



Ψ IUPUI

CONTINUING EDUCATION

ENHANCE your skills
CHANGE your career direction
ADD to your expertise

Fall 2013 Brochure
20% off by August 31st

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CLN.IUPUI.EDU/CONTEd
317.278.7600

Dear Current & Prospective Students,

As the Director of Continuing Education for IUPUI's Community Learning Network, I am excited about the wide array of education programs we have to offer our students. Whether you are interested in "getting your feet wet" by taking a course in a discipline you've never studied before; are looking to enhance your knowledge in your current field; or are looking to take the next step and earn a degree, IUPUI's Continuing Education Department is the place to make it happen. I encourage you to explore our website further to get a feel for the different education options available to you.



Our courses are designed with you in mind. The class sizes are kept small; offered at a time, format and location convenient to your busy life-style; and at an affordable cost. Our instructors are some of the best and brightest in their respective fields and bring that desired mix of real world experience and theoretical perspectives to the classroom. The Continuing Education staff is committed to making your educational experience as meaningful and relevant as possible. If you have any questions, please feel free to call us at (317) 278-7600. We look forward to the opportunity to meeting your education needs.

All the Best,

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

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Certificate Programs

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

ACCOUNTING CERTIFICATE PROGRAM

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

BASIC GRAPHIC DESIGN CERTIFICATE PROGRAM

Develop the basic skills needed to design with a goal in mind, design for a purpose, where it be commercial or personal.

BASIC WEB DESIGN CERTIFICATE PROGRAM

Design and maintain a professional-looking personal or company Web site.

BUSINESS COMMUNICATIONS CERTIFICATE PROGRAM

Sharpen your written and oral communications by helping you write clearly, present ideas more concisely and speak assertively.

BUSINESS MANAGEMENT CERTIFICATE PROGRAM

Helpful to those exploring the possibilities of a business career, updating current skills or seeking a new level of specialization.

CLINICAL RESEARCH CERTIFICATE PROGRAM

Learn the terminology and overall procedure for getting a new product developed for all medical research.

ENTREPRENEUR CERTIFICATE PROGRAM

Understand the planning and organization needed to start or expand a small business can mean the difference between success and failure for new entrepreneurs.

EXECUTIVE ASSISTANT CERTIFICATE PROGRAM

Provides the essential skills and knowledge needed to perform complex administrative responsibilities to support chief executives and other high level professionals.

FLORAL DESIGN CERTIFICATE PROGRAM

Prepares for employment in a commercial floral shop as a designer or assistant to the manager.

NEW! HEALTHCARE ADMINISTRATION CERTIFICATE PROGRAM

Enables students to understand both the structure and function of health services organizations and prepares for a beginning career in healthcare administration.

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

Develop the knowledge, methods and skills necessary to meet the human resource challenges of today's changing workplace and workforce.

INTERIOR DECORATING CERTIFICATE PROGRAM

Provides insight that will enhance your understanding of design.

LEADERSHIP DEVELOPMENT CERTIFICATE PROGRAM

Enhance your understanding of leadership, learn the difference between leading and managing, and think strategically.

LEGAL NURSE CONSULTANT 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 who evaluates, analyzes and provides opinions about the delivery of health care and resulting outcomes.

MEDICAL CODING CERTIFICATE PROGRAM

Prepares 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.

MICROSOFT OFFICE CERTIFICATE PROGRAM

Learn the essential tools needed to work in a wide spectrum of office industries. Note: If you are a new computer user, we suggest you take Personal Computer Fundamentals before enrolling in the required courses.

PARALEGAL STUDIES CERTIFICATE PROGRAM

Designed for the student who already holds an associate or bachelor's degree.

PATIENT ACCESS SPECIALIST CERTIFICATE PROGRAM

Prepares individuals for duties such as registrations, insurance verification, scheduling, financial counseling and customer service to patients and family members. In addition to preparing individuals for this role the Patient Access Specialist program will address topics covered on the national Certified Healthcare Access Associate (CHAA) exam offered through the National Association of Healthcare Access Management (NAHAM).

PHARMACY TECHNICIAN CERTIFICATE PROGRAM*

Prepares for entry into the pharmacy field in hospitals, home infusion pharmacies or community pharmacies as a technician under a registered pharmacist's supervision.

PHOTOGRAPHY CERTIFICATE PROGRAM

Enables learners to sharpen skills, hone photographic techniques and learn the use of technology with the aid of professional photographers.

PROJECT MANAGEMENT CERTIFICATE PROGRAM

Designed to acquaint individuals with specific, proven project management techniques.

*Course does not require \$35.00 registration fee

Arts and Culture – Art

COLOR THEORY

Understand color, its systems, interaction and even a bit of physics.

Course #:133S71A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$89



Business - Human Resources Management, Leadership & Accounting

SOCIAL MEDIA AND DIGITAL MARKETING

Learn how to use these media effectively.

Course #:133F54A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$119



BUSINESS/PROFESSIONAL WRITING SKILLS

Learn the writing skills you need to succeed in today's workplace. Course #:133F88A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$129

COACHING: SKILLS FOR LEADERSHIP SUCCESS

Acquire the 11 core competencies of coaching and examine the key coaching skills of acknowledgement, validation, accountability, strategizing, forwarding action and empowering questions. Course #:133A64A06

Date & Time: Wed., Nov. 6, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$129

COACHING: TEAM CONFLICT & WORKPLACE RELATIONS

Acquire practical tools in relationship coaching to align team members to a common purpose, create better team relationships and resolve conflicts among team members. Course #:133A48A06

Date & Time:

Wed., Oct. 16, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$129

COMPENSATION

Learn job analysis, job value, market data, pay delivery and reward systems, incentives, legal considerations and new approaches in pay structure development. Course #:133F84A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$139

CONTEMPORARY HR ISSUES

Learn HR's role in changing organizational culture, performance improvement and HR's role in managing change. Also a look at new compliance requirements facing both employees and management in the work place.

Course #:133F02A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$139



ACCOUNTING PRINCIPLES I

Study the business accounting cycle, record entries in ledgers prepare financial statements and interpret the results of financial data. Textbook required; see receipt.

Course #:133P52A12

Date & Time: 6 Tue., Sep. 10-Oct. 15, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$179

ACCOUNTING PRINCIPLES II

The focus of the course is corporate accounting functions. Textbook required; see receipt.

