many courses in these certificates are online.
To see which courses are being offered, visit
www.registrar.iupui.edu or www.cln.iupui.edu and select
Distance Education.

To learn more about these exciting new certificate programs, contact:
Dr. Joyce Mac Kinnon, PhD
IU School of Health and Rehabilitation Sciences
(317) 274-1029 or email jmackinn@iupui.edu
or visit www.shrs.iupui.edu



SCHOOL OF HEALTH
AND REHABILITATION
SCIENCES

INDIANA UNIVERSITY
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Business - Foundation

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

Course #: 101A97A04

Date & Time: Wed., Feb. 17, 9 a.m.-1 p.m.

Location: RMS, 8227 Northwest Blvd.

Building B, Ste. 230

Instructor: John Lindenschmidt, CSP, ALCM, CSP, president,

Risk Management Services

Fee: \$109

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 #: 101F88A06

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: John Wieland, MA, adjunct faculty, IUPUI English

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

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

ACTIVE LISTENING

What does it feel like to really listen to someone else? What does it feel like when someone really listens to you? In this session we will look at 50 reasons to become a better listener, being aware of our listening habits, 6 negative listening habits, 3 levels of listening, 6 barriers to listening and more. We will focus on empathetic listening and listening response activities. Even if you think you are a good listener, this session will help others ensure they are listening to you and let others know that you are truly listening to them.

Course #: 101F18A04

Date & Time: Wed., Mar. 10, 9 a.m.-1 p.m.

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

Instructor: Ellen Wallace, BS, Business Administration

Fee: \$59

Accounting

Accounting Certificate Program

This noncredit program helps you develop your skills in accounting and offers the kind of background needed in any business environment.

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

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

ACCOUNTING PRINCIPLES I

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 #: 101P52A16

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Joseph Rodenberg, CPA

Textbooks: Information will be on your receipt
Fee: \$179

ACCOUNTING PRINCIPLES II

If you've completed Accounting Principles I or have a basic knowledge of accounting, this course is for you. The focus of the course is corporate accounting functions. Topics include notes payable and receivable, valuation of receivables, inventories and plant assets, accounting for partnerships and corporations, analysis of financial statements and statements of change in financial position, and departmental and manufacturing accounting.

Course #: 101P53A16

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Peter Murphy, CPA

Textbooks: Information will be on your receipt
Fee: \$179

COST ACCOUNTING

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

Course #: 101P03A16

Date & Time: 6 Wed., Jan. 27-Mar. 3,
6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Lee Cole, CPA

Textbook: Cost Accounting: Principles & Applications, 7th Edition, ISBN #0072982489, and Study Guide, with working papers, 7th Edition, ISBN #0072982500. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

See Financial Accounting for Managers on the next page (18)

Business

FINANCIAL ACCOUNTING FOR MANAGERS

This course is designed to make managers comfortable with using accounting data to make informed decisions. Learn how financial statements are prepared, how the budgeting process works, how to turn operating plans into dollars and how to use financial data to make decisions. Topics include understanding financial statements, preparing revenue and expense budgets, making projections, understanding management accounting and dealing with accounting and financial personnel. Note: Accounting background is not required.

Course #: 101P57A08

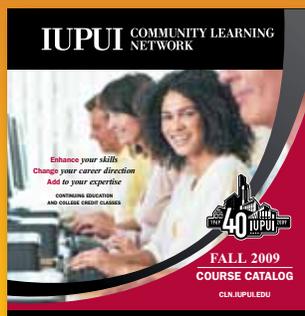
Date & Time: 4 Tue., Apr. 6-27, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Joseph Rodenberg, CPA

Fee: \$119

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May 2010



Business Communications Certificate Program

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

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

ESSENTIAL PRESENTATION SKILLS

Tired of your presentations falling flat? Want to learn how to quickly convey your ideas to clients, colleagues and decision-makers? This class will teach you the elements of a good presentation, what style to use and when, and what should be included in the presentation. You'll also learn how to identify your audience, what they expect and what they're comfortable with so you can deliver a presentation that achieves your goals and objectives.

Course #: 101F16A06

Date & Time: Fri., Mar. 5, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Jennifer Tryon, CTC

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 drama in the workplace. Learning techniques to manage your reactions and raise your level of emotional intelligence will result in more positive, constructive relationships in personal and work-related situations, and lead to a more satisfying and productive life.

Course #: 101A99A06

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

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

Instructor: Ellen Wallace, BS, Business Administration

Fee: \$119

CRITICAL THINKING

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

Course #: 101A98A06

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

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

Instructor: Ellen Wallace, BS, Business Administration

Fee: \$119

Human Resource Management Certificate Program

Do you like matching people with the right job? Do you want to know more about OSHA and EPA regulations? Would you be able to spot potential employee-relation problems? Do you enjoy helping others reach their goals? Do you know how to establish an effective emergency action plan? The information gained is valuable on personal and professional levels.

This certificate program requires four core classes; you choose any four Human Resource classes and two electives from the Business and/or Computer areas of the current catalog. In one or two semesters, you can launch your career in human resources. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

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

INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

There is no single view as to what HRM entails -- it's different wherever people are different and always transforming. HR professionals need to be flexible. 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 #: 101F80A06

Date & Time: Sat., Feb. 13, 8:30 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

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

Fee: \$139

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 #: 101F82A06

Date & Time: Sat., Mar. 6, 8:30 a.m.-3:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

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

Fee: \$139

INTRODUCTION TO EMPLOYEE BENEFITS

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

Course #: 101F89A08

Date & Time: Sat., Feb. 20, 8:30 a.m.-3:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

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

Fee: \$139

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 #: 101A28A06

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Fred Huffman

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 covered include job analysis, job value, market data, pay delivery and reward systems, incentives, legal considerations and new approaches in pay structure development.

Course #: 101F84A08

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

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

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

Fee: \$139

PERSONNEL LAW: LEGAL ISSUES AFFECTING HR

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

Course #: 101F14A08

Date & Time: 2 Sat., Mar. 13 & 20, 9 a.m.-1 p.m.

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

Instructor: John Henning, Attorney at Law

Fee: \$139

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 #: 101F86A06

Date & Time: Sat., Feb. 27, 8:30 a.m.-3:30 p.m.

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

Instructor: Rick Tisdale, PHR,
Easter Seals Crossroads

Fee: \$139

New!

FOSTERING A CIVIL WORK ENVIRONMENT

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

Course #: 101F06A03

Date & Time: Fri., Apr. 23, 9:00 a.m.-noon

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Dan Griffith, SPHR,
IUPUI Human Resources

Fee: \$69

New!

ADAPTING TO TECHNOLOGY IN HR

Understanding technologies has become an increasingly important competency for HR practitioners. As companies strive to reduce costs, improve performance, align employee development efforts with business strategy and adapt more quickly to changes in the marketplace, technological literacy becomes more essential. By attending this class, you'll learn the effective application of technology to improving both organizational and HR efficiencies. You will also learn what it will take to collaborate effectively with IT professional and senior executives in making technology-related decisions for HR and internal communications.

Course #: 101F05A06

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

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

Instructor: Chuck Gillespie,
president, Vigor HR

Fee: \$129

See SHRM Learning Resource Course on the next page (20)

Business

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 are responsible for obtaining their own books.

Course #: 101F28A36

Date & Time: 12 Thu., Feb. 4-Apr. 29, (No class Apr. 1), 6:00-8:45 p.m.

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

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

Fee: \$899

ASTD Human Performance Improvement Certificate

Recognized for setting the industry standards for HPI training, the certificate is the only one offered in this area. This five-course program features comprehensive targeted coverage of HPI topics in a hands-on format. Upon completion of the five courses, you'll receive the ASTD Human Performance Improvement Certificate. Trainers, training managers, HR consultants and HR generalists should consider taking this program.

Spring classes starting in February include:

- HPI in the Workplace
- Evaluating Human Performance
- Analyzing Human Performance
- Selecting & Managing Interventions
- Transitioning to Human Performance Improvement

This may be your last chance to take a HPI class in Indianapolis, so enroll now! For more information on class dates and times, call (317) 278-7600 or visit www.cln.iupui.edu.

Leadership

Leadership Development Certificate Program

Inspire, motivate and influence others - be a leader. Leaders establish the behavioral tone of the workplace and 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. 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. For more information, call (317) 278-7600.

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

COACHING: SKILLS FOR LEADERSHIP SUCCESS

The most critical success factor for leaders today is their relationships 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 #: 101A64A06

Date & Time: Wed., Mar. 3, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Daniel Johnson, CEC, CGP

Fee: \$129

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 explores workplace relations and offers 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 is valuable for all who want to create and maintain a healthy environment for their team or professional partners.

Course #: 101A48A06

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

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Daniel Johnson, CEC, CGP

Fee: \$129

New!

ACCOUNTABILITY & COMMITMENT: THE MISSING LINKS IN EFFECTIVE LEADERSHIP

Leaders at all levels agree that lack of accountability is rampant in many organizations today. Employee excuses, as well as a leader's fear of conflict and uncertainty about how to hold others accountable, result in paralyzed workforces and frustrated leaders. As a leader, what can you do to instill commitment and accountability in your employees as well as your co-workers? What techniques are most effective, and what techniques will sabotage accountability? Learn the answers to these questions in this interactive "hands-on" session.

Course #: 101A22A06

Date & Time: Wed., Apr. 14, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Daniel Johnson, CEC, CGP

Fee: \$129

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 your 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'll 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 #: 101A55A08

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

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Daniel Wachtel

Fee: \$165

Project Management

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, but 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 Computer sections of the catalog. A total of six courses must be completed to receive the Project Management Certificate. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

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

INTRODUCTION TO PROJECT MANAGEMENT

Managing a project 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 the project management skills 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 #: 101V30A06

Date & Time: 3 Tue., Jan. 26-Feb. 9, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: David Francis, PMP

Course #: 101V30B06

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

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

Instructor: Rick Koen

Course #: 101V30C06

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: David Francis, PMP

Course #: 101V30D06

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

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

Instructor: Rick Koen

Fee: \$165

MANAGING A TECHNOLOGY PROJECT

The need for skilled IT Project Managers continues to grow as technology continues to soar. IT projects present unique challenges to the project manager, requiring coordination with many stakeholders and integration of various technology platforms. In today's economy it's important that technology projects come in on time, on budget and deliver value to the organization. Master the skills needed for top notch Information Technology Project Management. This class will cover planning, scheduling and controlling of IS/IT Projects. In this course you also will learn to effectively integrate with customers and vendors as well as discover critical success factors of hidden risks inherent in IT projects.

Whether you are in the Information Technology field or not, this course will expand your knowledge of technology projects. Prerequisite: Introduction to Project Management or project management experience.

Course #: 101V93A06

Date & Time: Fri., Mar. 5, 9 a.m.-4 p.m.

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

Instructor: Keshia Cooper

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 #: 101V98A06

Date & Time: Sat., Mar. 13, 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 #: 101V97A06

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

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

Instructor: Colleen Cullinan, 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 and explore project initiation, planning, negotiating, executing, controlling and closing. 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 #: 101V36A06

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: David Francis, PMP

Fee: \$165

Business

PROJECT MANAGEMENT PROBLEM SOLVING

Even experienced project managers encounter problems when planning and implementing projects, regardless of their size. If you have a background in project management and are looking for ways to handle project problems, this course can help. Some areas covered include resource management, integration management, procurement and time management. It also describes common problems and suggestions for scope creep, unrealistic expectations, missed deliverables and accelerated deadlines. The course provides a brief overview of project management software. Prerequisite: Introduction to Project Management or project management experience.

Course #: 101V32A06

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Charlotte Franck, PMP

Fee: \$165

NEGOTIATING WITH INTERNAL AND EXTERNAL PROJECT SUBCONTRACTORS

Most people don't 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 counter-offers, 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 #: 101V33A07

Date & Time: Fri., Apr. 16, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: David Wachtel

Fee: \$165

INTRODUCTION TO RISK MANAGEMENT: CONTROLLING UNCERTAINTY

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

Course #: 101V80A06

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

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

Instructor: Colleen Cullinan, PMP

Fee: \$165

MANAGING PROJECT PEOPLE

Managing people -- your most valuable project resource -- is a critical project management skill. In this class you will learn how 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 #: 101V86A06

Date & Time: Wed., Mar. 24,
9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Charlotte Franck, PMP

Fee: \$165

DEALING WITH CONFLICT IN PROJECT TEAMS

As much as you would like to close your eyes to it, sweep it under the rug or 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 #: 101V29A06

Date & Time: Wed., Mar. 10, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Charlotte Franck, PMP

Fee: \$165

DETAIL PROJECT PLANNING

Careful and 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 #: 101V31A06

Date & Time: Sat., Mar. 20,
9:00 a.m.-3:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: David Francis, PMP

Fee: \$165

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Business

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 #: 101V17A06

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

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

Instructor: Monica Faurote

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 afterward, disagreement surfaces 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 #: 101V20A06

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Charlotte Franck, 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 #: 101V18A06

Date & Time: Fri., May 14,
9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Charlotte Franck, PMP

Fee: \$165



"The classes in the Project Management Certificate Program meet the educational requirements for the PMP certification. If you are interested in pursuing your PMP certification, please contact the local chapter of the Project Management Institute at www.PMICIC.org. The association is comprised of over 1200 project managers in the greater Indianapolis area and offers a variety of programs to enhance the project management profession."

