Continuing Education

Fall 2014

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For complete details of every class — instructor, omit dates, etc. — please access our website:
www.cln.iupui.edu
What’s inside

New Courses ................................................................. 4-6
Certificate Programs ....................................................... 7-8

- Accounting Certificate Program
- NEW! > Administrative Assistant Certificate Program
- Basic Graphic Design Certificate Program
- Basic Web Design Certificate Program
- Business Communications Certificate Program
- Business Management Certificate Program
- Clinical Research Certificate Program
- Entrepreneur Certificate Program
- Floral Design Certificate Program
- Healthcare Administration Certificate Program
- Human Resource Management Certificate Program
- Interior Decorating Certificate Program
- Leadership Development Certificate Program
- Legal Nurse Consultant Certificate Program
- Medical Coding Certificate Program
- Microsoft Office Certificate Program
- Patient Access Specialist Certificate Program
- Photography Certificate Program
- Project Management Certificate Program

Animal Care .......................................................................9
Business .............................................................................10
Communication ..................................................................10
Entrepreneur ......................................................................10
Human Resources ..............................................................11
Leadership .........................................................................11
Career, College, Test Prep ................................................11
Basic Graphic Design ........................................................11
Computers .........................................................................12
MS Office ..........................................................................12
Basic Web Design ............................................................12
Dance, Fitness and Recreation ..........................................13
Do It Yourself .....................................................................14
Floral Design ......................................................................14
Motorsports .......................................................................17
Interior Decorating ............................................................15
Language, Arts and Culture ...............................................15
Medical .............................................................................16
Paralegal ...........................................................................18
Personal Finance ..............................................................18
Personal Interest ...............................................................18
Pharmacy Tech ....................................................................18
Photography ......................................................................19
Project Management .........................................................20
Registration and general information ................................22
Enrollment form ..................................................................23
NEW! > Horses and Horse Care
Participants will be introduced to a horse farm, the horses, their care, and how to meet their needs—from their teeth to their hoof care and all the parts in between. Each session will have a hands-on component that will be supervised and instructed.
Course #: 143D23A00
Date & Time: 3 Sat., Sep. 6-20, 9-11 a.m.
Location: Trinity Farm
Fee: $249

NEW! > Facilitation Workshop
Come and join this interactive workshop that is designed to provide instruction on how the five elements of curriculum intertwine and factor into helping adults retain more from training.
Course #: 143F95A06
Date & Time: Fri., Sep. 19, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $129

NEW! > Extraordinary Customer Experience
This workshop is designed to increase the understanding of how to create an extraordinary customer experience. In order to deliver a valuable proposition surpassing the competition, it must be consistent, predictable and reliable.
Course #: 143F60A06
Date & Time: Fri., Oct. 17, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $129

NEW! > Introduction to Supply Chain Management
A supply chain is made up of several elements that are linked by the movement of products along it. This class will explore the three levels of Supply Chain Management: strategic; tactical; and operational. The supply chain starts with the customer’s need and commonly includes planning, purchasing, inventory, production, warehousing and transportation.
Course #: 143V12A06
Date & Time: Sat., Nov. 8, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

NEW! > Administrative Assistant - Final Project
The participant will use the skills learned to plan a meeting or retreat (either an actual project from your company or a mythical one for course purposes) beginning with logistics, task delineation, agenda preparation, catering skills, and any travel required.
Course #: 143F38A06
Date & Time: Sat., Oct. 25, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $149

NEW! > What in the World is Cloud Computing & Why You Should Care
The concept of cloud computing is far from new, but its relevance to everyone at a personal and professional level continues a meteoric rise which began just over five years ago. What is Cloud Computing? What do the terms and qualifiers associated with cloud computing such as SaaS PaaS, and private cloud mean? Why should anyone care? Discover how to speak the language of cloud computing, and how cloud computing can, and probably already is, impacting your personal and professional productivity.
Course #: 143T80A03
Date & Time: Wed., Oct. 29, 6-9 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $99