Course #:133P53A15

Date & Time: 6 Tue., Oct. 22-Nov. 26, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$179

Continued on page 6

Business - Human Resources Management, Leadership & Accounting

AFFIRMATIVE ACTION/EEO REGULATIONS

Learn about an EEO-1 report, when it's due, when to have an Affirmative Action statement, how to respond to an EEO claims investigation and how to be compliant with all Affirmative Action requirements.

Course #:133F86A06

Date & Time: Sat., Oct. 5, 9 a.m.-4 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$149

COST ACCOUNTING

Provides the concepts needed to use accounting as a management tool. Course #:133P03A12

Date & Time:

6 Wed., Sep. 11-Oct. 16, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$179



CRITICAL THINKING

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.

Course #:133A98A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$119

CUSTOMER SERVICE AND BEYOND

Learn how to deliver customer service.

Course #:133F50A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$129

FEEDBACK SKILLS FOR LEADERS

Learn to give and receive critical feedback.

Course #:133F63A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$129

INTRODUCTION TO EMPLOYEE BENEFITS

Get 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.

Course #:133F89A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$139



INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Learn the primary duties of an HR professional and practical skills you can use to handle the important challenges of an HR job, as well as how the decisions you make affect the business objectives of your organization.

Course #:133F80A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$139

JOB DESCRIPTIONS, EVALUATIONS AND DESIGN

This one-day interactive class illustrates the key components in crafting job descriptions.

Course #:133F29A06

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

Location: IUPUI Park 100 Learning Center

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. Course #:133F14A08

Date & Time: 2 Sat., Sep. 28 & Oct. 5, 9 a.m.-1 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$139

PROFESSIONAL PRESENCE

Learn the tricks and traits of those who always seem to be at their best Course #:133F52A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$129



Business - Human Resources Management, Leadership & Accounting

RECRUITMENT, INTERVIEWING & SELECTION

Examine the process of hiring employees and learn concrete strategies for implementing a sound recruitment and selection.

Course #:133F82A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$149

LEADING CHANGE

Explore the stages of change along with specific principles and tools for navigating and leading change through each phase.

Course #:133A68A06

Date & Time: Thu., Oct. 3, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$129

SHRM LEARNING RESOURCE COURSE

Enhance your skills and prepare for the PHR or the SPHR exam. Students are responsible for obtaining their own books.

Course #:133F28A36

Date & Time: 12 Wed., Sep. 4-Nov. 20, 6:15-9:00 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$979

Business - Entrepreneurship



ENTREPRENEURSHIP: PLANNING YOUR SMALL BUSINESS

Make the right choices for a successful startup or expansion of a home business.

Course #:133A10A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$159

FINANCING A SMALL BUSINESS

Learn the various sources of small business financing.

Course #:133A14A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$159

LEGAL ISSUES FOR YOUR SMALL BUSINESS

Expand your knowledge of the legal issues that impact small businesses.

Course #:133A13A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$159

MARKETING & PROMOTING YOUR SMALL BUSINESS

Learn to organize, package and develop plans to promote small businesses.

Course #:133A11A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$159

RECORDKEEPING FOR YOUR SMALL BUSINESS

Examine the necessary records needed to manage small business accounts.

Course

#:133A12A06

Date & Time:

Sat., Oct. 12,

9 a.m.-4 p.m.

Location: IUPUI

Park 100 Learning

Center

Fee: \$159



20% DISCOUNT FOR MOST CLASSES
IF ENROLLED BY AUGUST 31, 2013

Career, College, Test Prep

REVIEW FOR THE CIVIL PROFESSIONAL ENGINEERS EXAM

Prepare for the review of the Indiana Examination for Professional Engineers. Textbook required; see receipt.
Course #:133H25A00
Date & Time: 9 Fri., Aug. 9-Oct. 4, 6-9 p.m.
Location: IUPUI Technology Building (ET)
Fee: \$585

THE GRE: PREP FOR TEST-TAKING

Prepare for the GRE. Textbook required; see receipt.
Course #:133U12A08
Date & Time: 6 Wed., Sep. 11-Oct. 16, 6:30-8:30 p.m.
Location: IUPUI Greenwood Learning Center
Fee: \$379

ENCORE CAREER: PURPOSE, PASSION AND PAYCHECK

Reignite the second half of your professional life by looking inward to your career interests and values; looking outward to possible careers, networks, or inventing a career that may not exist yet; and looking forward with specific steps to make your desired career a reality.
Course #:133H51A07
Date & Time: 3 Mon., Sep. 23-Oct. 21, 6:00-8:15 p.m.
Location: IUPUI Greenwood Learning Center
Fee: \$159.00

THE BUSINESS PROFESSIONAL'S PORTFOLIO

Create your own professional portfolio to help strengthen a job search.
Course #: 133U19A02
Date & Time: 2 Tues., Oct. 29-Nov. 9 6:00 p.m.-9:00 p.m.
Location: IUPUI Greenwood Learning Center
Fee: \$209.00

ELEVATOR PITCH

Learn the components of a compelling elevator pitch.
Course #: 133U22A02
Date & Time: Fri., September 20, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: \$199.00

Thinking about grad school?

Then don't miss the Graduate Expo at IUPUI!

More than 50 universities from around the nation as well as many IUPUI graduate programs are participating!



September 24, 2013
10 a.m. - 2 p.m.

IUPUI Campus Center - 4th Floor
420 University Blvd., Indianapolis
Free parking - Follow the signs on campus
For more information: graduate.iupui.edu
Questions? Email gradexpo@iupui.edu

Computer - Basic Web Design

ADOBE CS6: PEN TOOL BASICS FOR ADVANCED GRAPHIC DESIGN

Learn about paths and the Pen tool and examine differences of the tool in several Adobe applications, including InDesign, Fireworks, Flash and Photoshop.
Course #:133L78A03
Date & Time: Please go to our website: www.cln.iupui.edu for times and dates
Location: IUPUI Comm & Tech Complex (ICTC)
Fee: \$65

ADOBE INDESIGN

Create booklets, pamphlets, posters, and just about anything else that delivers information in a visual style.
Course #:133T43A04
Date & Time: Sat. Oct. 12, 8:30am-12:30pm
Location: IUPUI Park 100 Learning Center
Fee: \$75

DREAMWEAVER CS6

Incorporate Multimedia in a Web Site using Dreamweaver, become familiar with markup code (HTML or XHTML) and explore ways to integrate multimedia including audio files, video files, and Flash movies, into web pages.
Course #:133L63A03
Date & Time: Please go to our website: www.cln.iupui.edu for times and dates
Location: IUPUI Comm & Tech Complex (ICTC)
Fee: \$65

Computer - Basic Web Design

CASCADING STYLE SHEETS: LAYOUT & DESIGN

Learn how to gain more precise control over web document layout, achieve dynamic functions with CSS, and explore additional features that will make web sites easier to maintain.