Green & Sustainability

BEGINNING SOY WAX CANDLE MAKING

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

Course #: 101M83A00

Date & Time: Sat., Apr. 24, 2-4 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: Beckley's Best Blends

Fee: \$59

New!

DO IT YOURSELF HOME ENERGY AUDITS

This course provides the understanding and tools necessary to perform a DIY energy assessment of your home. We'll begin by creating an energy profile of your home using existing utility bills. From this information we will calculate seasonal and baseload energy consumption profiles, energy intensity and home heating indexes. Compared with national statistics these indexes will tell you how efficient your home is. We will determine how much energy you are using for water heating, air conditioner, appliances, lighting, cooking and laundry. This information will serve as the foundation for creating an energy plan for your home. We'll discuss steps you can take in your home to conduct self-diagnostics and improve energy performance. We will also discuss professional home energy audits, what they can provide and when they are necessary.

Course #: 101M40A00

Date & Time: Sat., Feb. 6,
9:30 a.m.-12:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Albert Schinazi

Fee: \$59

New!

LANDSCAPING WITH NATIVE PLANTS

Perhaps as much as 30 percent of the world's native flora is at risk of extinction; as the flora goes so do other life forms. As home gardeners we are in the position to make a difference. Learn to appreciate, preserve, and value the environmental importance of indigenous plants in this course. Learn to foster greater biodiversity through planting more natives and learn what to plant and where to have the greatest impact on preserving biodiversity.

Course #: 101M21A00

Date & Time: Sat., Feb. 27, 9 a.m.-noon

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Kathryn "Kady" Lane

Fee: \$49

New!

SUSTAINABLE ECONOMICS

Learn how to distinguish between economic sustainability and destruction. What is the GDP and is it really an accurate measurement of the health and sustainability of an economy? Gain insight into basic economic principles and shine light on new ways to measure the health and wealth of an economy. We will explore the GDP as well as the GPI and discuss the true wealth of communities. As we move through this class you will be able to realize that the way we measure wealth does not pave a path for a sustainable economic future.

Course #: 101M27A00

Date & Time: 2 Thu., Feb. 18 & 25,
5:45-8:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Kathryn "Kady" Lane

Fee: \$59

Green & Sustainability

New!

GREEN REMODELING WORKSHOP

Major remodeling projects present an ideal opportunity for improving the overall energy performance of your home. We will discuss some general green principles and things to consider before planning a major remodel such as kitchen, room addition, basement finishing, attic and garage conversion and installation of a new furnace or air conditioner. We'll discuss how to identify a green designer, builder or interior decorator and identify and choose green building materials, appliances and interior finishes. We'll also review issues of health and safety before during and after a remodeling project including Lead Safe Work practices mandatory in 2010 and concerns about asbestos, radon, mold and disposal of waste from your project.

Course #: 101M41A00

Date & Time: Sat., Mar. 13,
9:30 a.m.-12:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Albert Schinazi

Fee: \$59



New!

ONLINE CERTIFIED INDOOR AIR QUALITY MANAGER

In this Certified Indoor Air Quality Manager online training and certification program, you'll learn how to respectfully, thoroughly and expeditiously handle indoor air quality complaints. Are you a facility manager, building engineer or health & safety officer that wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager (CIAQM) Course is for you. If you're hearing, "The air in our building is making me sick," you'll become prepared to handle these complaints. Common mistakes can turn a small grievance into a wildfire of speculation and accusation. With this online course, you'll learn how to diagnose, resolve and prevent IAQ problems. We'll help you establish a comprehensive IAQ plan specific to your buildings. For more detailed information, see the extended description on www.cln.iupui.edu or call (317) 278-7600. No discounts are available. Payment must be received in full before the start of class.

Course #: 101Y12A00

Fee: \$795

New!

ONLINE CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL

Gain the skills and knowledge you'll need to green an organization's supply chain with this Supply Chain Management Certification preparation online training program. This course gives you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, material management, procurement/buying, transportation and logistics and new product development. For more detailed information, see the extended description on www.cln.iupui.edu or call (317) 278-7600. No discounts are available. Payment must be received in full before the start of class.

Course #: 101Y16A00

Fee: \$1,595

New!

ONLINE CERTIFIED INDOOR ENVIRONMENTALIST

Would you like to become an indoor air quality (IAQ) or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing and resolving indoor environmental problems? If so, the Certified Indoor Environmentalist (CIE) online certification program is just for you. Getting certified is completely optional. Exams are arranged through ACAC at computerized testing centers throughout the U.S. Certain experience requirements and fees apply to students getting certified (there are no experience requirements for the course). For more detailed information, see the extended description on www.cln.iupui.edu or call (317) 278-7600. No discounts are available. Payment must be received in full before the start of class.

Course #: 101Y18A00

Fee: \$895

New!

ONLINE BUILDING ANALYST QUICK START PROGRAM (BPI BA CERTIFICATION)

This Building Analyst Course was developed and written in partnership with nationally recognized building science experts. The two BPI online training courses are full of scientific facts, interactive exercises, pictures, videos, graphics and text. See the individual course descriptions in the Overview for a more detailed description. Courses are recognized by North American Technician Excellence and Building Performance Institute for continuing education hours. You'll also receive a study guide and a one year subscription to Home Energy Magazine. This program is a great way to compliment and increase your company's green services for your customers and to open new doors of opportunity. For more detailed information, see the extended description on www.cln.iupui.edu or call (317) 278-7600. No discounts are available. Payment must be received in full before the start of class.

Course #: 101Y14A00

Fee: \$1,195

Motorsports

THE BUSINESS OF MOTORSPORTS: AN OVERVIEW

More than engines need to be built and tuned in order to put together a successful race team. Learn about the scope of the motorsports industry and the issues surrounding business growth strategies. You'll survey the makings of successful teams and organizations, venue planning, sponsorship components and corporate development strategies. If you're in the industry and want to develop your skills, if you love the sport and want to become more involved or if you're thinking of moving into this field, you'll learn more about these key elements.

Course #: 101R11A00

Date & Time: Wed., Jan. 13, 5:45-8:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Dick Dixon, M.A.

Fee: \$39

MOTORSPORTS INDUSTRY SURVEY

This course will provide you an understanding of the key elements of the industry side of motorsports and how various components come together to develop a team as a business. Course topics include planning, project management and strategic development planning. You'll gain an understanding of the various business components within the industry. Focus will involve the multiple facets necessary in successful race team building from grass roots to a national motorsports business team approach. You'll also learn how these are applied at all levels of raceteam enterprise. Bring your own brown bag lunch or purchase food at nearby food outlets.

Course #: 101R12A06

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Dick Dixon, M.A.

Fee: \$165

New! MOTORSPORTS MARKETING

Competition is fierce within the world of motorsports. To sustain your drive to the top there are a variety of marketing strategies and action steps leading to building a motorsports business. This course covers a broad-based perspective on developing a solid marketing alliance within the industry, knowledge of potential pitfalls, and successfully marketing the raceteam and business enterprise. You'll gain insightful knowledge on motorsports business marketing, marketing a raceteam, and sponsor development and marketing.

Course #: 101R18A06

Date & Time: 3 Wed., Feb. 3-17,
6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Dick Dixon, M.A.

Fee: \$165

New! THE INDUSTRIAL SIDE OF MOTORSPORTS

The business world of motorsports includes various industry components including industrial sector planning, manufacturing, supply chain and retail sales development. This course enables the student to understand the scope of these vital elements and how they fit within motorsports. Topics include product based planning, supply distribution channels, the industrial side of raceteams, and venue support management.

Course #: 101R19A06

Date & Time: 3 Wed., Mar. 3-17,
6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Dick Dixon, M.A.

Fee: \$165

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 #: 101R97A00

Date & Time: 4 Tue., Apr. 6-27,
7-9 p.m.

Location: Brickyard Crossing Golf Resort
and Inn

4400 W. 16th St.

Instructor: Donald Davidson

Fee: \$65

In addition to the motorsports business management courses offered through the Continuing Education Department of the IUPUI Community Learning Network, IUPUI has much more to offer in motorsports. IUPUI became the first university in the United States to offer a bachelor's degree in motorsports engineering in 2008, and the Purdue School of Engineering and Technology at IUPUI also offers a Motorsports Technology Certificate. The university continues to improve and develop programs to encompass various aspects of motorsports, and its programs are producing impressive results and garnering national attention. For additional information about motorsports at IUPUI, visit:
<http://www.engr.iupui.edu/motorsports>.

Paralegal

Paralegal Studies Certificate Program

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

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

Language, Arts & Culture

Foreign Language

FUNCTIONAL ARABIC

Functional Arabic focuses on what is useful and frequently encountered in the real world. It emphasizes communication basic to human interaction, such as greetings, making introductions, initiating small talk, sharing information, expressing likes and dislikes, asking directions and ordering a meal. Functional Arabic is built on the premise that making mistakes is part of the learning process, functionality is the goal and lack of perfection is forgivable. This course targets the most essential, below which one can't communicate and above which one can experience the joy of speaking the language. The course fee includes materials and an audio CD for listening comprehension.

Course #: 101C72A00

Date & Time: 8 Mon., Mar. 22-May 10, 6-8 p.m.

Location: IUPUI Cavanaugh Hall
425 University Blvd, IUPUI Campus

Instructor: Larbi Oukada

Fee: \$169

Parking information listed on 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 that is meaningful and functional. If you have time to invest, expect tangible outcomes and want to learn to speak French, this is your chance. Included with the course fee is a volume for learning conversational French and an audio CD for listening comprehension.

Course #: 101C50A00

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

Location: IUPUI Cavanaugh Hall
425 University Blvd, IUPUI Campus

Instructor: Larbi Oukada

Fee: \$169

Parking information listed on 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 to communicate in everyday situations. You'll start with pronunciation and basic vocabulary, and begin to learn grammar as you speak and use the language. There are no grades given in this noncredit introductory class, but you'll earn the satisfaction of knowing you've begun to expand your world.

Course #: 101C41A00

Date & Time: 6 Tue., Feb. 23-Mar. 30, 6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Patricia Theobald, French teacher

Textbook: *French in 10 Minutes a Day*, ISBN #1-9318-7302-X. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

CONVERSATIONAL FRENCH II

Tres bien. You've mastered beginning French and 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 #: 101C42A00

Date & Time: 6 Tue., Apr. 20-May 25, 6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Patricia Theobald, French teacher

Textbook: *French in 10 Minutes a Day*, ISBN #1-9318-7302-X. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

CONVERSATIONAL GERMAN I

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

Course #: 101C30A00

Date & Time: 8 Wed., Jan. 27-Mar. 17, 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 the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

CONVERSATIONAL GERMAN II

If you have taken Conversational German I, or have a very basic understanding of German, you are ready for this course. German II expands the beginner's knowledge of German vocabulary and grammar while developing better conversational skills.

Course #: 101C31A00

Date & Time: 6 Wed., Apr. 7-May 12, 6:30-9:00 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 the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

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 #: 101C51A00

Date & Time: 6 Tue., Jan. 12-Feb. 16, 6:00-8:30 p.m.

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

Instructor: Cristiana Thielmann, Italian Instructor

Fee: \$149

CONVERSATIONAL ITALIAN II

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

Course #: 101C52A00

Date & Time: 6 Tue., Mar. 2-Apr. 20, (No class Mar. 16 & 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: \$149

Language, Arts & Culture

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 #: 101C38A00

Date & Time: 6 Thu., Feb. 18-Mar. 25, 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: Martin's or Random House English-Japanese & Japanese-English Dictionary. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

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. Experience is not required.