NEW! > A Practical Continuum of Self Defense
This class contains eight sessions, and in each one we will practice exercises along the spectrum of self-defense needs—from social situations to physical altercations. The philosophy of the class is that competence breeds confidence. If a person thinks about possible dangerous situations and has possible paths to freedom or safety, they will walk through life with more confidence.
Course #: 143D53A00
Date & Time: 8 Wed. Sep. 24-Nov. 12, 6:30-7:30 p.m.
Location: Fitness by Design, upstairs gym
Fee: $109
NEW! Ba Duan Jing Qi Gong: The Eight Treasures of the East

Begin a journey on the Healing and Energizing Path of Qi Gong. In this 10 week class, we will learn the physical movement of Eight Treasures Qi Gong, and explore the energies released. Known variously as the 8 Treasures or 8 Pieces of Brocade, these exercises are historical for their health benefits. It was developed by the famous Chinese general Yue Fei during the Sung dynasty to improve the health condition of his soldiers.

Course #: 143D51A00
Date & Time: 10 Sat., Sep. 6-Nov. 8, 11:30 a.m. - 12:30 p.m.
Location: Fitness by Design, upstairs gym
Fee: $109

NEW! Beginning Aikido

Aikido begins with learning to understand our own body and movements. Each class starts with stretching and warmups, and then we will progress to blending, footwork and techniques with partners. The first and most vital lesson is about falling. This is a “no fear” way to learn, by sitting on the mat and getting used to rolling gently. We work our way up to having confidence of controlling our bodies.

Course #: 143D50A00
Date & Time: 8 Tue., Sep. 2-Oct. 21, 7:30-8:30 p.m.
Location: Quantum Fit
Fee: $109

NEW! Beginning T’ai Chi Ch’uan

T’ai Chi Ch’uan, the Grand Ultimate Fist, is known as a softly moving meditation - but it’s roots lie in a powerful martial art. This class utilizes the beginning of the Yang style t’ai chi developed by Grandmaster William C.C. Chen, and explores the body mechanics and movements that create it.

Course #: 143D52A00
Date & Time: 8 Thu., Oct. 2-Nov. 20, 7:30-8:30 p.m.
Location: Fitness By Design, upstairs gym
Fee: $109

NEW! Clay Craft from Deco Soft Clay Flower Arranging

Learn the fundamentals of using and crafting with Clay Craft an air-dried, non-toxic, soft pliable, light weight, 24-hour air dried clay. You will learn basic clay instructions which include how to make a Hibiscus, Plumeria, Rose, stems, leaves, and a clay figure. Plan to pay a materials fee of $75 to the instructor the first night of class. Cash only.

Course #: 143S10A08
Date & Time: 4 Thu., Oct. 2-23, 6:30-8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $129

NEW! Introductory Spanish for Healthcare Professionals

This introductory class focuses on the development of students’ communicative competence in Spanish and their understanding of some of the culture(s) of Spanish-speaking peoples. Communicative competence includes speaking and reading so you will learn to communicate with another Spanish speaker, and listening where comprehension of Spanish speech is developed. Students will be able to use basic greetings, farewells, and expressions of courtesy, and learn to communicate in real-life contexts about topics that they will use in a healthcare environment. Textbook required; see receipt.

Course #: 143C25A16
Date & Time: 6 Wed. Oct. 15-Nov. 19, 6-8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $179

NEW! Advanced ICD-10 Medical Coding, Part 2

During this Part 2 Advanced ICD-10 Coding course, students will demonstrate and put into practice their knowledge gained through Parts 1 thru 3 of the ICD 10 classes in addition to CPT. Students will code challenging medical case scenarios and exercises. Students are required to bring ICD 10 CM and PCS, in addition to their CPT code book. Utilizing knowledge of ICD-10 Coding and CPT, this class teaches students how to pull all concepts of coding together. Textbook required; see receipt.

Course #: 143N49A16
Date & Time: 2 Wed., 2 Sat., Nov. 5-25, 6-8 p.m. & 9 a.m. - 2:30 p.m.
Location: IUPUI Cavanaugh Hall (CA)
Fee: $229

NEW! Medical Administrative Assistant Course

This course will provide the knowledge, attitudes, discipline and skills needed for employment in an array of medical organizations, including hospitals, medical clinics, doctor’s offices, and nursing homes. Medical Administrative Assistants manage the day-to-day operations of a medical office as well as manage personnel, finances, and patient records. Textbooks required; see receipt.

