

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



WHERE **IMPACT** IS MADE

About Community Learning Network

The IUPUI Community Learning Network provides hundreds of continuing education classes and serves over 7,000 learners annually in Central Indiana with more than 15 certificate programs.

Continuing Education Programs

IUPUI COMMUNITY LEARNING NETWORK

620 Union Drive, Room 142
Indianapolis, IN 46202
Phone: (317) 278-7600
Fax: (317) 274-2638
Online: www.cln.iupui.edu

*For information about additional certificate programs,
please visit us online or call our offices.*

Business Management

Certificate Program



**YOUR LIFELONG
LEARNING CONNECTION**

**IUPUI | COMMUNITY
LEARNING NETWORK**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS



**VISIT WWW.CLN.IUPUI.EDU
AND CLICK THE COURSE CATALOG.**



About IUPUI

Indiana University – Purdue University Indianapolis (IUPUI) is Indiana's most comprehensive university campus. IUPUI was formed in 1969, but several programs have provided Central Indiana with quality education and services for much of the century. IUPUI is a premier urban institution and offers students courses year round at times during days, evenings and weekends that meet the demanding schedules of adult learners.

**IUPUI | COMMUNITY
LEARNING NETWORK**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS

Business Management

The Business Management certificate is especially helpful to those exploring the possibilities of a business career, updating current skills or seeking a new level of specialization. The total of six classes will give you a valuable background in essential communication, customer service, office computer skills, and more.



Core Courses

Learners are required to complete three (3) core courses in the Business Management Certificate Program as well as complete three (3) additional electives. All classes required are listed below and found in the Course Catalog and on our website under certificate programs. *Refer to certificate #CERT99F05.*

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 stating points clearly, choosing active voice over passive, eliminating unnecessary words, using email in a professional manner and writing business letters and reports that command attention.

ACTIVE LISTENING

The way to become a better listener is to practice active listening. This is where you make a conscious effort to hear not only the words another person is saying, but more important, the total message being sent. How well you listen has a major impact on your job effectiveness and the quality of your relationships with others.

**CHOOSE ONE (1):
ANY CUSTOMER SERVICE CLASS**

**CHOOSE TWO (2):
INTRO TO WORD FOR WINDOWS; INTRODUCTION TO POWERPOINT; INTRODUCTION TO EXCEL.**

**CHOOSE ONE (1):
ACCOUNTING PRINCIPLES I; PAYROLL ACCOUNTING;
INTRODUCTION TO HUMAN RESOURCES
MANAGEMENT**

**VISIT WWW.CLN.IUPUI.EDU
AND CLICK THE COURSE CATALOG
TO ENROLL.**



Fees and Enrollment

The one-time Certificate Program Fee of \$35.00 is due upon registration. Learner must pay individual course fees or additional fees listed during website registration.

Refer to course numbers listed in the catalog.

Certificate Requirements

Learners must attend a minimum of 75% of class sessions for each individual class. Learners will receive Continuing Education Unit certificates after the successful completion of each class. Final certificate will be awarded to learners in good standing *only* after completion of all classes.