Course #: 101C10A16

Date & Time: 6 Sat., Feb. 6-Mar. 13, 10:00 a.m.-12:30 p.m.

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

Instructor: Karyn Hobbs, Spanish teacher

Course #: 101C10B16

Date & Time: 6 Tue., Jan. 26-Mar. 2, 6:30-9:00 p.m.

Location: Arthur M. Glick JCC 6701 Hoover Road

Instructor: Marvin Gainer, Spanish teacher

Course #: 101C10C16

Date & Time: 8 Wed., Feb. 3-Mar. 24, 9:30-11:30 a.m.

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Yvonne Isner-Bernier, Spanish instructor

Course #: 101C10D16

Date & Time: 6 Mon., Feb. 22-Mar. 29, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center 555 E. County Line Road, Suite 104, Greenwood

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

Course #: 101C10E16

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

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Jeff Burnham, M.A. Linguistics

Textbook: Basic Spanish for Getting Along, with CDs, 2006 Edition, ISBN #0618684514. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

CONVERSATIONAL SPANISH FOR BEGINNERS II

If you've started to learn Spanish and you know the basics -- such as the alphabet, greetings, basic colors, numbers, pronunciations and so forth -- you can continue learning with this second class for beginners. You'll expand your vocabulary and grammar, still focusing on conversational skills.

Course #: 101C11A16

Date & Time: 6 Sat., Apr. 10-May 22, (No class Apr. 24), 10:00 a.m.-12:30 p.m.

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

Instructor: Karyn Hobbs, Spanish teacher

Course #: 101C11B16

Date & Time: 6 Mon., Apr. 12-May 17, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center 555 E. County Line Road, Suite 104, Greenwood

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

Textbook: Basic Spanish for Getting Along, with CDs, 2006 Edition, ISBN #0618684514. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

CONVERSATIONAL SPANISH FOR BEGINNERS III

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

Course #: 101C12A16

Date & Time: 6 Mon., Feb. 22-Mar. 29, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center 555 E. County Line Road, Suite 104, Greenwood

Instructor: Rafael Pendon, Spanish instructor & tutor

Textbook: Basic Spanish for Getting Along, with CDs, 2006 Edition, ISBN #0618684514. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

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 #: 101C13A16

Date & Time: 6 Mon., Apr. 12-May 17, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center 555 E. County Line Road, Suite 104, Greenwood

Instructor: Rafael Pendon, Spanish instructor & tutor

Textbook: Basic Spanish for Getting Along, with CDs, 2006 Edition, ISBN #0618684514. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

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

Course #: 101C14A16

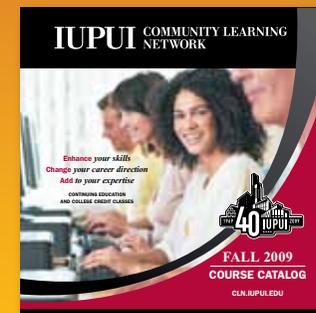
Date & Time: 6 Wed., Mar. 24-Apr. 28, 6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center 5980 West 71st Street, Suite 100

Instructor: Rafael Pendon, Spanish instructor & tutor

Fee: \$149

Look for
our next
catalog in
May 2010



Language, Arts & Culture

IMMERSION SPANISH INSTITUTE

IUPUI Continuing Education's noncredit program offers quick and easy enrollment for beginners, as well as those continuing with Spanish who want to focus on improving their skills. You'll speak only Spanish as you develop or improve basic conversational skills. Enjoy small class size, individual attention and a relaxed atmosphere. Business professionals, teachers, travelers and social and health service professionals all have benefited from these classes. Materials are included in your course fee; bring a brown bag lunch. Not sure what level you need? Call (317) 274-4892 for assistance. For more detailed information, visit www.cln.iupui.edu and choose Continuing Education.

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 #: 101C21A35

Date & Time: Mon-Fri, Mar. 15-19,
9 a.m.-4 p.m.

Course #: 101C21B35

Date & Time: Mon-Fri, Apr. 26-30,
9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

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 #: 101C22A35

Date & Time: Mon-Fri, Mar. 15-19,
9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: TBA

Fee: \$459

LEVEL III

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

Course #: 101C23A35

Date & Time: Mon-Fri, May 3-7,
9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Amy Bomke-Keating

Fee: \$459

IMPROVING CONVERSATION

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

Course #: 101C28A21

Date & Time: Mon-Fri, Mar. 15-19,
9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

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

Fee: \$459

English as a Second Language

ACCENT REDUCTION

Learning the American style of English - the intonation, rhythm, speech muscularity, resonance and syllable stress - can help you speak more understandably, articulately and expressively. If you're a non-native speaker of English with at least intermediate-level language skills, sign up for this course to help you better communicate with your friends, neighbors and co-workers. Enrollment is limited so each student can receive individual attention.

Course #: 101C92A16

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

Location: IUPUI Park 100 Learning Center,
5980 West 71st Street, Suite 100

Instructor: Pamela Ruble, M.A.,
TESL-Certified Instructor

Textbook: *English Pronunciation Made Simple, 2005*, ISBN #0-13-111596-0. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

STRENGTHENING ENGLISH GRAMMAR SKILLS FOR ESL STUDENTS

Adults who want to improve their speaking and writing abilities in a new language can benefit from studying its grammatical patterns. 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 #: 101C91A16

Date & Time: 8 Tue., Mar. 23-May 11,
6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center,
5980 West 71st Street, Suite 100

Instructor: Pamela Ruble, M.A.,
TESL-Certified Instructor

Textbook: *Grammar Links 3: A Theme-Based Course for Reference and Practice, 2nd Edition*, ISBN #0-6182-7414-6. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

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 #: 101C90A16

Date & Time: 8 Wed., Feb. 24-Apr. 14,
6:30-8:30 p.m.

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

Instructor: Jeff Burnham, M.A., Linguistics

Fee: \$149

Parking information listed on receipt.

VOCABULARY LEARNING STRATEGIES FOR ESL STUDENTS

This course is for adult English learners who want to improve their English vocabulary. Vocabulary building is important for improving a student's ability to listen, read, speak and write in many daily situations. Many students want to build their knowledge of English words and use a dictionary, thesaurus or phrase book more effectively. We will study word-recognition and word-learning strategies, practice combining basic word roots with prefixes and suffixes, use common phrases and idioms, and learn groups of words about everyday topics. This course helps students gain confidence and expand their vocabulary in English. Since different aspects of vocabulary learning can be covered each time this course is offered, students may repeat this course.

Course #: 101C95A16

Date & Time: 8 Tue., Mar. 2-Apr. 27, (No class Mar. 30), 6:30-8:30 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Jayne Marek

Textbook: *Longman Dictionary of American English, 4th Edition, with CD-Rom*, ISBN #0132449773. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$149

Parking information listed on receipt.



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

CONVERSATIONAL CHINESE IA & IB

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

Course #: 101Q10A12 (Level 1A, for beginning students)

Date & Time: 8 Thu., Jan. 21-Mar. 11, 6:30-8:00 p.m.

Course #: 101Q21A12 (Level 1B, for continuing students that have completed 1A)

Date & Time: 8 Wed., Jan. 20-Mar. 10, 6:30-8:00 p.m.

Location: IUPUI Cavanaugh Hall
425 University Blvd, IUPUI Campus

Instructor: Francine Jiang

Textbooks: *Great Wall Chinese, Essentials in Communication Textbook 1*, ISBN #7-5619-1479-2 & *Workbook 1*, ISBN #7-5619-1622-1. Available at Indy's College Bookstore.

Fee: \$150

Parking is the student's responsibility.

CONVERSATIONAL CHINESE II

Conversational Chinese II is intended for people who've mastered basic Chinese conversation skills from Conversational Chinese I and would like to build on these skills. The course will help to develop your ability to use Chinese language in verbal communication. You'll fine tune your pronunciation and learn more functional conversation skills and grammar in order to carry on more complex conversations.

You'll have many opportunities to practice using the language in a range of contexts likely to be encountered in Chinese culture.

Course #: 101Q11A12

Date & Time: 8 Tue., Jan. 19-Mar. 9, 6:30-8:00 p.m.

Location: IUPUI Cavanaugh Hall
425 University Blvd, IUPUI Campus

Instructor: Hao Wei

Textbooks: *Great Wall Chinese, Essentials in Communication Textbook 2*, ISBN #7-5619-1480-6 & *Workbook 2*, ISBN #7-5619-1623-X. Available at Indy's College Bookstore.

Fee: \$150

Parking is the student's responsibility.

New!

CONVERSATIONAL CHINESE IV

Conversational Chinese IV is intended for people who have a basic knowledge of Chinese language. This intermediate course will build upon the vocabulary and grammar learned in basic Chinese studies, and expand that vocabulary to incorporate more abstract terms and express more complex ideas and reasoning in Chinese. This course is intended to be a continuation of Conversational Chinese III.

Course #: 101Q15A12

Date & Time: 8 Mon., Jan. 25-Mar. 15, 6:30-8:00 p.m.

Location: IUPUI Cavanaugh Hall
425 University Blvd, IUPUI Campus

Instructor: Zhe Zhang

Textbooks: *Great Wall Chinese, Essentials in Communication Textbook 2*, ISBN #7-5619-1480-6 & *Workbook 2*, ISBN #7-5619-1623-X. Available at Indy's College Bookstore.

Fee: \$150

Parking is the student's responsibility.

BUSINESS CHINESE

Chinese, with over one billion speakers, has been increasingly influential in today's global economy. Take this compact class to learn the fastest growing language in the world for work, for travel or personal enrichment. Unlike a generic language course, it contains a significant content component - you will study the culture of the Chinese business world as you work on your linguistic skills. You will learn Chinese through real-life conversation, stimulating activities and a variety of interactions in a small class setting. This class is particularly suitable for beginners or anyone interested in improving their Chinese language skills in all levels.

Course #: 101Q13A12

Date & Time: 6 Thu., Jan. 28-Mar. 4, 6-8 p.m.

Location: IUPUI Campus

Instructor: Lisu Kwong, Chinese Instructor

Textbook: will be required, details listed on your receipt.

Fee: \$150

Parking is the student's responsibility.

New!

BUSINESS CHINESE II

If you've completed Business Chinese I, or you have basic knowledge of Chinese pronunciation, this class is right for you. Unlike a generic language course, it contains a significant content component - you will study the culture of the Chinese business world as you learn business words and expressions. You will learn Chinese through real-life conversation, stimulating activities and a variety of interactions in a small class setting. In addition, the class is also valuable for anyone interested in improving their Chinese language skills in all levels.

Course #: 101Q17A12

Date & Time: 6 Wed., Jan. 27-Mar. 3, 6-8 p.m.

Location: IUPUI Campus

Instructor: Lisu Kwong, Chinese Instructor

Textbook: will be required, details listed on your receipt.

Fee: \$150

Parking is the student's responsibility.

T'AI CHI

This course provides physical training in an intellectual exploration of 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 also will interpret the attacking and defending meaning embodied in different movements to provide an understanding of T'ai Chi from a martial arts perspective. The technique of push hands will be introduced to illustrate basic T'ai Chi principles.

Course #: 101Q20A12

Date & Time: 8 Wed., Jan. 20-Mar. 10, 6:00-7:30 p.m.

Course #: 101Q20B12

Date & Time: 8 Wed., Mar. 17-May 5, 6:00-7:30 p.m.

Location: IUPUI Cavanaugh Hall
425 University Blvd, IUPUI Campus

Instructor: Jing Wang

Fee: \$150

Parking is the student's responsibility.

Language, Arts & Culture

Drawing & Painting

INTRODUCTION TO DRAWING

Learn to draw what you see. Believe it or not, we all can draw -- naturally. Adults often forget that natural way of drawing they knew as a child. This eight-week class will reacquaint you with that ability. The course features demonstrations by the instructor as well as in-class and at-home drawing projects. Covered topics include 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. The required supplies will be listed on your receipt.

Course #: 101B82A00

Date & Time: 5 Mon., Jan. 25-Feb. 22, 6-8 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: Michele Pliley, artist

Fee: \$119

New!

INTERMEDIATE DRAWING

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

Course #: 101B83A00

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

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: Michele Pliley, artist

Fee: \$119

Cultural

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 necessary.

Course #: 101D38A00

Date & Time: 6 Tue., Feb. 16-Mar. 23, 6:30-7:30 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: Allen Stratyner,
professional musician

Fee: \$89

New!