Course #:133L53A03

Date & Time: Please go to our website: www.cln.iupui.edu for times and dates

Location: IUPUI Comm & Tech Complex (ICTC)

Fee: \$60



CASCADING STYLE SHEETS: THE BASICS

Learn more about accurately and efficiently fixing digital photographs using histograms, levels and channels. Learn to create automatic processes for your workflow as well the power of Photoshop layers and filters.

Course #:133L55A03

Date & Time: TBA

Location: IUPUI Comm & Tech Complex (ICTC)

Fee: \$60

Computers

MICROSOFT ONENOTE

Gather notes, images, screen clippings, and even audio commentaries which can then be shared with other OneNote users via the Internet.

Course #:1332T84A02

Date & Time: Tues., Dec. 10, 6-8pm

Location: IUPUI Park 100 Learning Center

Fee: \$59

NEW! DIGITAL SCRAPBOOKING WITH MICROSOFT POWERPOINT

Use PowerPoint to create computer-generated scrapbook pages.

Course #:133T05A00

Date & Time: Fri., Nov. 15, 9 a.m.-3 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$139

WEBSITE MARKETING

Learn 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 #:133T60A02

Date & Time: Wed., Dec. 11, 6-8pm

Location: IUPUI Park 100 Learning Center

Fee: \$59

INTRODUCTION TO HTML

Acquire the fundamentals of HTML through the hands-on experience of designing a unique, memorable Web page.

HTML 4.0.

Course #:133T06A06

Date & Time: 2 Thurs., Nov. 14 & 21, 6-8:34pm

Location: IUPUI Park 100 Learning Center

Fee: \$209

INTRODUCTION TO PHOTOSHOP FOR WINDOWS

Topics include using the paint and selection tools, manipulating selections and using alpha channels and utility menus.

Course #:133T73A07

Date & Time: 2 Wed., Oct. 2 & 9, 5:30-9pm

Location: IUPUI Park 100 Learning Center

Fee: \$209

INTRODUCTION TO WEB DESIGN

Design principles that produce professional polish to make a website stand out will be taught.

Course #:133T31A07

Date & Time: 2 Wed., Sept. 18 & 25, 5:30-9pm

Location: IUPUI Park 100 Learning Center

Fee: \$209

INTERMEDIATE HTML

Learn the applications and tools used to create websites will be provided in this course.

Course #:133T32A06

Date & Time: 2 Thurs., Dec 5 & 12, 6-8:45 pm

Location: IUPUI Park 100 Learning Center

Fee: \$209

INTRODUCTION TO DREAMWEAVER

Learn the basics of Dreamweaver from a multimedia perspective.

Course #:133T33A07

Date & Time: Sat., Nov. 16, 8:30am-3:30pm

Location: IUPUI Park 100 Learning Center

Fee: \$209

PHOTOSHOP CS5: RESTORING & BLENDING IMAGES

Learn more about accurately and efficiently fixing digital photographs using histograms, levels and channels.

Learn to create automatic processes for your workflow as well the power of Photoshop layers and filters.

Course #:133L54A03

Date & Time: Please go to our website:

www.cln.iupui.edu for times and dates

Location: IUPUI Comm & Tech Complex (ICTC)

Fee: \$60

Continued on page 10

Computers

SQL: ADVANCED DATA RETRIEVAL & DATA MODIFICATION

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.

Course #: 133L20A03

Date & Time: Please go to our website:

www.cln.iupui.edu for times and dates

Location: IUPUI Comm & Tech Complex (ICTC)

Fee: \$60

SQL: DATA RETRIEVAL

Starting with SQL

Learn database query to the complex commands needed to solve real-world problems. Course #: 133L19A04

Date & Time: Please go to our website:

www.cln.iupui.edu for times and dates

Location: IUPUI Comm & Tech Complex (ICTC)

Fee: \$65

Computers - MS Office

INTRODUCTION TO MICROSOFT PROJECT 2013

Learn the essentials of Microsoft Project, including scheduling tasks and scheduling resources.

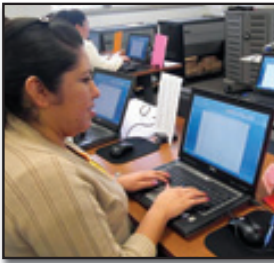
Course #: 133T10A12

Date & Time: 4

Thurs., Oct. 17-Nov. 14; omit Oct. 31, 6:00-8:30pm

Location: IUPUI Greenwood Learning Center

Fee: \$319



MICROSOFT INTRODUCTION TO ACCESS

Learn how to successfully use this Windows-based package after just two days.

Course #: 133T24A16

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

8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$269

MICROSOFT INTRODUCTION TO EXCEL

Get the tools you need to create, edit, format and print your spreadsheets.

Course #: 133T22A16

Date & Time: 2 Wed., Oct. 2 & 9, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Course #: 133T22B16

Date & Time: Sat., 11/2/2013-11/9/2013, 8:30 a.m.-4:30 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$269

MICROSOFT INTRODUCTION TO POWERPOINT

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 time-saving and text-formatting tools; and apply techniques to create a dynamic slide presentation.

Course #: 133T98A08

Date & Time: Wed., Oct. 16, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$209



MICROSOFT INTRODUCTION TO WORD FOR WINDOWS

Learn 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.

Course #: 133T20A16

Date & Time: 2 Wed., Sep. 18 & 25,

8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$269

MICROSOFT EXCEL AS A DATABASE

Learn how to subtotal easily, use database functions to retrieve an answer and pivot tables to see trends and patterns that wouldn't be visible in other ways.

Course #: 133T82A04

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

Location: IUPUI Park 100 Learning Center

Fee: \$99

MICROSOFT INTERMEDIATE EXCEL

Pick up where the intro class ended and progress to more advanced features.

Course #: 133T28A08

Date & Time: 1 Wed., Nov. 20 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$209

MICROSOFT INTERMEDIATE POWERPOINT

If you've taken the Introduction to PowerPoint class or have equivalent experience, you're ready for this class.

Course #: 133T79A08

Date & Time: Wed., Dec. 11, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$179

MICROSOFT INTERMEDIATE WORD FOR WINDOWS

Designed for more advanced users.