Course #: 143N48A45
Date & Time: 6 Sat., Oct. 18-Nov. 22, 9 a.m. - 3 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $599

NEW! Introduction to Genealogy

Introduction to Genealogy. This is a four-lesson class packed full of new concepts, techniques and ideas which will hopefully get you started on your way to a fulfilling a lifetime of tracing your family tree.

Course #: 143D45A00
Date & Time: 4 Thu., Sep. 11-Oct. 2, 6:30-8:30p.m.
Location: IUPUI Park 100 Learning Center
Fee: $99

continued ➔
NEW! Supporting Student Success: Critical Links with Parents

This workshop, designed for educators, administrators, school counselors and social workers is to provide an overview of the systems, structures, and organizational culture needed to create and sustain systemic family-school partnerships that support student learning and school improvement.

Course #: 143U17K06  
Date & Time: Sat., Sep. 20, 9:00 a.m. - 4:00 p.m.  
Location: IUPUI Park 100 Learning Center  
Fee: $249

NEW! Executive Leadership and Organizational Culture

Equip yourself with today’s management principles and techniques. Learn how to distinguish leadership from management - and which skills to apply in a given situation.

Course #: 143F98A16  
Date & Time: 4 Sat., Oct. 4-25, 9:00 a.m.-1:00 p.m.  
Location: IUPUI Park 100 Learning Center  
Fee: $499

NEW! Survey of Tree Care

This intensive, two day review program is open to any tree industry professionals, master gardeners, pest control industry professionals, tree and garden enthusiasts or anyone who needs to prepare for the International Society of Arboriculture (ISA) Certified Arborist designation. Topics include: Soil Management, Identification and Selection, Installation and Establishment, Safe Work Practices, Tree Biology, Pruning, Diagnosis and Treatment, Urban Forestry, Tree Protection and Tree Risk Management. Twelve CEU’s are available for those who already hold a certification and need credits to maintain their credentials. Please order your book by following this link: http://www.isa-arbor.com/store/product.aspx?ProductID=7 or at the IUPUI Barnes & Noble Bookstore.

Course #: 143D06K12  
Date & Time: 1 Tue., 1 Wed., Oct. 14-15, 8:30 a.m.-4:30 p.m.  
Location: IUPUI Park 100 Learning Center  
Fee: $449

NEW! The Business of Screenwriting

During the course the student will take a provided professional outline and reformat it into three different submitting professional structures: Screenplay, TV Half Hour Sitcom, and Stage Play. Other writing structures will include Radio, Commercial, Documentary, Animation, and Hour Drama Series. Laptop computers are required for this course.

Course #: 143J43A00  
Date & Time: Sat., Oct. 18, 9:00 a.m.-4:00 p.m.  
Location: IUPUI Park 100 Learning Center  
Fee: $99

NEW! Beginning Sports Photography

Sports photography is about successfully capturing a definitive moment. The photographer tries to achieve a juxtaposition of several elements in a short amount of time. First the technical aspects are attended to, then the photographer may take some artistic liberties and surplus shots to catch a key moment. You’ll learn about procuring credentials and uncovering outlets for work; travel and editing; equipment and other expenses.

Course #: 143E53A00  
Date & Time: 3 Wed., Oct. 1-15, 6:30 - 8:30 p.m.  
Location: IUPUI Park 100 Learning Center  
Fee: $119

NEW! Online Project Management Professional (PMP®) Exam Preparation

IUPUI’s PMP® Certification Exam Preparation Online is an instructor-led, detailed, and carefully designed class created to prepare project management practitioners for the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) examination in an entirely online format. No Discounts Available. Textbook required, see Receipt.

Course #: 143V13A36  
Date & Time: 13 Thu., Sep. 11-Dec. 18, 6:00-9:00 p.m.  
Location: Online  
Fee: $959

NEW! Project Management Plans

In this class you will learn about one of the most important but often neglected aspects of project management that is creating the plan. We will discuss what is included, how to change the plan and how to follow the plan.

Course #: 143V11A06  
Date & Time: Sat., Oct. 18, 9:00 a.m.-4:00 p.m.  
Location: IUPUI Park 100 Learning Center Indianapolis IN  
Fee: $209

NEW! Project Portfolio Management

Most project managers juggle several projects at once. This course will explore how to bundle projects into a portfolio. You will learn how to track the projects in your portfolio by using high-level reporting and common templates with the ability for project stakeholders to drill down to the information they need with relative ease.