AN INTRODUCTION TO JAZZ AND THE INDIANAPOLIS JAZZ SCENE

Come join this course to get an overview on jazz history and meet prominent players in the Indianapolis jazz scene. The class will introduce jazz history, including swing, bebop, hard bop, cool, free jazz, fusion and modern jazz. You'll also get to hear from some great local jazz musicians. Following classroom instruction, you'll head down to the Chatterbox on Mass Ave to listen to a live jazz performance with the guest of the day demonstrating a specific style of jazz. There you'll continue your discussion and meet the performers.

Course #: 101J41A00

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

Location: Indianapolis Senior Center, Inc.
708 E. Michigan Street

Instructor: Monika Herzig

Fee: \$99

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 #: 101B20A00

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

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

Instructor: Alan Witchey, writing instructor,
counselor and lecturer

Fee: \$129

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 query letters.

Course #: 101B69A00

Date & Time: 6 Wed., Jan. 20-Feb. 24, 6-8 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Julie Young

Fee: \$109

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 #: 101B16A00

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

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Peter Welling, illustrator and author

Fee: \$109

PUBLISH YOURSELF: GETTING YOUR BOOK TO PRINT

This course is for anyone who would like to get a book published and has not been able to do it through traditional publishing houses. Discussions will include the possibility of self-publishing; how to generate salable material; printing your book, including the printing process, design and book material; copyrights and ISBN; promoting your book and more.

If you think you have a book, whether it is a book of poetry, a novel, a children's book or a technical information book and want

to get it to market, come find out how you can do it yourself! Students should bring an existing manuscript if you have one to be reviewed and discussed in class. You may also attend without a manuscript to obtain assistance in developing ideas for your book. Bring a brown bag for lunchtime discussion or purchase lunch at the nearby food court.

Course #: 101B22A06

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Rita Wise, author and account executive, Indianapolis Recorder

Fee: \$99

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.

You must be at least 18 years of age.

No discount available.

Course #: 101B96A00

Date & Time: Sat., Apr. 10, 9 a.m.-3 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Mary Tinkle

Fee: \$99

LET'S GO TO ITALY!

Planning to go to Italy? Learn helpful tips that will make you feel as though 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 #: 101J15A00

Date & Time: Sat., Apr. 24, 9 a.m.-1 p.m.

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

Instructor: Cristiana Thielmann, Italian Instructor

Fee: \$49

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. Learn about the best Internet travel Web sites, the latest on travel safety, health and more. The instructor is the owner of Go Global and has traveled to more than 80 countries and 40 states. She teaches in 86 cities nationwide, writes travel publications, produces DVDs and leads an annual group tour 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 for a book that provides names, phone numbers and Web sites of the contacts you need to put this practical information to use. Enroll early, because this class is offered only one time this year.

Course #: 101M81A00

Date & Time: Wed., Apr. 21, 6:30-9:30 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: Gina Henry-Cook

Fee: \$49

ETIQUETTE

IUPUI is 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. No discount available.

Course #: 101M60A00

Date & Time: Sat., Mar. 27, 9 a.m.-noon

Location: Morris Butler House
1204 N. Park Ave.

Instructor: Historic Landmarks Foundation of Indiana

Fee: \$39

RESEARCHING & EVALUATING YOUR COLLECTIBLES

Sometimes we need to know and 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 #: 101J36A00

Date & Time: Thu., Mar. 11,
6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: TBA

Fee: \$39

New!

BRIDAL CONSULTING - FACTS AND FRILLS

A bridal consultant is trained in all aspects of the wedding and preparation for it. Education and experience are key elements to prepare for a professional career. Because the bridal consultant plays such an integral role in a couple's most important day, there is much to learn about 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. A master bridal consultant and Indiana state coordinator for the Association of Bridal Consultants, has prepared a seminar to introduce you to the business of bridal consulting. Materials are included in the course fee along with a box lunch. No discounts available.

Course #: 101F17A06

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

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

Instructor: Gloria Boyden

Fee: \$159

Personal Finance

HOME BUYING AND 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. 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 #: 101A95A00

Date & Time: Sat., Feb. 27,
9:30 a.m.-12:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Scott Weghorst

Fee: \$49

DEBT FREE AND PROSPEROUS LIVING

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

Course #: 101J14A00

Date & Time: Sat., Mar. 6,
9:30 a.m.-1:30 p.m.

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

Instructor: Forest Wilson, Financial Consultant

Fee: \$49

New!

FINANCIAL PLANNING FOR RETIREMENT

Do you feel financially prepared for retirement? In this workshop, you'll learn how to avoid the 10 most common financial mistakes that are made, which can result in thousands of dollars throughout retirement. Join us for this three-day class and you'll leave with a better understanding of retirement planning. One workbook is provided in the course fee. The cost is \$12 for additional books that can be purchased at the class. The fee is for a spouse or friend to attend with enrollee.

Course #: 101P62A00

Date & Time: 3 Tue., Feb. 23-Mar. 9,
6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Jeff Roach

Fee: \$59

Life Skills

Dance & Fitness

New!

MINDFUL EATING, MINDFUL WEIGHT LOSS

Recent research indicates that mindfulness - awareness of our habitual behaviors, thoughts, desires, emotions and bodily sensations - may be the missing foundation for healthy change in eating habits. You'll learn how to eat mindfully, and discover how mindfulness can help you regain touch with the sensations of true hunger and satiety. You'll also learn to mindfully reduce stress and explore the deeper potentials of mindfulness to release addictive tendencies. Finally, you'll learn a powerful method for releasing thoughts that may have led you to repetitive, harmful behaviors. Participants should attend all classes and the retreat. The fifth day of this course (Sat., Feb. 27) is an optional mindfulness retreat at a different location for which you may attend a morning or afternoon session, or both. Brief telephone interviews with the teacher prior to registration are available for those with questions. This class is not a substitute for dietary and exercise habits that may be necessary for improved personal health and weight management. A \$35 materials fee will be payable to the instructor at the first class.

Course #: 101J72A00

Date & Time: 6 Sat., Jan. 30-Mar. 6,
10 a.m.-noon

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Douglas Hanvey

Fee: \$89

MINDFULNESS MEDITATION

Do you have eight minutes each day for a practice that could transform your health, and perhaps your life? Mindfulness meditation calms the mind and teaches us to live more deeply in the present moment, helping us rediscover a balance between being and doing. Mindfulness is an ancient practice that is increasing in popularity in the modern world. Mindfulness has numerous scientifically-validated physical and psychological benefits, and CEOs and managers at corporations such as AOL Time Warner and Ford Motors, athletic teams such as the Chicago Bulls, and professionals such as physicians and nurses, psychologists, teachers and attorneys, are also discovering that mindfulness is directly beneficial in the conduct of their profession. This course will include instruction, guided meditations and question and answer. Topics covered will include why it's impossible to fail at meditation, how to cultivate tranquility and presence, correct posture, overcoming common challenges and distractions, and being mindful in daily life. The fifth day of this course (Sat., Feb. 27) is an optional mindfulness retreat at a different location for which you may attend a morning or afternoon session, or both. Participants will sit on chairs (though you may bring a cushion). A \$12 materials fee will be payable to the instructor at the first class.

Course #: 101J77A00

Date & Time: 6 Sat., Jan. 30-Mar. 6,
2-3 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: Douglas Hanvey

Fee: \$89

New!

AWAKENING TO YOUR TRUE NATURE

Oprah Winfrey has become popularize the teachings of Eckhart Tolle, the enlightened 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. This class will be highly experiential, involving guided meditations, self-inquiry, dialogues and more. You will have the opportunity to explore and possibly awaken to the timeless, boundless, unconditional wakefulness of what Zen calls your true nature, and to investigate the blocks that appear to obscure it. This class is for

newcomers but will include new material and thus be worthwhile for those who have taken the instructor's previous classes on the topic. The fifth day of this course (Sat., Feb. 27) is an optional meditation retreat at a different location for which you may attend a morning or afternoon session, or both. Brief telephone interviews with the instructor prior to registration are available for those with questions. A \$20 materials fee for a book will be payable to the instructor at the first class.

Course #: 101J78A00

Date & Time: 6 Sat., Jan. 30-Mar. 6,
3:15-4:45 p.m.

Location: Arthur M. Glick JCC
6701 Hoover Road

Instructor: Douglas Hanvey

Fee: \$89

HOW TO HIKE THE APPALACHIAN TRAIL

This course will provide an extensive overview of the Appalachian Trail in its many forms. Throughout the course, we will examine the history of the trail and its uses, the history, modernization and functionalities of backpacking gear, the lifestyle of a hiker and what constitutes a successful thru-hike. Students will be expected to apply this knowledge on day-hikes throughout the semester and on an overnight hike to conclude the class. 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 #: 101J55A00

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

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

Instructor: Andrew Brake

Fee: \$99

BEGINNING PILATES

According to Joseph Pilates, all movement comes from a stable center called 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 will develop a longer, leaner look, stronger posture and a more flexible spine. Bring a yoga mat to class.

Course #: 101D88A00

Date & Time: 8 Tue., Mar. 30-May 18,
7-8 p.m.

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

Course #: 101D88B00

Date & Time: 8 Wed., Feb. 3-Mar. 24,
7-8 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Fitness on Location

Fee: \$119

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 #: 101D25A00

Date & Time: 8 Thu., Jan. 28-Mar. 18,
7-8 p.m.

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

Course #: 101D25B00

Date & Time: 8 Tue., Apr. 6-May 25,
7-8 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Fitness on Location

Fee: \$119

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 #: 101D89A00

Date & Time: 6 Thu., Feb. 4-Mar. 11, 6-7 p.m.

Location: IUPUI Greenwood Learning Center 555 E. County Line Road, Suite 104, Greenwood

Instructor: Tina Hiatt

Fee: \$79

New!

BALLET AND TUMMY TONING FOR BEGINNERS, LEVEL 2

This brand new course is the much anticipated continuation of Ballet and Tummy Toning for Beginners. These ballet inspired workouts will strengthen and tone the total body, especially the abdomen, shoulders, legs and back. This course is designed for beginning dancers as well as anyone who wants to continue to gain strength, stamina and muscle tone. No dance experience is necessary. Whether you enjoyed the first level, or just want a great work out that is different from any other you have tried before, sign up today to experience the benefit from these ballet inspired body-sculpting workouts!

Course #: 101D87A00

Date & Time: 6 Thu., Mar. 25-Apr. 29, 6-7 p.m.

Location: IUPUI Greenwood Learning Center 555 E. County Line Road, Suite 104, Greenwood

Instructor: Tina Hiatt

Fee: \$79

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, which means party. In other words, Zumba means to move fast and have fun. Zumba is unlike any cardiovascular workout you've 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 #: 101D27A00

Date & Time: 8 Mon., Mar. 1-Apr. 19, 7-8 p.m.

Location: IUPUI Greenwood Learning Center 555 E. County Line Road, Suite 104, Greenwood

Instructor: Fitness on Location

Fee: \$119

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, 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 #: 101D49A00

Date & Time: 8 Tue., Mar. 2-Apr. 20, 6:30-8:00 p.m.

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

Instructor: Ann Daly, certified Tai Chi Chih instructor

Fee: \$129

BELLY DANCING: AN ELEGANT EXERCISE

Exercise can be exciting and elegant, especially when you are belly dancing. Come explore the fundamental elements of the Egyptian belly dance. Relax with the mesmerizing quality of slow movements, energize with powerful shimmies and then integrate these into exhilarating dance combinations. This class is appropriate for experienced dancers and beginners and emphasizes proper breathing, posture, correct alignment and core strength. During each 90-minute session, students will learn a different choreography and discover their creative movement potential. Wear comfortable clothing suitable for movement. Participants may take class in soft-soled dance shoes or bare feet (socks are too slippery). Do not wear baggy clothing that inhibits movement and prevents the instructor from recognizing proper alignment.

Course #: 101D60A00

Date & Time: 6 Tue., Feb. 9-Mar. 16, 6:30-8:00 p.m.

Course #: 101D60B00

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

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

Instructor: Stacie Jones

Fee: \$99

FIRST DANCE: BALLROOM DANCE

Whether you're learning to dance with your fiancé, husband or boyfriend, or you just want to dance socially, 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 #: 101D70A00

Date & Time: 6 Wed., Jan. 20-Feb. 24, 7-8 p.m.

Course #: 101D70B00

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

Location: Fred Astaire Dance Studio 2002 E Southport Rd

Instructor: Mark Smith, owner

Fee: \$89

New!

DANCE COMBO: SWING & 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 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 great exercise.