Course #: 133T21A16

Date & Time: 2 Wed., Nov. 6 &

13, 8:30 a.m.-4:30 p.m.

Location: IUPUI Park 100

Learning Center

Fee: \$269



Dance, Fitness and Recreation

NEW! CARDIO CHALLENGE

Get a well-rounded cardiovascular workout incorporating a variety of popular energy-generating training sessions including the step, multiple steps, high-low aerobics, kickboxing, power walk, etc.

Course #:133D79A00

Date & Time: 5 Sat., Sep. 14-Oct. 12, 9:30-10:30 a.m.

Location: IUPUI Greenwood Learning Center

Course #:133D79B00

Date & Time: 5 Sat., Oct. 19-Nov. 16, 9:30-10:30 a.m.

Location: IUPUI Greenwood Learning Center

Fee: \$55

NEW! HIGH INTENSITY INTERVAL TRAINING (HIIT)

Enhance muscular strength and definition while maximizing caloric expenditure.

Course #:133D78A00

Date & Time: 5 Wed., Sep. 11-Oct. 9, 5:30-6:30 p.m.

Location: IUPUI Greenwood Learning Center

Course #:133D78B00

Date & Time: 5 Wed., Oct. 16-Nov. 13, 5:30-6:30 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$55

NEW! LUNCHTIME MEDITATION

Get a relaxing induction to quiet the mind, followed by some gentle stretching, and finishes with a focused and calming meditation.

Course #:133D77A00

Date & Time: 5 Tue., Sep. 10-Oct. 8, 11:30 a.m.-12:15 p.m.

Location: IUPUI Greenwood Learning Center

Course #:133D77B00

Date & Time: 5 Tue., Oct. 15-Nov. 12, 11:30 a.m.-12:15 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$45

T'AI CHI CHIH

A moving meditation that promotes good health and joyful well-being. It requires no special athletic ability or equipment.

Course #:133D49A00

Date & Time: 6 Mon., Sep. 16-Oct. 21, 6:30-8:00 p.m.

Location: Roberts Park United Methodist Church

Fee: \$129

Floral Design

NEW! AUTUMN FLORAL ARRANGEMENTS

Learn the basics of floral design and how to utilize fresh flowers to accent your fall decor. There is a materials fee of \$60 payable to the instructor the first night of class by check or cash only.

Course #:133S47A06

Date & Time: 3 Wed., Sep. 11-25, 6:30-8:30 p.m.

Location: Zionsville Flower Company

Fee: \$89

NEW! GIFT BASKETS/PLANTERS FOR BUSINESSES AND APPRECIATION

Learn how to create professionally styled gift baskets and dish gardens, just like the pros make and the essential materials needed, and learn each design step, from basket bottom to bow. The materials fee is \$99 payable to the instructor the first night of class either by check or cash.

Course #:133S46A10

Date & Time: 5 Tue., Oct. 15-Nov. 12, 6:30-8:30 p.m.

Location: Art Museum of Greater Lafayette

Fee: \$129

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. Materials will be available at the first class meeting for \$85, payable to the instructor by check or cash only.

Course #:133S39A10

Date & Time: 5M, 11/14/2013-12/16/2013, 6:30-8:30 p.m.

Location: J.P. Parker Flowers

Fee: \$129

CENTERPIECES AND MORE

Construction of basic centerpieces as well as ideas for party themes, holiday entertainment and gala events will be covered. There is an additional \$75 fee for materials due to the instructor at the first class by cash or check only.

Course #:133S80A10

Date & Time: 5 Thu., Oct. 3-Nov. 7, 6:30-8:30 p.m.

Location: Art Museum of Greater Lafayette

Fee: \$129

FUNDAMENTALS OF FLOWER ARRANGING

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.

Course

#:133S31A10

Date & Time: 5 Mon., Sept., 9-Oct., 7, 6:30 p.m.-8:30 p.m.

Location: J.P. Parker Flowers, 377 E. Jefferson St. #A, Franklin, IN

Fee: \$129



Continued on page 12

Floral Design

INTERMEDIATE FLOWER ARRANGING

Learn techniques of floral design for students who has had some design experience.

Course #:133S38A10

Date & Time: 5 Mon., Oct. 14-Nov., 11, 6:30 p.m.-8:30 p.m.

Location: J.P. Parker Flowers, 377 E. Jefferson St. #A, Franklin, IN

Fee: \$129

WEDDING FLOWERS

Learn how to construct bridal bouquets, corsages, boutonnieres, altar bouquets and pew bows.

There is an additional materials fee of \$99, payable to the instructor (cash or check) at the first class. Prerequisite: Fundamentals of Flower Arranging or equivalent experience.

Course #:133S34A10

Date & Time: 5 Tue., Sep. 3-Oct. 1, 6:30-8:30 p.m.

Location: Art Museum of Greater Lafayette

Fee: \$129



Interior Decorating

INTERIOR DECORATING - QUICK TIPS FROM AN EXPERT!

Learn firsthand from a professional how to decorate on a budget!

Course #:133S41A00

Date & Time: Tues., Nov. 12, 6:00 p.m.-9:00 p.m.

Location: Greenwood 100 Learning Center

Fee: \$29

INTRODUCTION TO DECORATING

Learn the basics of using colors, lines, moods and textures to create the décor of your dreams.

Course #:133S60A08

Date & Time: 4 Tue., Sep. 17-Oct. 8, 6:30-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$129

CONCEPTS AND TECHNIQUES IN INTERIOR DECORATING

Learn about color, texture, window treatments, floor and wall coverings, accessories and other aspects of home decorating.

Course #:133S33A08

Date & Time: 4 Tue.,

Oct. 15-Nov. 5, 6:30-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$129



Language, Arts and Culture

WRITE TO BE PUBLISHED: THE BUSINESS OF BECOMING A SELF-PUBLISHER

Create your own writing business, start your own Publishing Career, or teach others how to self-publish books, movie DVDs or music CDs.

Course #:133J44A00

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

Location: IUPUI Park 100 Learning Center

Fee: \$99

BLUES HARMONICA

Learn the basic techniques of traditional, modern blues and country styles, including solos and accompaniment. No experience necessary.

Course #:133D38A00

Date & Time: Tues., Oct. 15, 6:30 p.m.-7:30 p.m.

Location: Arthur M. Glick JCC, 6701 Hoover Road

Fee: \$119

CONVERSATION AND PRONUNCIATION FOR BEGINNING ESL STUDENTS

Improve your speech so native English speakers can better understand you.