Course #: 143V10A06  
Date & Time: Sat., Sep. 20, 9:00 a.m.-4:00 p.m.  
Location: IUPUI Park 100 Learning Center  
Fee: $209
NEW! Administrative Assistant Certificate Program
This program is designed to enhance executive and administrative assistants’ skills in communication, decision making and professionalism through a series of classes that will hone skills in areas that highlight the personal and interactive nature of the job. You need to complete the following courses - (1) Introduction to the Administrative Assistant, (2) E-mail, Interviewing, and Travel Management, (3) Project/Meeting Management, (4) Administrative Assistant - Final Project and one elective - Business/Professional Writing Skills.
Course #: CERT9908
Fee: $35

Accounting Certificate Program
This noncredit program helps you develop your skills in accounting and offers the kind of background needed in any business environment.
Course #: CERT99P07
Fee: $35

Basic Graphic Design Certificate Program
Develop the basic skills needed to design with a goal in mind, design for a purpose, whether it be commercial or personal.
Course #: CERT99T04
Fee: $35

Basic Web Design Certificate Program
Design and maintain a professional looking personal or company Web site.
Course #: CERT99T02
Fee: $35

Business Communications Certificate Program
Sharpen your written and oral communications by helping you write clearly, present ideas more concisely and speak assertively.
Course #: CERT99F04
Fee: $35

Business Management Certificate Program
Helpful to those exploring the possibilities of a business career, updating current skills or seeking a new level of specialization.
Course #: CERT99F05
Fee: $35

Clinical Research Certificate Program
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 path.
Course #: CERT99N07
Fee: $35

Entrepreneur Certificate Program
Understanding the planning and organization needed to start or expand a small business can mean the difference between success and failure for new entrepreneurs.
Course #: CERT99A02
Fee: $35

Floral Design Certificate Program
Prepares for employment in a commercial floral shop as a designer or assistant to the manager.
Course #: CERT99S03
Fee: $35

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.
Course #: CERT99N35
Fee: $35

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.
Course #: CERT99F03
Fee: $35

Interior Decorating Certificate Program
Provides insight that will enhance your understanding of design.
Course #: CERT99S02
Fee: $35

continued ➔
Certificate Programs (see website for details)

Leadership Development Certificate Program
Enhance your understanding of leadership, learn the difference between leading and managing, and think strategically.
Course #: CERT99A01
Fee: $35

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.
Course #: CERT99N05
Fee: $35

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-10 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.
Course #: CERT99N55
Fee: $35

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.
Course #: CERT99T01
Fee: $35

Paralegal Studies Certificate Program
Designed for the student who already holds an associate or bachelor's degree. For a complete written description of the program, current courses being offered and an admission application, call (317) 278-9701.
Course #: CERT99K00
Fee: $35

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).
Course #: CERT99N60
Fee: $35

Photography Certificate Program
Enables learners to sharpen skills, hone photographic techniques and learn the use of technology with the aid of professional photographers.
Course #: CERT99E00
Fee: $35

Project Management Certificate Program
Designed to acquaint individuals with specific, proven project management techniques.
Course #: CERT99V09
Fee: $35

To view additional information regarding the certificate programs, go to www.cln.iupui.edu and click on Continuing Education and then Certificate Programs.

You must pay a non-refundable fee of $35 to enroll in a certificate program. Discounts do not apply.
You may enroll in individual courses without enrolling in a certificate program.
Animal Care

Introduction to Canine Behavior
If you’ve ever wondered what your dog is thinking, then join us for an introduction into canine behavior. We’ll learn how dogs think and perceive the world around them, how they learn, how they communicate and how behavior problems and miscommunication between dogs and owners develop.

Course #: 143D21A00
Date & Time: 4 Thu., Sep. 18-Oct. 9, 6:30-8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $99

Dealing with Canine Behavior Problems
Whether you’re dealing with a canine behavior problem or you’re interested in learning more about how dogs think, perceive and how canine behavior problems develop; or you just want to learn more about dogs, this course will help.