Course #: 101D13A00

Date & Time: 6 Wed., Jan. 20-Feb. 24, 8-9 p.m.

Location: Fred Astaire Dance Studio 2002 E Southport Rd

Instructor: Mark Smith, owner

Fee: \$79

New!

LATIN COMBO: BACHATA AND SALSA DANCING

Come join the fun in this new, exciting Latin class! You will be taught the basics to the popular, spicy Latin dances the bachata and salsa. Learn how to move your body to rhythmical and high-energy music! Whether you are interested in trying out a local salsa club, learning for a friend's party, taking a cruise or simply love to dance, this class will give you the confidence you need to get out on the dance floor. Come with or without a partner.

Course #: 101D74A00

Date & Time: 6 Wed., Apr. 7-May 12, 8-9 p.m.

Location: Fred Astaire Dance Studio 2002 E Southport Rd

Instructor: Mark Smith, owner

Fee: \$79

Life Skills

Floral Design

Floral Design Certificate Program

Have you always loved flowers? Do you have an “eye” for shape, color and texture? Would you like to do just certain kinds of floral design or learn a variety? Would you like to work at a job you really enjoy? Do you need someone to show you the basics of arranging flowers? These courses give you the competitive edge needed to find your niche in this growing field. The program provides a well-rounded base for personal satisfaction or a career. In order to receive the certificate you must take three floral design classes and one elective from the Life Skills area of the current catalog. In as little as one semester, you can gain the self-assurance to confidently move into the world of floral design. To view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600. **CERT99S03:** There is a \$35 one-time, nonrefundable registration fee to enroll in the certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program.

FUNDAMENTALS OF FLOWER ARRANGING

A love of flowers, an eye for design and a desire to create things of beauty are just three of the many reasons you should sign up for this class. You'll 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. 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. Sign up early, as enrollment is limited.

Course #: 101S31A10

Date & Time: 5 Mon., Feb. 1-Mar. 8, (No class Feb. 15), 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, or the student who has some design experience. We'll cover the latest trends in design and design principles, such as line, depth, color and elements of floral construction. 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 -- space is limited.

Course #: 101S38A10

Date & Time: 5 Mon., Mar. 15-Apr. 19, (No class Mar. 22), 6:30-8:30 p.m.

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

Instructor: Sara Thompson, floral designer, McNamara Florist

Fee: \$119

ADVANCED FLOWER ARRANGING

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

Course #: 101S39A10

Date & Time: 5 Mon., Apr. 26-May 31, (No class May 3), 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

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. Work will be in fresh flowers. Plan to pay a materials fee of \$85 to the instructor the first night of class by check or cash only, and bring scissors and a small kitchen knife. Sign up early -- enrollment is limited.

Course #: 101S34A10

Date & Time: 5 Wed., Feb. 3-Mar. 10, (No class Feb. 10), 6:30-8:30 p.m.

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

Instructor: Sara Thompson, floral designer, McNamara Florist

Fee: \$119

CENTERPIECES AND MORE

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

Course #: 101S80A10

Date & Time: 5 Wed., Mar. 17-Apr. 21, (No class Mar. 24), 6:30-8:30 p.m.

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

Instructor: Sara Thompson, floral designer, McNamara Florist

Fee: \$119

Interior Decorating

Interior Decorating Certificate Program

The Interior Decorating Certificate Program provides insight that will enhance your understanding of design. A well-designed home provides a successful background for comfortable living. To earn the certificate, you must complete three required courses: Introduction to Decorating, Drawing Skills for Interior Decorating and Concepts and Techniques in Interior Decorating. You must also complete one additional elective from the Life Skills area of the catalog. For more information, call (317) 278-7600. **CERT99S02:** You must pay a one-time, nonrefundable registration fee of \$35 to enroll in this certificate program. Discounts do not apply. You may enroll in individual courses without enrolling in the certificate program. The Interior Decorating Certificate is for completion of the listed courses, not a professional certification.

INTRODUCTION TO DECORATING

Thousands of decorating themes are in use around the world -- but only a handful have found their way to 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 broaden the possibilities and expands the mind to dramatically impact the way we think about our homes. Come inside and learn the basics of using colors, lines, moods and textures to create the décor of your dreams.

Course #: 101S60A08

Date & Time: 4 Mon., Feb. 1-22, 6:30-8:30 p.m.

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

Instructor: Carla Conway, interior designer

Fee: \$139

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 19, 2010.**

FOR CUSTOMER SERVICE, CALL (317) 278-7600.

DRAWING SKILLS FOR INTERIOR DECORATING

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

Course #: 101S32A10

Date & Time: 5 Tue., Mar. 2-Apr. 6, (No class Mar. 9), 6:30-8:30 p.m.

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

Instructor: Libby Kelley, interior designer

Fee: \$149

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 #: 101S71A06

Date & Time: Sat., Feb. 27, 9 a.m.-3 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Michele Pliley, designer

Fee: \$99

DECORATING KITCHENS AND BATHS

This might be the time to take a look at your kitchen and bath and add some affordable decorating ideas to 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 #: 101S37A04

Date & Time: Sat., Mar. 6, 9 a.m.-1 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Michele Pliley, designer

Fee: \$69

DECORATE YOUR OUTDOOR LIVING SPACE

When it is spring or summer, you'll love to add a fresh look to your home. Have you thought about your outside space? We're often busy decorating the interior part of our home and can neglect the outdoor living space. By decorating outdoors, you can extend the usable space of your 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 tips that can help you decorate your outdoor living space.

Course #: 101S89A03

Date & Time: Wed., Apr. 28,
6:00-8:30 p.m.

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

Instructor: Julie Benefiel, owner Julie Benefiel Designs

Fee: \$59



Everyone needs a little play time

New!

GUITAR CLASS

Never too late to learn! This class will cover the basics of guitar playing in an engaging fun group from reading single-line melodies and basic chord progressions to learning favorite songs. This class is designed for beginners of any background or experience to learn the basics of guitar technique. Students must bring their own acoustic guitar to each class session. Materials included in course fee.

Course #: 101J47A00

Date & Time: 8 Sat., Mar. 6-May 1,
1:30-2:30 p.m.

Location: Informatics & Communications
Technology Complex, Room 071
535 W. Michigan St., IUPUI Campus

Instructor: Eric Hermann

Parking information listed on receipt.

Course #: 101J47B00

Date & Time: 8 Mon., Mar. 13-May 1,
6:30-7:30 p.m.

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

Instructor: Tom Fowler

Course #: 101J47C00

Date & Time: 8 Wed., Mar. 15-May 3,
6:30-7:30 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Eric Hermann

Fee: \$135

New! PIANO 101

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

Course #: 101J45A00 (Level 1A, for beginning students)

Date & Time: 6 Sat., Feb. 6-Mar. 13,
9:30-10:30 a.m.

Course #: 101J45B00 (Level 1B, for continuing students that have completed 1A)

Date & Time: 6 Sat., Mar. 20-May 1,
(No class Apr. 17), 9:30-10:30 a.m.

Location: Informatics & Communications
Technology Complex, Room 365
535 W. Michigan St., IUPUI Campus

Instructor: Eric Hermann

Fee: \$115

Parking information listed on receipt.

New! VOICE CLASS

Experience the enjoyment of expressing yourself through music by discovering your singing voice. Beginning with group vocal exercises, students will move to individual or solo singing. Each singer will explore the range, agility, and timbre of his or her voice. Class discussion will include proper tone production, breathing and posture. Let go of your inhibitions about singing; join us and become better at communicating with your voice! Textbook included in course fee.

Course #: 101J46A00

Date & Time: 8 Sat., Mar. 6-May 1,
(No class Apr. 17), 10:15-11:15 a.m.

Location: Informatics & Communications
Technology Complex, Room 071
535 W. Michigan St., IUPUI Campus

Instructor: David Ackerman

Fee: \$135

Parking information listed on receipt.

Enroll in more than 1 Music Academy class and receive a 15% discount. Not available online, call (317) 278-7600.

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 view a brochure go to www.cln.iupui.edu and click on Continuing Education and then Certificate Brochures. For more information, call (317) 278-7600.

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

PHOTOGRAPHY FUNDAMENTALS

Like any new language, the lingo of photography can be intimidating - F-stops, lenses, depth-of-field control, shutter speed, film speeds and more. All are covered in this introductory class. You'll have some outside shooting assignments to help give you a feel for your camera and to 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 #: 101E01A00

Date & Time: 5 Sat., Feb. 20-Mar. 27,

(No class Feb. 27), 9 a.m.-noon

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

Instructor: Christie Harrison, M.A.,
in history. Photography instructor

Course #: 101E01B00

Date & Time: 5 Sat., Apr. 17-May 15,

9 a.m.-noon

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

Instructor: Christie Harrison, M.A.,
in history. Photography instructor

Course #: 101E01C00

Date & Time: 6 Tue., Feb. 2-Mar. 16,

6:30-8:30 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: TBA

Textbook: *Understanding Exposure: How to Shoot Great Photographs with a Film or Digital Camera*, ISBN #0817463003. Available at the Barnes & Noble @ IUPUI Bookstore, Indy's College Bookstore and Amazon.com.

Fee: \$169

BEGINNING PHOTOGRAPHY WITH DIGITAL CAMERAS

Do you want to enjoy using your camera and take more keepers than deleters? This class is for those who want to improve their digital camera skills in an easy-going class. 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 lighting. Once you have a good image, learn basic editing tips and how to archive, organize and share your work. Bring your digital camera to the first class.

Course #: 101E02A00

Date & Time: 4 Wed., Jan. 27-Feb. 17,

6:30-8:30 p.m.

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

Course #: 101E02B00

Date & Time: 4 Mon., Apr. 5-26,

6:30-8:30 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

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 help you learn to take a variety of photographs, including wedding pictures, landscapes and artistic shots. Composition techniques will be discussed. Bring your camera and flash to the first class.

Course #: 101E04A00

Date & Time: 6 Wed., Mar. 3-Apr. 7,

6:15-8:45 p.m.

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Richard Greg Mitchell,
professional photographer

Fee: \$169

HOW TO TAKE BETTER IMAGES WITH YOUR SLR CAMERA

An SLR, or single-lens reflex, camera allows you to look through the lens at your subject rather than through a viewfinder. A 35mm or digital still camera with removable lenses is typically an SLR. 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 #: 101E11A00

Date & Time: 4 Fri., Feb. 5-26,

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

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

Instructor: Lyle Mannweiler

Fee: \$119

COMPOSITION AND LIGHTING FOR STUDIO/PORTRAIT

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

Course #: 101E75A00

Date & Time: 6 Tue., Mar. 16-Apr. 20,

6:15-8:45 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Karen Bowling, *Professional photographer*

Fee: \$169

Photography

WEDDING PHOTOGRAPHY

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

Prerequisite: Photography Fundamentals or equivalent background and experience.

Course #: 101E06A00

Date & Time: 4 Thu., Apr. 8-29,
6:15-8:45 p.m.

Location: IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104, Greenwood

Instructor: Karen Bowling, Professional
photographer

Fee: \$139

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 #: 101E26A00

Date & Time: Sat., Mar. 13, 1:00-3:30 p.m.

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

Instructor: Christie Harrison, M.A.,
in history. Photography instructor

Fee: \$39

BEYOND THE ORDINARY

There is ordinary photography, common pictures we see daily; there is good photography, that crosses our paths a few times every day; and there is photography beyond the ordinary, that stops us in our tracks. This course will help you produce the latter in your photography through the use of light, composition, texture, emotion and subject. There will be self-assignments, personal projects and an exciting outing where we will photograph a subject new to all. To be sure this is unique, we will determine this during our first class and compare images in the last class. Stan, your instructor, will work with you adding his 40 years of photography experience to your creativity.

Course #: 101E71A00

Date & Time: 2 Mon., Mar. 1 & 15,
6:15-8:45 p.m.; plus a field trip in between
the 2 class meetings, day and date to be
arranged

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

Instructor: Stan Gurka

Fee: \$89

New!

INTRODUCTION TO ADOBE PHOTOSHOP ELEMENTS

This is a program designed for those that would like to work on their own photographs. It has all the basic tools necessary for enhancing your photos. It also has many advanced tools that can be used for restoring old photos or building composites of your images. Learn how to download your photos and organize them into albums or catalogs and apply tags so you can locate them easily. Learn about the editing tools, such as cropping your photos to a particular size or repairing the red-eye you can get in many photos, creating a photo book, collage, calendar or a slide show with your photos, sharing your photos using e-mail or online albums or writing them to a CD/DVD, printing your photos with your own printer or sending them out for printing and much more. Bring a selection of images to class either on the flash card from your camera or a CD/DVD. If you want to save any of your from the exercise, bring a blank CD/DVD.