Course #:133C90A16

Date & Time: 8

Thu., Sep. 12-Oct. 31, 6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$179



Language, Arts and Culture – Italian

CONVERSATIONAL ITALIAN I

Learn to ask and answer simple questions in Italian through interaction with the instructor and classmates and will gain knowledge of fundamental aspects of Italian culture and geography. A textbook is available at the first class for \$40, payable to the instructor by cash or check only.

Course #:133C51A00

Date & Time: 6 Tue., Sep. 3-Oct. 8, 6:00-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School

Fee: \$179



LET'S GO TO ITALY

Learn basic vocabulary and important day-to-day functions to make the best use of your time. All materials are included in the course fee.

Course #:133J15A00

Date & Time: 3 Wed., Oct. 2-16, 6:30-8:30 p.m.

Location: Brebeuf Jesuit Preparatory School

Fee: \$99

CONVERSATIONAL ITALIAN II

Continue learning with this level II class for beginners.

Course #:133C52A00

Date & Time: 6

Tue., Oct. 22-Nov. 26, 6:00-8:30 p.m.

Location: Brebeuf

Jesuit Preparatory School

Fee: \$179

Language, Arts and Culture – Spanish

CONVERSATIONAL SPANISH FOR BEGINNERS

Topics include proper pronunciation, mastering everyday vocabulary such as greetings, names and numbers, common questions and more and the present tense of common verbs. Experience is not required. Textbook required; see receipt.

Course #:133C10B16

Date & Time: 6 Wed., Sep. 18-Oct. 23, 6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Course #:133C10A16

Date & Time: 6 Mon., Sep. 9-Oct. 14, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$179

CONVERSATIONAL SPANISH FOR BEGINNERS II

Expand your vocabulary and grammar while continuing to focus on conversational skills.

Course #:133C11A16

Date & Time: 6 Mon., Oct. 21-Nov. 25, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$179

Life Skills – General

VALUING & RESEARCHING YOUR ANTIQUES & COLLECTIBLES

Research the value of your own antiques, decorative arts and collectibles.

Course #:133J36A00

Date & Time: 3 Wed., Oct. 2-16, 6-8 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$79



Medical

INTRODUCTION TO CLINICAL RESEARCH

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

Course #:133N91A06

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

Location: IUPUI Greenwood Learning Center

Fee: \$179

ROLES AND GOALS IN CLINICAL RESEARCH

Become familiar with the diverse responsibilities, goals and motivations of participants in the development of pharmaceuticals.

Course #:133N92A04

Date & Time: Sat., Oct. 5, 9 a.m.-1 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$99

THE CLINICAL TRIAL PROCESS

Review the sources and content of applicable regulations, development and use of protocols, site-management issues and the processes and tools for tracking and reporting results.

Course #:133N93A10

Date & Time: 2 Sat., Oct. 26 & Nov. 2, 9 a.m.-2 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$189

THE ETHICS OF CLINICAL RESEARCH

Case-based introduction to the principal ethical issues involved in the design, conduct, review and evaluation of a clinical trial will be provided in this course.

Course #:133N95A06

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

Location: IUPUI Greenwood Learning Center

Fee: \$179

BUDGETING FOR CLINICAL TRIALS

Learn the various cost factors affecting the budget process for clinical trials. Course #:133N94A06

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

Location: IUPUI Greenwood Learning Center

Fee: \$179



NEW! HEALTHCARE ADMINISTRATION PROGRAM

Explore both the structure and function of health services organizations and also prepare you for a beginning career in healthcare administration. Course #:133N46A40

Date & Time: 5 Sat., Oct. 26-Nov. 23, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$699

PATIENT ACCESS SPECIALIST

Explore the skills necessary to be a patient access specialist in a hospital or related health care organization. This course will include preparation for the National Association of Healthcare Access Management's (CHAA) certification.

Course #:133N45A60

Date & Time: 6 Mon., 6 Tue., 6 Wed., & 1 Sat., Sep. 9-Oct. 19, Mon., Tue., & Wed., 6-9 p.m.; Sat. 9 a.m.-3 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$1,299

Medical – Coding

NEW! ICD-10 CM & PCS

MEDICAL CODING, PART 1

Designed for coders and other health professionals who have a working knowledge of the fundamentals of coding.

Textbooks are required, see receipt.

Course #:133N43A27

Date & Time: 2 Mon., 1 Tue., 3 Wed., & 3 Sat., Sep. 9-28, Mon., Tue., & Wed., 6-9 p.m.; Sat. 9 a.m.-3 p.m.

Location: IUPUI Cavanaugh Hall (CA)

Fee: \$329

NEW! ICD-10 CM & PCS

MEDICAL CODING, PART 2

An intermediate level of ICD-10 coding by covering some of the more complex coding subjects such as, but not limited to Neoplasm, Cardiovascular, and case study review.

Textbooks are required, see receipt.

Course #:133N44A27

Date & Time: 4 Wed. & 5 Sat., Oct. 2-Nov. 23, Wed., 6-9 p.m.; Sat. 9 a.m.-3 p.m.

Location: IUPUI Cavanaugh Hall (CA)

Fee: \$329

Medical - Legal Nurse Consultant

MEDICAL RESEARCH/Writing FOR THE LNC

Learn through medical legal research and the basic legal medical writing of case summaries and case assessment memos.

Textbook required; see receipt.

Course #:133N88A30

Date & Time: 10 Thu., Oct. 10-Dec. 19, 6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$389



Online

NEW! IMMIGRATION & DIVERSITY – WHAT HR PROFESSIONALS NEED TO KNOW (WEBINAR)

Course #:133Y36A01

Date & Time: Wed., Oct. 23, Noon-1 p.m.

Location: Online

Fee: \$99

NEW! TWEET YOUR JOBS? LINKING TO YOUR FUTURE EMPLOYEES? (WEBINAR)

Learn the do's and don'ts of social media when recruiting.

Course #:133Y37A01

Date & Time: Wed., Nov. 13, Noon-1 p.m.

Location: Online

Fee: \$99



NEW! THE ART OF PERSUASION (5 WEBINARS)

Learn to be persuasive and compelling when writing, speaking and addressing others by learning the craft behind the persuasion from America's great orators.

Course #:133Y32A00

Date & Time: 5 Thu., Sep. 12-Oct. 10, 11:30 a.m.-12:30 p.m.