Course #: 143D22A00
Date & Time: 4 Thu., Oct. 23-Nov.13, 6:30-8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $99

NEW! Introduction to Supply Chain Management
A supply chain is made up of several elements that are linked by the movement of products along it. This class will explore the three levels of Supply Chain Management: strategic, tactical; and operational. The supply chain starts with the customer’s need and commonly includes planning, purchasing, inventory, production, warehousing and transportation.

Course #: 143V12A06
Date & Time: Sat., Nov. 8, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Business

Social Media and Digital Marketing
The digital age fundamentally changed marketing and forced marketers to contend with a dizzying array of social networks and media. Using social media effectively can become a powerful source of online word-of-mouth advertising, but many organizations struggle with how to use them strategically, or even how to get started.

Course #: 143F54A06
Date & Time: Fri., Oct. 3, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $119

NEW! Introduction to the Administrative Assistant
You will learn how to manage interruptions while being the “go to” person, understanding the policies and procedures in your organization, and speaking to persons from your co-worker on up to the CEO.

Course #: 143F35A06
Date & Time: Sat., Oct 4, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $149

Arts and Culture - Art

Introduction to Drawing
This course features instructor demonstrations as well as in-class and at-home drawing projects as you learn to draw what you see. Covered topics include shading, proportion, perspective and artist tricks to check accuracy.

Course #: 143B82A00
Date & Time: 4 Thu., Sep. 11-Oct. 2, 6:30-8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $129

NEW! Facilitation Workshop
Come and join this interactive workshop that is designed to provide instruction on how the five elements of curriculum intertwine and factor into helping adults retain more from training.

Course #: 143F59A06
Date & Time: Fri., Sep. 19, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $129

www.cin.iupui.edu  IUPUI Continuing Education  FALL 2014
NEW! ➔ Project/Meeting Management
Learn to plan meetings from a “one-on-one” to a large corporate meeting or retreat, creating agendas, and taking minutes and new editing and proofreading rules.
**Course #: 143F37A06**
**Date & Time:** Sat., Oct. 18, 9:00 a.m.-4:00 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $149

NEW! ➔ Administrative Assistant - Final Project
The participant will use the skills learned to plan a meeting or retreat (either an actual project from your company or a mythical one for course purposes) beginning with logistics, task delineation, agenda preparation, catering skills, and any travel required.
**Course #: 143F38A06**
**Date & Time:** Sat., Oct. 25, 9:00 a.m.-4:00 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $149

**Accounting**

**Accounting Principles I**
If you want a practical background in accounting, you can benefit from this course. Study the business accounting cycle, record entries in ledgers prepare financial statements and interpret the results of financial data. Textbook required; see receipt.
**Course #: 143PS2A12**
**Date & Time:** 6 Tue., Sep. 9-Oct. 14, 6:30 - 8:30 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $179

**Accounting Principles II**
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. Textbook required; see receipt.
**Course #: 143PS3A15**

**Date & Time:** 6 Tue., Oct. 21-Nov. 25, 6:30 - 8:30 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $179

**Cost Accounting**
Topics include statements, balance sheets and using information to make business decisions. Prerequisite: Accounting Principles I and II or have equivalent knowledge before taking this class. Textbook required; see receipt.
**Course #: 143P03A12**
**Date & Time:** 6 Wed., Sep. 10-Oct. 15, 6:30 - 8:30 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $179

**Payroll Accounting**
This course covers the specific procedures of this important function, including federal and state withholding tax, IRS, individual reporting requirements, state and local income-tax withholding, FICA deductions and federal and state unemployment taxes. The procedures and records necessary to maintain accurate and comprehensive payroll records are covered. Textbook required; see receipt.
**Course #: 143P55A10**
**Date & Time:** 6 Wed., Oct. 22-Dec. 3, 6:30 - 8:30 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $159

**Communications**

**Business/Professional Writing Skills**
In this class, strategies for writing good letters, emails, reports, and memos will be discussed as well as types of communications, including good news, bad news, and persuasive messages.
**Course #: 143F2A406**
**Date & Time:** Fri., Oct. 24, 9:00 a.m.-4:00 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $129

**Entrepreneur**

**Entrepreneurship 2-day Workshop**
Are you just getting your business started or in the planning stages? This workshop can help you make the right choices for a successful startup or expansion of a home business. Find out if you are ready to be an entrepreneur and get your dream started.
**Course #: 143A15A12**
**Date & Time:** 2 Sat., Oct. 11-18, 9:00 a.m.-4:00 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $289
### Introduction to Human Resource Management

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 the decisions you make affect the business objectives of your organization.