Course #: 101T66A00

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

Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100

Instructor: Jack Jacobia, Institute for
Forensic Imaging

Fee: \$159

See additional Photoshop Classes
on page 7 of this Catalog.

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FOR MORE INFORMATION CONTACT:

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

www.tech.purdue.edu/indy

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UNIVERSITY



COLLEGE OF TECHNOLOGY
at Indianapolis

EA/EOU

College Credit Classes at the IUPUI Park 100 Learning Center



6 STUDENT-CENTERED CLASSROOMS AND A 20-WORKSTATION COMPUTER LAB – Classroom seating and lighting designed with your comfort in mind.

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DEDICATED, FULL-SERVICE STAFF – Knowledgeable about IUPUI, the Center and the surrounding area.

IUPUI Park 100 Learning Center

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

For information:
Lorean Kegeris, Center Manager
317-278-9700

CIT 20600
ADVANCED COMPUTER APPLICATIONS (3 CR)
Class Number: 28017
6:00 PM 9:15 PM T POBP100
Class meets 2/8/2010 to 5/7/2010

CLAS-C 205 CLASSICAL MYTHOLOGY (3 CR)
Class Number: 25197 Planeaux, Christopher S
6:00 PM 8:40 PM M POBP100
Class meets 1/11/2010 to 5/7/2010

COMM-R 110
FUNDAMENTALS OF SPEECH COMM (3 CR)
Class Number: 27663
6:00 PM 8:40 PM W POBP100
Class meets 1/11/2010 to 5/7/2010

COMM-R 110
FUNDAMENTALS OF SPEECH COMM (3 CR)
Class Number: 28762
6:00 PM 8:40 PM M POBP100
Class meets 1/11/2010 to 5/7/2010

COMM-R 110
FUNDAMENTALS OF SPEECH COMM (3 CR)
Class Number: 28765
9:00 AM 10:15 AM TR POBP100
Class meets 1/11/2010 to 5/7/2010

COMM-R 110
FUNDAMENTALS OF SPEECH COMM (3 CR)
Class Number: 28778
12:00 PM 1:15 PM TR POBP100
Class meets 1/11/2010 to 5/7/2010

MATH 00100 INTRO TO ALGEBRA (4 CR)
Class Number: 27884
6:00 PM 8:00 PM MW POBP100
Class meets 1/11/2010 to 5/7/2010

MATH 11100 ALGEBRA (4 CR)
Class Number: 27887
6:00 PM 8:00 PM MW POBP100
Class meets 1/11/2010 to 5/7/2010

MUS-M 174 MUSIC FOR THE LISTENER (3 CR)
Class Number: 27991
6:00 PM 8:40 PM M POBP100
Class meets 1/11/2010 to 5/7/2010

OLS 25200 HUMAN BEHAVIOR IN ORGANIZATIONS (3 CR)
Class Number: 21947 Krull, Christine L
6:00 PM 8:40 PM M POBP100
Class meets 2/8/2010 to 5/3/2010

OLS 26300 ETHICAL DECISIONS IN LDRSHIP (3 CR)
Class Number: 21948 Turner, Patricia Arlene
6:00 PM 8:40 PM T POBP100
Class meets 3/9/2010 to 5/7/2010

OLS 38300 HUMAN RESOURCE MANAGEMENT (3 CR)
Class Number: 21958 Land, Jerry R.
6:00 PM 8:40 PM M POBP100
Class meets 2/4/2010 to 5/7/2010

PHIL-P 162 LOGIC (3 CR)
Class Number: 22040 Rogers, Victoria
6:00 PM 9:15 PM T POBP100
Class meets 1/12/2010 to 3/30/2010

SOC-R 100 INTRODUCTION TO SOCIOLOGY (3 CR)
Class Number: 22639 Stucker, Joe E
6:00 PM 8:40 PM M POBP100
Class meets 1/11/2010 to 5/7/2010

SCHEDULED COURSE SECTIONS SUBJECT TO CHANGE.



College Credit Classes at the Community Life and Learning Center



STUDENT-CENTERED CLASSROOMS – Classroom seating and lighting designed with your comfort in mind.

CONVENIENT – Located across from Carmel High School on Main Street.

ON-SITE TECHNOLOGIES – Internet connections, computers, LCD projectors, screens, white boards.

STUDENT STUDY AREA – For the convenience of our students.

FREE PARKING – On-site student parking is next to the facility and well-lit.

DEDICATED, FULL-SERVICE STAFF – Knowledgeable about IUPUI, the Center and the surrounding area.

Community Life and Learning Center

515 East Main Street • Carmel, IN 46032

For information:

Nancy Stromberg, Center Manager

317-569-9203

AST-A 100 THE SOLAR SYSTEM (3 CR)

Class Number: 24624 Turner, William Keith
6:00 PM 9:00 PM R CSC100
Class meets 1/11/2010 to 5/7/2010

BIOL-N 200 BIOLOGY OF WOMEN (3 CR)

Class Number: 20011 Daskalos, Janet Jean
5:45 PM 8:25 PM W CSC100
Class meets 1/11/2010 to 5/7/2010

COMM-R 110

FUNDAMENTALS OF SPEECH COMM (3 CR)

Class Number: 20475
6:00 PM 8:40 PM R CSC100
Class meets 1/11/2010 to 5/7/2010

ECON-E 201 INTRO TO MICROECONOMICS (3 CR)

Class Number: 20692 Robinson, Michael
6:00 PM 8:40 PM T CSC100
Class meets 1/11/2010 to 5/7/2010

HPER-F 255 HUMAN SEXUALITY (3 CR)

Class Number: 25307 Baldwin, Kathleen L.
6:00 PM 8:40 PM M CSC100
Class meets 1/11/2010 to 5/7/2010

MUS-Z 301 ROCK MUSIC IN THE 70'S & 80'S (3 CR)

Class Number: 23555 Mullins, Debra Jane
6:00 PM 8:40 PM W CSC100
Class meets 1/11/2010 to 5/7/2010

REL-R 133 INTRODUCTION TO RELIGION (3 CR)

Class Number: 27603 Foust, Thomas
6:00 PM 8:40 PM W CSC100
Class meets 1/11/2010 to 5/7/2010

SPAN-S 118 BEGINNING SPANISH II (3 CR)

Class Number: 22328
6:00 PM 7:15 PM TR CSC100
Class meets 1/11/2010 to 5/7/2010



LOOK FOR UPDATED SPRING COLLEGE
CREDIT CLASS OFFERINGS FOR
OFF-CAMPUS & WEEKEND UNIVERSITY

View the Spring classes at the
Learning Centers and Off-Campus at
our website at cln.iupui.edu.



SCHEDULED COURSE SECTIONS SUBJECT TO CHANGE.

Spring College Credit Classes Off-Campus

NEW! IUPUI Greenwood Learning Center

IUPUI Greenwood Learning Center
555 E. County Line Road, Suite 104
Greenwood 46143

BUS-X 100 BUS ADMINISTRATION: INTRO (3 CR)

Class Number: 20199 Adams, Kim S.
5:45 PM 8:25 PM M INGC100
Class meets 1/11/2010 to 5/7/2010

Area High Schools

Decatur Central High School
5251 Kentucky Ave
Indianapolis 46221

BIOL-N 100 CONTEMPORARY BIOLOGY (3 CR)

Class Number: 20007 Cassidy, Steve
6:00 PM 8:40 PM M DCHS100
Class meets 1/11/2010 to 5/7/2010

Greenwood High School
615 W Smith Valley Rd
Greenwood 46142

COMM-R 110 FUNDAMENTALS OF SPEECH COMM (3 CR)

Class Number: 24168 Kerr, Andrew Thomas
6:00 PM 8:40 PM T GWHS100
Class meets 1/11/2010 to 5/7/2010

Purdue University College of Technology at Indianapolis

2175 S. Hoffman Rd.
Indianapolis 46241

AT 10600 BASIC AIRCRAFT SCIENCE (3 CR)

Class Number: 28884 Carrier, C.
2:00 PM 3:25 PM MW ATC 1093
Class meets 1/11/2010 to 5/7/2010

AT 25800 AIR TRANSPORTATION (3 CR)

Class Number: 28883 Mott, J.
10:00 AM 11:25 AM MW ATC 1093
Class meets 1/11/2010 to 5/7/2010

AT 48100 SAFETY PROBLEMS IN AVIATION (3 CR)

Class Number: 25229 Mott, J.
2:00 PM 4:50 PM R ATC 1093
Class meets 1/11/2010 to 5/7/2010

AT 10600 BASIC AIRCRAFT SCIENCE (3 CR)

Class Number: 28890 Carrier, C.
6:00 PM 8:50 PM M ATC 1093
Class meets 1/11/2010 to 5/7/2010

AT 34500 AVIATION MARKETING (3 CR)

Class Number: 27946
6:00 PM 8:50 PM M ATC 1077
Class meets 1/11/2010 to 5/7/2010

AT 25800 AIR TRANSPORTATION (3 CR)

Class Number: 27945 Mott, J.
6:00 PM 8:50 PM T ATC 1093
Class meets 1/11/2010 to 5/7/2010

AT 43700 AIRLINE MAINTENANCE MGMT (3 CR)

Class Number: 27942 York, L.
6:00 PM 8:50 PM R ATC 1079W
Class meets 1/11/2010 to 5/7/2010

AT 26900 AIR TRAFFIC CONTROL (3 CR)

Class Number: 28897 Berry, J.
5:30 PM 9:20 PM R ATC 1077
Class meets 1/11/2010 to 5/7/2010

AT 10000 INTRO TO AVIATION TECHNOLOGY (3 CR)

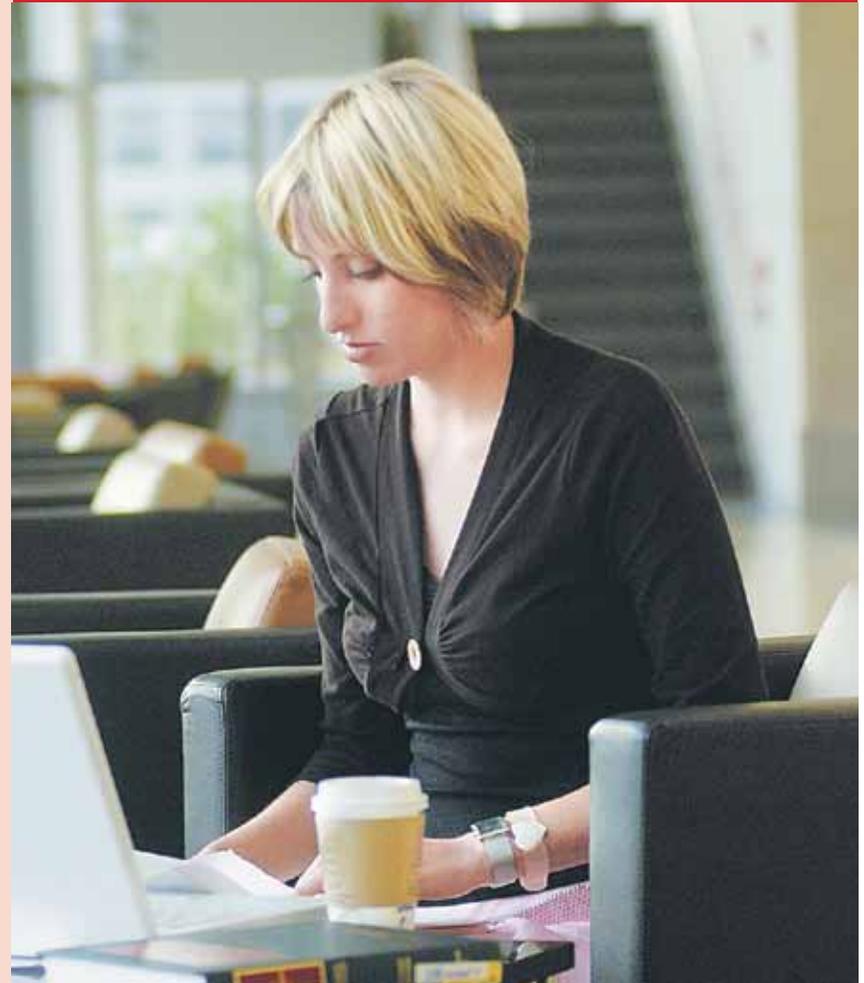
Class Number: 28889 Carrier, C.
6:00 PM 7:50 PM W ATC 1093
Class meets 1/11/2010 to 3/3/2010

OLS 26300

ETHICAL DECISIONS IN LEADERSHIP (3 CR)

Class Number: 28895
3:00 PM 5:40 PM R ATC 1093
Class meets 2/4/2010 to 5/8/2010

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SCHEDULED COURSE SECTIONS SUBJECT TO CHANGE.