Location: Online

Fee: \$130

ONLINE MEDICAL TERMINOLOGY

Learn abbreviations, spelling and terminology needed to describe basic body systems, functions, disorders, laboratory tests and surgical procedures will be covered.

Textbooks required; see receipt.

Course #:133Y82A40

September 30 – December 2

Location: Online

Fee: \$599

NEW! MANAGE YOUR MONEY!

DON'T LET IT MANAGE YOU! (4) WEBINARS

'Manage Your Money!' will uncover the 4 Key Behaviors for Financial Peace, Purpose and Passion.

Course #:133Y31A00

Date & Time: 4 Tue., Sep. 3-24, 11:30 a.m.-12:30 p.m.

Location: Online

Fee: \$89



NEW! ONLINE QUICKEN KICKSTART - ORGANIZING YOUR FINANCIAL LIFE

Learn Quicken is a tool that helps you track your spending, monitor multiple accounts, and put you in the driver's seat with your money by planning ahead.

Course #:133Y30A00

Date & Time: 2 Wed., Sep. 4 & 11, 11:30 a.m.-1:00 p.m.

Location: Online

Fee: \$69

NEW! ONLINE CPT/HCPCS MEDICAL BILLING & CODING

Course #:133Y86A50

Date & Time: 16 Mon., Sep. 2-Dec. 16

Location: Online

Fee: \$599

Personal Finance

DEBT FREE AND PROSPEROUS LIVING

Learn specific, powerful and proven strategies that work every time.

Course #:133J14A00

Date & Time: Sat., Sep. 28, 9 a.m.-1 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$59

BUILDING YOUR OWN FINANCIAL PLAN

Make sense of financial lingo like investment allocation, cash management, tax strategies, retirement and education planning.

Course #:133J49A00

Date & Time: 2 Thu., Sep. 19 & 26, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Course #:133J49B00

Date & Time: 2 Thu., Oct. 17 & 24, 6:00-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$59

Personal Interest

HOLIDAY DÉCOR FLORAL WORKSHOP

Learn how to find and use fresh items to create wonderful holiday arrangements. The materials fee is \$65 payable in cash



only to the instructor the day of class.

Course #:133S81A06

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

Location: Zionsville Flower Company

Course #:133S81B06

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

Location: Zionsville Flower Company

Fee: \$65

NATIVE AMERICAN AND PIONEER USES OF WILD PLANTS

Discover the ethno-botanical uses of native and introduced wild plants and how the Native Americans and the A field trip is included in this one-day seminar.

Course #:133M15A06

Date & Time: Sat., Oct. 5, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$99

NEW! POKER FACE

Learn the basics of No-Limit Hold Em! course is for you!

Course #:133Y66A12

Date & Time: TBA

Location: Online

Fee: \$69



Personal Training Certification

FORKLIFT OPERATOR CERTIFICATION COURSE

Provides operator certification for specific powered industrial truck (forklift) classes. Course #:133A96A06

Date & Time: Wed., Sep. 25, 8 a.m.-2 p.m.

Location: RMS

Fee: \$129

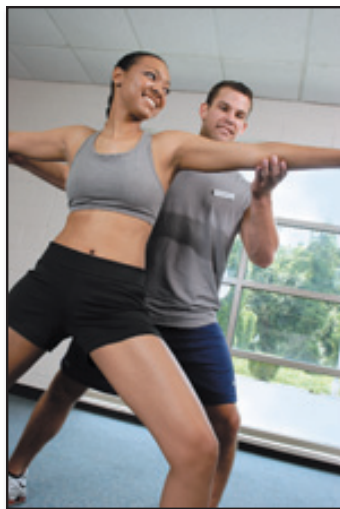
NEW! PERSONAL TRAINER NATIONAL CERTIFICATION*

Prepares students to practice as a professional Personal Fitness Trainer. Course #:133D80A62

Date & Time: 10 Sat., Sep. 7-Nov. 16, 9 a.m.-2 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$734



*Course does not require \$35.00 registration fee

Pharmacy Tech

PHARMACY TECHNICIAN COURSE

Prepares students to enter the pharmacy field in hospitals, home infusion pharmacies or community pharmacies as a technician under a registered pharmacist's supervision. This course is approved by the Indiana State Pharmacy Board. Textbooks required; see receipt.

Course #:133N79B40

Date & Time: 8 Mon. & 8 Thu., Sep. 9-Nov. 7, 6:00-8:30 p.m.

Location: J. Everett Light Career Center

Course #:133N79A40

Date & Time: 8 Tue. & 8 Thu., Oct. 1-Nov. 21, 6:00-8:30 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$845



Photography

PHOTOGRAPHY FUNDAMENTALS

Covers - F-stops, lenses, depth-of-field control, shutter speed, film speeds and outside shooting assignments to help give you a feel for your camera and to learn how to set up the best shots.



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.

Course #:133E01C00

Date & Time: 6 Wed., Aug. 28-Oct. 2, 6:30-9:00 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$209

SMALL PRODUCT/TABLETOP PHOTOGRAPHY

Learn how to photograph small products utilizing two different light sources.

Course #:13311A00

Date & Time: Sat., 11/2/2013-11/2/2013, 11:00 am - 3:00 pm

Location: IUPUI Park 100 Learning Center

Fee: \$69



OUTDOOR PORTRAITS

Learn how to improve your outdoor portraits.

Course #:133E76A00

Date & Time: 1 Wed. & 2 Sat., Oct. 16-26, Wed. 6:30-8:30 p.m.; Sat. 9:00 a.m.-noon

Location: IUPUI Park 100 Learning Center

Fee: \$89

NEW! MACRO PHOTOGRAPHY

CLASS WORKSHOP

Learn what equipment to use and when to use it so you can capture the best close-up photographs.

Course #:133E16A00

Date & Time:

Sat., Nov. 9, 10 a.m.-2 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$69



Project Management

INTRODUCTION TO AGILE PROJECT MANAGEMENT

Learn to determine requirements for engineers and information technology development projects through an iterative and flexible method and manner.

Course #:133V15A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

INTRODUCTION TO PROJECT MANAGEMENT

This course introduces proven techniques to manage projects, and their component processes.

Course #:133V30A06

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

Location: IUPUI Greenwood Learning Center

Course #:133V30B06

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

Location: IUPUI Park 100 Learning Center

Course #:133V30C06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

ADVANCED TOPICS IN PROJECT MANAGEMENT

Learn practical methods and tools in change dynamics, conflict management and high-performance team building to navigate obstacles and achieve project success.