TO ENROLL FOR THESE CLASSES YOU MUST USE ONESTART.IU.EDU

Geographic Locations - Continuing Education

Northeast

<i>Community Life and Learning Center</i>	
Affirmative Action/EEO Regulations	19
Appalachian Trail, How to Hike the	32
Belly Dancing: An Elegant Exercise.	33
Beyond the Ordinary	37
Bridal Consulting - Facts and Frills.	31
Color Theory	35
Compensation.	19
Critical Thinking	18
Debt Free and Prosperous Living	31
Decorating Kitchens and Baths.	35
Decorating, Introduction to	34
Degree Completion Seminar, Adult	4
Emotional Intelligence	18
German I, Conversational.	26
German II, Conversational	26
Graduate School Options, Exploring	4
Guitar Class	35
HR, Adapting to Technology in	19
Interior Decorating, Drawing Skills for	35
Italian I, Conversational	26
Italian II, Conversational.	26
Italy!, Let's go to	30
Japanese I, Conversational.	27
Listening, Active	17
LSAT: Prep for Test Taking, The	5
Personnel Law: Legal Issues Affecting HR.	19
Photography Fundamentals.	36
Pilates, Beginning	32
Portfolios and Presentations	37
Project Communications Class	21
Project Management, Disaster Recovery	21
Project Management, Introduction	21
Project, Managing a Technology	21
Projects, Managing Multiple	23
Resume Writing	6
Risk Management: Controlling Uncertainty, Introduction to	22
School: Easier Than You Think, Returning to	4
SLR Camera, How to Take Better Images With Your	36
Spanish for Beginners, Conversational	27
Spanish for Beginners II, Conversational	27
Writing, Introduction to Creative	30
Yoga	32
<i>Sullivan's Hardware</i>	
Decorate Your Outdoor Living Space	35

Northwest

<i>Arthur M. Glick Jewish Community Center</i>	
Awakening to Your True Nature	32
Blueprint for Action, A.	6
Candle Making, Beginning Soy Wax.	23
Drawing, Intermediate	30

Drawing, Introduction to	30
Harmonica, Blues	30
Make Money Traveling & Free Vacations	31
Mindfulness Meditation	32
Spanish for Beginners, Conversational	27

<i>Brebeuf Jesuit Preparatory School</i>	
Centerpieces and More	34
Flower Arranging, Advanced	34
Flower Arranging, Fundamentals of	34
Flower Arranging, Intermediate.	34
Photography with Digital Cameras, Beginning	36
Wedding Flowers, Beginning.	34

<i>Brickyard Crossing Golf Resort and Inn</i>	
Donald Davidson's Indy 500 History	25

<i>Indiana Therapeutic Massage School</i>	
Massage for Couples, Therapeutic.	15
Reflexology Foot Massage to Improve Your Health.	15
Reflexology Skills Assessment, Professional	16
Reflexology, Advanced Professional	16
Reflexology, Intermediate Professional.	16
Reflexology, Introduction to Professional.	16

<i>IUPUI Park 100 Learning Center</i>	
Access, Introduction to	9
Accountability & Commitment: Effective Leadership	20
Accounting for Managers, Financial	18
Accounting Principles I.	17
Accounting Principles II	17
Accounting, Cost	17
Assessing Your Management Strengths with the DISC.	20
Behavior Interviewing.	19
Blueprint for Action, A.	6
Careers After 50: Your Next Great Adventure	6
Coaching: Skills for Leadership Success	20
Coaching: Team Conflict & Workplace Relations	20
Collectibles, Researching & Evaluating Your.	31
Degree Completion Seminar, Adult	4
Dreamweaver, Introduction to	11
Employee Benefits, Introduction to.	19
Excel as a Database	8
Excel, Introduction to	8
Excel, More.	8
Financial Planning for Retirement.	31
Flash, Introduction to	11
Fostering a Civil Work Environment	19
French I, Conversational.	26
French II, Conversational	26
GMAT: Prep for Test Taking.	5
Graduate School Options, Exploring	4

GRE: Prep for Test Taking, The	5
Green Remodeling Workshop	24
Home Buying and Selling 101	31
Home Energy Audits, Do It Yourself	23
HTML, Introduction to	11
Human Resource Management, Introduction to	18
Jewelry I, Sterling Silver	30
Keyboarding Basics	7
Landscaping with Native Plants	23
Mindful Eating, Mindful Weight Loss	32
Motorsports Industry Survey.	25
Motorsports Marketing.	25
Motorsports, The Industrial Side of	25
Motorsports: An Overview, The Business of.	25
Outlook® 2007, Introduction to Microsoft® Office	9
PC, An Easy Introduction to the.	7
Personal Computer Fundamentals.	7
Photography, Advanced.	36
Photoshop Elements, Introduction to Adobe	37
Photoshop for Windows, Intermediate	7
Photoshop for Windows, Introduction to	7
PowerPoint, Introduction to	9
Presentation Skills, Essential	18
Project Management Group Decision Making	23
Project Management Problem Solving	22
Project Management, Advanced Topics in	23
Project Management, Introduction	21
Project People, Managing	22
Project Planning, Detail	22
Project Subcontractors, Negotiating with Internal and External	22
Project Teams, Dealing with Conflict in	22
Project, Introduction to Microsoft	8
Projects, Planning and Managing Complex	21
Publish Yourself: Getting Your Book to Print	30
Recruitment, Interviewing & Selection	19
School: Easier Than You Think, Returning to	4
Sharepoint Development, Microsoft	7
SHRM Learning Resource Course	20
Social Networking on Facebook, Welcome to	7
Spanish for Beginners, Conversational	27
Spanish Institute, Immersion	28
Spanish, Keep it Up: Practicing Your	27
SQL, Advanced.	10
SQL, Beginning Databases with	10
Sustainable Economics	23
Web Design, Introduction to	10

Web Site Marketing	11
Windows 7, Getting Acquainted with.	7
Word for Windows, Introduction to	8
Word for Windows, More.	8
Write a Book?, So You Want to.	30
Writing Skills, Business/Professional	17

<i>RMS</i>	
Forklift Train the Trainer.	17

Southeast

<i>Fred Astaire Dance Studio</i>	
Ballroom Dance, First Dance:	33
Dance Combo: Swing & Salsa	33
Latin Combo: Bachata and Salsa Dancing	33

<i>IUPUI Greenwood Learning Center</i>	
Ballet and Tummy Toning for Beginners	33
Ballet and Tummy Toning for Beginners, Level 2.	33
Biotechnology, An Overview of Current Topics in	12
Blueprint for Action, A.	6
Book, Creating a Children's Picture	30
Composition and Lighting for Studio/Portrait	36
Degree Completion Seminar, Adult	4
ESL Students, Vocabulary Learning Strategies for	28
Graduate School Options, Exploring	4
Guitar Class	35
Medical Terminology	13
Pharmacy Technician Course	12
Photography Fundamentals.	36
Photography with Digital Cameras, Beginning	36
Pilates, Beginning	32
School: Easier Than You Think, Returning to	4
Spanish for Beginners, Conversational	27
Spanish for Beginners II, Conversational	27
Spanish for Beginners III, Conversational	27
Spanish: Level IV, Conversational	27
Wedding Photography	37
Yoga	32
Zumba	33

Downtown

<i>Indianapolis Senior Center</i>	
Jazz and the Indianapolis Jazz Scene, An Introduction to	30

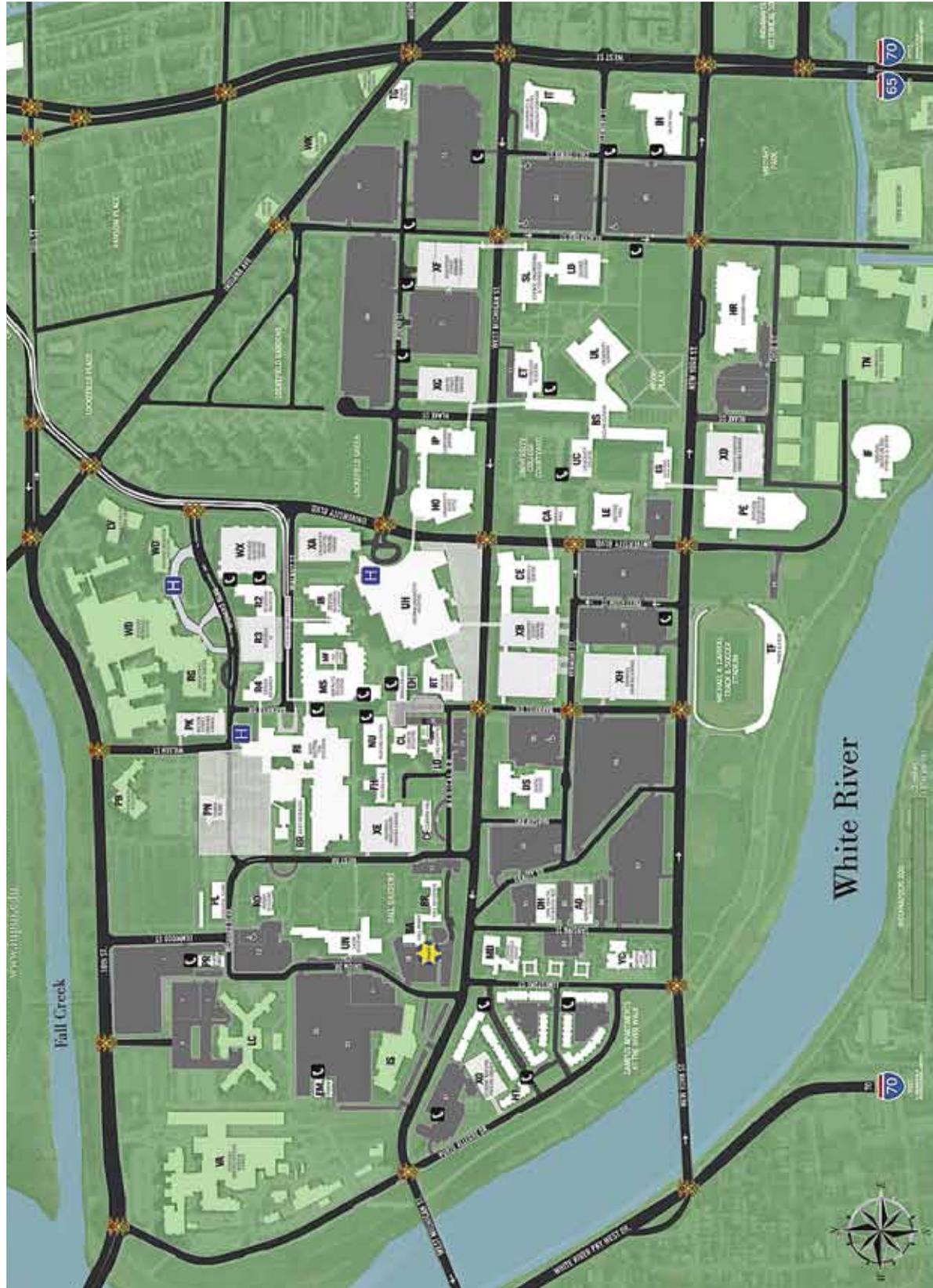
<i>Morris Butler House</i>	
Etiquette	31

<i>Propylaeum Carriage House</i>	
T'ai Chi Chih.	33

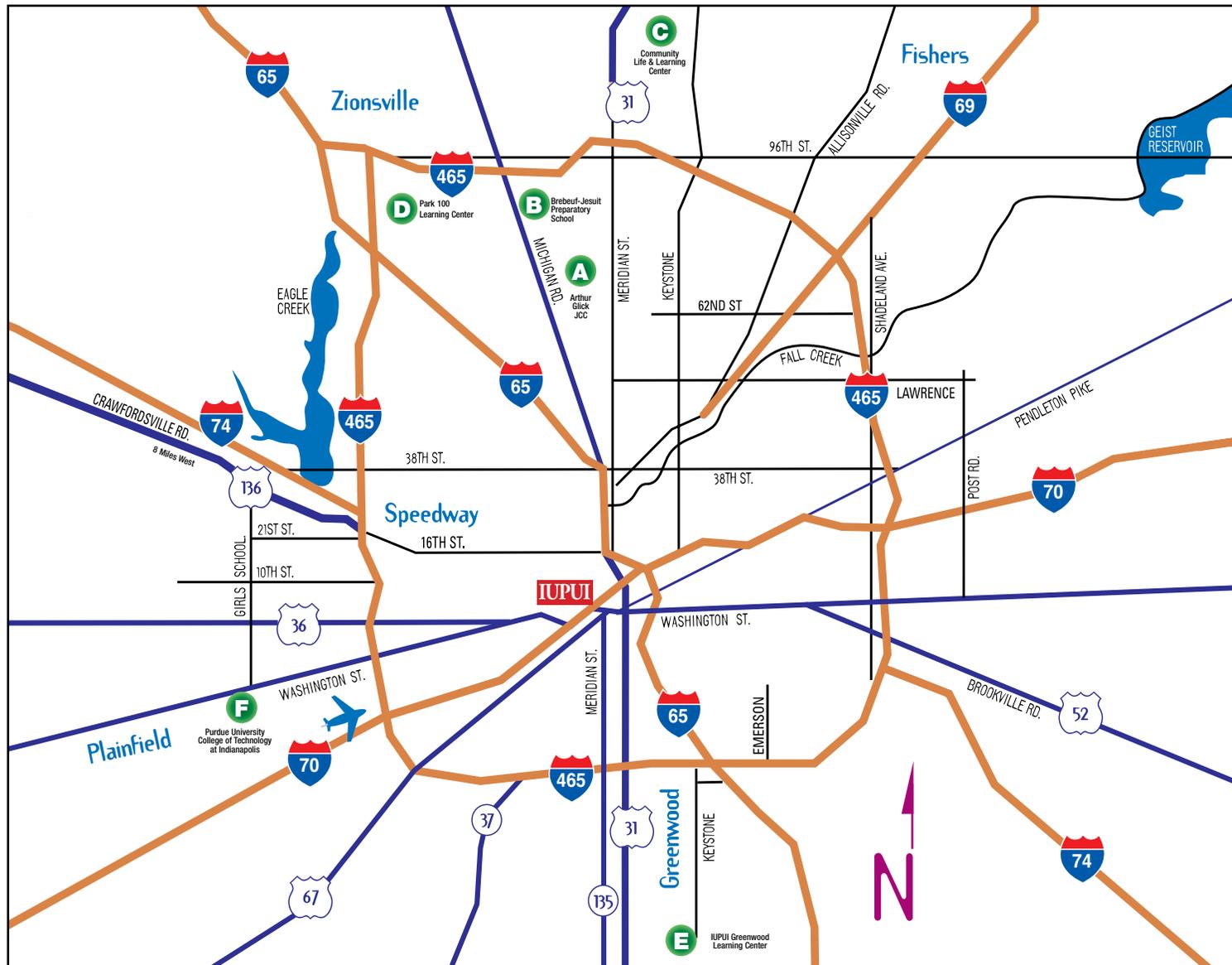
Index - Continuing Education

A	
Accent Reduction	28
Access, Introduction to	9
Accountability & Commitment: The Missing Links in Effective Leadership	20
Accounting for Managers, Financial	18
Accounting Principles I	17
Accounting Principles II	17
Accounting, Cost	17
Affirmative Action/EEO Regulations	19
Appalachian Trail, How to Hike the	32
Arabic, Functional	26
Assessing Your Management Strengths with the DISC	20
AutoCAD 2009 Certificate, Online	8
Awakening to Your True Nature	32
B	
Ballet and Tummy Toning for Beginners	33
Ballet and Tummy Toning for Beginners, Level 2	33
Ballroom Dance, First Dance	33
Behavior Interviewing	19
Belly Dancing: An Elegant Exercise	33
Beyond the Ordinary	37
Biotechnology, An Overview of Current Topics in	12
Blueprint for Action, A	6
Book, Creating a Children's Picture	30
Bridal Consulting - Facts and Frills	31
Building Analyst Quick Start Program (BPI BA Certification), Online	24
C	
Candle Making, Beginning Soy Wax	23
Cardiac Catheterization Radiography Certification, Online Limited	12
Careers After 50: Your Next Great Adventure	6
Cascading Style Sheets (CSS), Intro to	11
Centerpieces and More	34
Chinese IA & IB, Conversational	29
Chinese II, Business	29
Chinese II, Conversational	29
Chinese IV, Conversational	29
Chinese, Business	29
Civil Professional Engineers Exam, Review for the	5
Clinical Research, Introduction to	13
Clinical Research, Roles and Goals in	14
Clinical Research, The Ethics of	14
Clinical Trial Process, The	14
Clinical Trials, Budgeting for	14
Coaching: Skills for Leadership Success	20
Coaching: Team Conflict & Workplace Relations	20
Collectibles, Researching & Evaluating Your	31
Color Theory	35
Compensation	19
Composition and Lighting for Studio/Portrait	36
Critical Thinking	18
D	
Dance Combo: Swing & Salsa	33
Debt Free and Prosperous Living	31
Decorate Your Outdoor Living Space	35
Decorating Kitchens and Baths	35
Decorating, Introduction to	34
Degree Completion Seminar, Adult	4
Documentation Standards and Practical Application	16
Drawing, Intermediate	30
Drawing, Introduction to	30
Dreamweaver, Introduction to	11
Dreamweaver, More	11
E	
Emotional Intelligence	18
Employee Benefits, Introduction to	19
Engineering Review Course, Fundamentals of	5
English Grammar Skills for ESL Students, Strengthening	28
ESL Students, Conversation and Pronunciation for Beginning	28
ESL Students, Vocabulary Learning Strategies for	28
Etiquette	31
Excel as a Database	8
Excel, Introduction to	8
Excel, More	8
F	
Financial Planning for Retirement	31
Flash, Introduction to	11
Flower Arranging, Advanced	34
Flower Arranging, Fundamentals of	34
Flower Arranging, Intermediate	34
Forklift Train the Trainer	17
Fostering a Civil Work Environment	19
French I, Conversational	26
French II, Conversational	26
French, Functional	26
G	
German I, Conversational	26
German II, Conversational	26
GMAT: Prep for Test Taking	5
Graduate School Options, Exploring	4
GRE: Prep for Test Taking, The	5
Green Remodeling Workshop	24
Green Supply Chain Professional, Online Certified	24
Guitar Class	35
H	
Harmonica, Blues	30
Home Buying and Selling 101	31
Home Energy Audits, Do It Yourself	23
HR, Adapting to Technology in	19
HTML, Introduction to	11
HTML, More	11
Human Resource Management, Introduction to	18
I	
ICD-9 CM Coding, Basic	14
ICD-9 CM Coding, Intermediate	14
Indoor Air Quality Manager, Online Certified	24
Indoor Environmentalist, Online Certified	24
Indy 500 History, Donald Davidson's	25
Interior Decorating, Drawing Skills for	35
Italian I, Conversational	26
Italian II, Conversational	26
Italy!, Let's go to	30
J	
Japanese I, Conversational	27
Jazz and the Indianapolis Jazz Scene, An Introduction to	30
Jewelry I, Sterling Silver	30
K	
Keyboarding Basics	7
L	
Landscaping with Native Plants	23
Latin Combo: Bachata and Salsa Dancing	33
Legal Nurse Consultant Case Study	15
Legal Nurse Consultant Practicum	15
Listening, Active	17
LSAT: Prep for Test Taking, The	5
M	
Make Money Traveling & Free Vacations	31
Massage for Couples, Therapeutic	15
Mechanical Professional Engineers Exam, Review for the	5
Medical Billing & Coding, Online	12
Medical Coding, Advanced	15
Medical Specialist with Medical Billing & Coding, Online Administrative	12
Medical Terminology	13
Medical Terminology, Online	12
Medical Transcription, Online	11
Mindful Eating, Mindful Weight Loss	32
Mindfulness Meditation	32
Motorsports Industry Survey	25
Motorsports Marketing	25
Motorsports, The Industrial Side of	25
Motorsports: An Overview, The Business of	25
O	
Outlook 2007, Introduction to Microsoft Office	9
P	
PC, An Easy Introduction to the	7
Personal Computer Fundamentals	7
Personnel Law: Legal Issues Affecting HR	19
Pharmacy Technician Course	12
Photography Fundamentals	36
Photography with Digital Cameras, Beginning	36
Photography, Advanced	36
Photoshop Elements, Introduction to Adobe	37
Photoshop for Windows, Intermediate	7
Photoshop for Windows, Introduction to	7
Piano 101	35
Pilates, Beginning	32
Portfolios and Presentations	37
PowerPoint, Introduction to	9
PowerPoint, More	9
Presentation Skills, Essential	18
Project Communications Class	21
Project Management Group Decision Making	23
Project Management Problem Solving	22
Project Management, Advanced Topics in	23
Project Management, Disaster Recovery	21
Project Management, Introduction to	21
Project People, Managing	22
Project Planning, Detail	22
Project Subcontractors, Negotiating with Internal and External	22
Project Teams, Dealing with Conflict in	22
Project, Introduction to Microsoft	8
Project, Managing a Technology	21
Projects, Managing Multiple	23
Projects, Planning and Managing Complex	21
Publish Yourself: Getting Your Book to Print	30
R	
Recruitment, Interviewing & Selection	19
Reflexology Foot Massage to Improve Your Health	15
Reflexology Skills Assessment, Professional	16
Reflexology, Advanced Professional	16
Reflexology, Intermediate Professional	16
Reflexology, Introduction to Professional	16
Resume Writing	6
Risk Management: Controlling Uncertainty, Introduction to	22
S	
School: Easier Than You Think, Returning to	4
Sharepoint Development, Microsoft	7
SHRM Learning Resource Course	20
SLR Camera, How to Take Better Images With Your	36
Social Networking on Facebook, Welcome to	7
Spanish for Beginners, Conversational	27
Spanish for Beginners II, Conversational	27
Spanish for Beginners III, Conversational	27
Spanish: Level IV, Conversational	27
Spanish Institute, Immersion	28
SQL, Advanced	10
SQL, Beginning Databases with	10
Sustainable Economics	23
T	
T'ai Chi	29
T'ai Chi Chih	31
V	
Veterinary Assistant, Online	11
Voice Class	35
W	
Web Design, Introduction to	11
Web Site Marketing	11
Wedding Flowers, Beginning	34
Wedding Photography	37
Windows 7, Getting Acquainted with	7
Word for Windows, Introduction to	8
Word for Windows, More	8
Write a Book?, So You Want to	30
Writing Skills, Business/Professional	17
Writing, Introduction to Creative	30
Y	
Yoga	32
Z	
Zumba	33

IUPUI Campus Map



Map of Off-Campus Locations



A. Arthur M. Glick Jewish Community Center (JCC),
6705 Hoover Rd.

B. Brebeuf Jesuit Preparatory School,
2801 W. 86th St.

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

D. IUPUI Park 100 Learning Center,
5980 W. 71st St., Suite 100

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

F. Purdue University College of Technology
at Indianapolis
2175 S. Hoffman Rd

Registration and General Information - Continuing Education

OFFICE INFORMATION

Regular Hours: 8 a.m. to 5 p.m.
Monday through Friday.
Extended Hours: Call our Park 100 Office at (317) 278-9700, Monday through Thursday, 5:00 p.m. to 8:30 p.m. & Saturday, 8:30 a.m. to 3:30 p.m.
Address: Continuing Education
IUPUI Community Learning Network
620 Union Dr., Suite 244
Indianapolis, IN 46202-5171
Phone: (317) 278-7600.

HOW TO ENROLL

1. By mail: 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 Education, 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 Education link. Click "How to Enroll" and follow the directions for online enrollment. Upon submission of the online form, your credit card information is processed through a secure server. 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 Education office in the Union Building, 620 Union Dr., Suite 244 in the North Wing, between 8:00 a.m. and 5:00 p.m. Monday through Friday.
(No cash accepted.)

UPCOMING CLASSES

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

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

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

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

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

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

PARKING - CLASSES HELD AT IUPUI

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

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

DISCOUNT POLICY

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

REFUND POLICY

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

Course Refund: If you notify Continuing Education 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 Education 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 Education 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:

Barnes & Noble @ IUPUI 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 Education.

Barnes & Noble @ IUPUI 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 Education, however, an original form must also be mailed. For more details, please call (317) 278-7600.

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

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next catalog in
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