Course #:133V18A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

DETAIL PROJECT PLANNING

Focus on how to develop a project plan and budget, identify scope, track issues and execute a project.

Course #:133V31A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

INTRODUCTION TO RISK MANAGEMENT: CONTROLLING UNCERTAINTY

Identify, analyze and control the risks associated with a project.

Course #:133V80A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

MANAGING A TECHNOLOGY PROJECT

Receive tools and techniques for effectively controlling technology projects.

Course #:133V93A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209



MANAGING MULTIPLE PROJECTS

Look at ways of prioritizing projects, key success factors for projects and project team management, with the goal of effectively handling multiple projects.

Course #:133V17A06

Date & Time: Sat., Oct. 5, 9 a.m.-4 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$209

MANAGING PROJECTS THROUGH CHAOS

Learn how to balance project processes with stakeholder management to create a successful project that can weather constant change and still meet your stakeholders' needs.

Course #:133V19A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

MANAGING SHORT TERM PROJECTS

Learn to effectively complete short-term projects.

Course #:133V34A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

PLANNING AND MANAGING COMPLEX PROJECTS

Examine, through a class project, the process of successful project management.

Course #:133V36A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

PROJECT COMMUNICATIONS CLASS

Find out how to polish your communication skills through theory and specific examples.

Course #:133V97A06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

PROJECT MANAGEMENT PROBLEM SOLVING

A brief overview of project management software.

Course #:133V32A06

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

Location: IUPUI Park 100 Learning Center

Course #:133V32B06

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

Location: IUPUI Park 100 Learning Center

Fee: \$209

New Courses!

NEW! POKER FACE

Learn the basics of No-Limit Hold Em! Topics will include rules of play, hand strength, position, and many more. If you're a beginner who is looking to get started, this course is for you!

Course #: 133Y66A12

Day(s) Tuesdays & Saturdays

Date: Sept. 10-Oct. 5, 2013

Time: 6:00 p.m. until 7:30 p.m.

Location: Online

Fee: \$69.00

NEW! PET FIRST AID

Learn a variety of skills to stabilize pets during an emergency.

Course #:133N63A00

Date & Time: 2 Sat., Oct. 5 & 12, 10 a.m.-Noon

Location: IUPUI Park 100 Learning Center

Fee: \$79

NEW! MOBILE LOCATION BASED TECHNOLOGIES

Understand how to use geographic location based technologies and how to approach the changes in technology for the future. Material requirements: A mobile device of some sort that has 3G/4G/WiFi connection capabilities.

Course #:133T95A03

Date & Time: Sat., Sep. 14, 1-4 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$45

NEW! A MOSAIC OF MIDDLE EASTERN DANCE (4 WEBINARS)

Explore the culture, music and mosaics of Middle Eastern dance including folk and belly dance, line dance, or "dabke!" Course #:

133Y33A00

Date & Time: 4 Tue., Sep. 10-Oct. 1, 7-8 p.m.

Location: Online

Fee: \$45



NEW! CROCHET FOR BEGINNERS

Learn single and double crochet and we will work on a beginner project together. Bring any projects or patterns you may want to try.

Course #:133S48A00

Date & Time: 3

Mon., Sep. 9-23,

6:30-8:30 p.m.

Location: IUPUI Park 100 Learning Center

Fee: \$59

NEW! INTERMEDIATE CROCHET

Learn more advanced stitches and techniques for crochet, such as are needed for hats, scarves, rugs, etc.

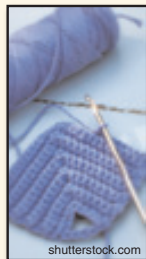
Course #:133S49A00

Date & Time: 3 Mon., Oct. 7-Oct.

21, 6:30-8:30PM

Location: IUPUI Park 100 Learning Center

Fee: \$59



NEW! ENVIRONMENTAL CONSERVATION

Study in an ecosystem approach of the population and resources. There is a service learning option in the course for the individualized course project.

Course #:133M85A38

Date & Time: 17 Mon. & 17 Wed., Aug. 19-Dec. 16,

9:00-10:15 a.m.

Location: IUPUI Cavanaugh Hall (CA)

Fee: \$409

NEW! GEOGRAPHY OF SOILS

Learn soil genesis, morphology, and classification; soil's physical, chemical, mechanical, and biological properties.

Course #:133M86A38

Date & Time: 17 Wed., Aug. 21-Dec. 16, 4:00-

7:15PM

Location: IUPUI Cavanaugh Hall (CA)

Fee: \$409

NEW! LEGAL COPY EDITOR (SCOPISTS)

Learn to edit transcripts of official proceedings created by court reporters.

Course #:133F74A36

Date & Time: 12 Sat., Sep. 7-Nov. 23, 9 a.m.-12 p.m.

Location: IUPUI Greenwood Learning Center

Fee: \$829

NEW! COURT REPORTING - REGISTERED PROFESSIONAL REPORTER CERTIFICATION PREP

Preparation and practice testing for the requirements of NCRA (National Court Reporter Association) for certification.

Course #:133F75A16

Date & Time: 8 Sat., starting Aug. 24-Oct. 12, 9 a.m.-11 a.m.

Location: IUPUI Greenwood Learning Center

Fee: \$440

NEW! ORGANIC FARM TOURS

Learn the Amish approach to organic farming with regard to dairying, vegetable growing and maintaining working livestock.

Course #:133M81A00

Date & Time: Fri., Nov. 1, 9:30 a.m.-4:00 p.m.

Location: Joe Fisher Organic Farm

Fee: \$85

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New Courses!

NEW! PRACTICAL APPLICATION OF SIMPLE TOOLS IN THE WORKPLACE

Learn to Perform beyond the basic expectations using simple non-technical tools and without extra capital.
Course #:133F76A06
Date & Time: Sat., Oct. 12, 9 a.m.-4 p.m.
Location: IUPUI Park 100 Learning Center
Fee: \$129

NEW! RESOURCE RECOVERY TOURS

Visits three progressive Indianapolis recycling businesses seeking to improve our environment.
Course #:133M80A00
Date & Time:
Fri., Sep. 27, 9:00 a.m.-2:30 p.m.
Location: Covanta Energy Recovery
Fee: \$65



NEW! WATER RESOURCE TOURS

Visit two City of Indianapolis water processing units to see the process of how water is made potable for us to drink and how the used water is processed before it is released.
Course #:133M82A00
Date & Time: Fri., Sep. 20, 9:30 a.m. - 3:00 p.m.
Location: Belmont Sewage Treatment Plant
Fee: \$65

NEW! YOU, INC.

Obtain the needed knowledge to gain a greater understanding of your most valuable commodity: YOU!
Course #:133F67A06
Date & Time: Sat., Sep. 28, 9 a.m.-4 p.m.
Location: IUPUI Greenwood Learning Center
Fee: \$129

NEW! INTRODUCTION TO HOME STAGING

Enhance your home appeal to sell a home or buy.
Course #:133J62A12
Date & Time: 3 Sat., Sep. 7-21, 9 a.m.-1 p.m.
Location: IUPUI Greenwood Learning Center
Fee: \$199

NEW! JUVENILE DIABETES

Promote your child's learning and social environments by gaining the knowledge and skills of managing their diets, medications, monitoring their blood glucose levels and much, much, more! Learn how to work in partnership with your child's teachers, camp counselors, coaches, and physicians in addressing the needs and concerns of children striving and surviving Juvenile Diabetes.
Course #:133N67A12
Date & Time: 6 Thu., Oct. 10-Nov. 14, 6-8 p.m.
Location: IUPUI Greenwood Learning Center
Fee: \$59

NEW! LEGAL RIGHTS OF GRANDPARENTS/NONCUSTODIAL PARENTS

Understand the principles of the legal rights of grandparents and noncustodial parents and the theory in the American Legal System.
Course #:133J61A12
Date & Time: 4 Sat., Sep. 7-28, 10 a.m.-1 p.m.
Location: IUPUI Park 100 Learning Center
Fee: \$59



NEW! PATIENT ADVOCACY

Discover how to act as a liaison between the patient and health care providers.
Course #:133N66A12
Date & Time: 6 Thu., Sep. 19-Oct. 24, 6-8 p.m.
Location: IUPUI Greenwood Learning Center
Fee: \$79

NEW! BEGINNERS BELLY DANCING: AN ELEGANT EXERCISE

Learn the mesmerizing quality of slow movements, energize with powerful shimmies and then integrate these into exhilarating dance combinations. Course #:133D60A00
Date & Time: 4 Sat., Sep. 7-28, 10:00-11:30 a.m.
Location: IUPUI Greenwood Learning Center
Fee: \$49

NEW! DIABETES TYPE II

Learn to manage and monitor medications and your diet by gaining immense rewards by utilizing interactive tools in controlling Type 2 Diabetes.
Course #:133N68A12
Date & Time: 6 Tue., Oct. 8-Nov. 12, 6-8 p.m.
Location: IUPUI Greenwood Learning Center
Fee: \$59

NEW! WOMEN LEAPING THE LEADERSHIP GAP: SKILLS AND STRATEGIES TO GET TO THE TOP

This one-day class is taught by Kathleen Grove, the Director of the Office for Women at IUPUI, will share what she has learned from implementing programs for women's advancement and provide tips on how to navigate the journey. Guest speakers will include local women in significant leadership positions.
Course #:133F72A06
Date & Time: Sat., Sep. 28, 9 a.m.-4 p.m.
Location: IUPUI Park 100 Learning Center
Fee: \$129

Registration and General Information: Continuing Education

OFFICE INFORMATION

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

HOW TO ENROLL

1. ONLINE - CREDIT CARD ONLY

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

2. BY MAIL - CHECK OR MONEY ORDER ONLY

Fill out the enrollment form on page 23. Make your check or money order payable to IUPUI and mail to: IUPUI Community Learning Network, Continuing Education, Noncredit Programs, 518 Indiana Avenue Indianapolis, IN 46202.

3. WALK-IN - CHECK OR MONEY ORDER ONLY

Come to the IUPUI Continuing Education office at 518 Indiana Avenue, Indianapolis, 46202, between 8:30 a.m. and 5:00 p.m. Monday through Friday. (Check or Money Order only.)

UPCOMING CLASSES

For a listing of upcoming Continuing Education classes go to <http://www.CLN.iupui.edu/> and select "Calendar" at the bottom of the page.

LOOKING FOR A JOB?

Indiana Career Connect.com, provides Hoosiers with fast, efficient and comprehensive job-search services.
<http://www.indianacareerconnect.com/>

CLASSROOM INFORMATION

LOCATIONS:

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

ADAPTIVE EDUCATIONAL SERVICES:

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

COURSE CHANGES AND CANCELLATIONS:

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

REFUNDS DUE TO CANCELLATIONS:

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

INCLEMENT WEATHER:

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

LOW ENROLLMENT:

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

FULL CLASSES:

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

CEU'S:

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

(Continued on page 22)

PARKING

CLASSES HELD AT IUPUI:

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

PARKING FOR THE DISABLED:

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

REFUND POLICY

Course refunds will be made based on cancellation date.

- Day of class or later..... 0%
- Business day before class 50%
- Two business days before class.... 50%
- Three business days or more before class 100%

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.

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

BOOK REFUNDS:

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

COMPANY BILLINGS

Companies choosing to pay for employees to attend classes may be billed for classes. Authorization (signed letter or PO) must accompany the enrollment information and may be faxed to Continuing Education, however, an original form must also be mailed. For more details, please call (317) 278-7600.

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

**LOOK FOR OUR NEXT
BROCHURE IN JANUARY 2014**

FOR CUSTOMER SERVICE, CALL (317) 278-7600
For complete descriptions –
see <https://www.cln.iupui.edu/apps/catalog/index.asp?site=IUPUI>

Enrollment Form

HOW TO REGISTER FOR CONTINUING EDUCATION CLASSES

ONLINE

Credit Card only:

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

BY MAIL

Check or Money Order only:

IUPUI Continuing Education
 Park 100 Learning Center
 5980 W. 71st Street, Ste. 100
 Indianapolis, IN 46278

WALK IN

Check or Money Order only:

IUPUI Continuing Education
 Park 100 Learning Center
 5980 W. 71st Street, Ste. 100
 Indianapolis, IN 46278
 Mon-Fri, 8:30 a.m. - 5:00 p.m.
 (no cash accepted)

Please make check or money order payable to IUPUI

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

COURSE#	COURSE TITLE	FEE

***DISCOUNTS:** (Check if applicable)

- 20% discount on most classes if enrolled by August 31, 2013
- 10% Early Bird Discount (must enroll at least 5 business days before the class starts)
- IUPUI Employee - Call (317) 278-7600 for details.

SUBTOTAL COURSE FEE \$

LESS APPLICABLE DISCOUNTS (IF ANY*) \$

TOTAL COURSE FEES \$


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

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