**Course #:** 143F80A06  
**Date & Time:** Sat., Sep. 20, 9:00 a.m.-4:00 p.m.  
**Location:** IUPUI Park 100 Learning Center  
**Fee:** $139

### Recruitment, Interviewing & Selection

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 #:** 143F82A06  
**Date & Time:** Sat., Oct. 18, 9:00 a.m.-4:00 p.m.  
**Location:** IUPUI Park 100 Learning Center  
**Fee:** $139

### SHRM Learning System for PHR/SPHR Certification Preparation

Enhance your skills and prepare for the PHR or the SPHR 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. The first session is an orientation. No Discounts Available except if you’ve taken this course previously and did not pass the exam, you may retake the course at a discounted price. Repeat students are responsible for obtaining their own books.

**Course #:** 143F28A36  
**Date & Time:** 12 Mon., Sep. 15-Dec. 8, 6:15-9:00 p.m.  
**Location:** IUPUI Park 100 Learning Center  
**Fee:** $989

### Job Descriptions, Evaluations and Design

Job descriptions form the foundation of any human resource process. This one-day interactive class illustrates the key components in crafting job descriptions.

**Course #:** 143F29A06  
**Date & Time:** Sat., Oct. 25, 9:00 a.m.-4:00 p.m.  
**Location:** IUPUI Park 100 Learning Center  
**Fee:** $139

### Personnel Law: Legal Issues Affecting HR

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 #:** 143F14A08  
**Date & Time:** 2 Sat., Nov. 1-8, 9:00 a.m.-1:00 p.m.  
**Location:** IUPUI Park 100 Learning Center  
**Fee:** $139

### Leading Change

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

**Course #:** 143A68A06  
**Date & Time:** Wed., Oct. 8, 9:00 a.m.-4:00 p.m.  
**Location:** IUPUI Park 100 Learning Center  
**Fee:** $129

### Women Leaping the Leadership Gap: Skills and Strategies to Get to the Top

Women now constitute 50% of the labor market and have made inroads into professions and careers that were previously reserved for men. But across the board in every sector, they are not getting to the top leadership positions on corporate boards, executive offices, government, etc. in the numbers one would expect.

**Course #:** 143F72A06  
**Date & Time:** Sat., Sep. 27, 9:00 a.m.-4:00 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. This seminar is valuable for team leaders, supervisors, managers and heads of boards or committees.

**Course #:** 143A64A06  
**Date & Time:** Wed., Nov. 5, 9:00 a.m.-4:00 p.m.  
**Location:** IUPUI Park 100 Learning Center  
**Fee:** $129

### 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. Textbook required; see receipt.

**Course #:** 143H25A00  
**Date & Time:** 9 Fri., Sep. 5-Oct. 31, 6-9 p.m.  
**Location:** IUPUI Technology Building (ET)  
**Fee:** $585

### Basic Graphic Design

### Introduction to Adobe Illustrator for Graphic Design

Adobe Illustrator is the tool you need for creating simple and complex images for print and digital outlets. Learn the essential tools of Illustrator, object creation and manipulation, as well as some of the cool effects that Illustrator can do with ease.
Fee:
Location:
Date & Time:
Course #:

Introduction to Graphic Design
Learn the principles and elements of good design, and how to lay them out in an effective manner. You will also learn the basics of the three most popular programs in the industry: Adobe Photoshop, Illustrator, and InDesign.
Course #:
Date & Time:
Location:
Fee:

Photoshop for Designers
Learn the process of taking your designs from paper to screen. We’ll cover how to properly plan print and web layouts, the benefits and importance of sketching your concepts out, and how to use the tools and effects available to bring your ideas to life.
Course #:
Date & Time:
Location:
Fee:

Introduction to Web Design
Design principles that produce professional polish to make a website stand out will be taught. Evaluate and choose HTML editors and find comparative information. Includes detailed discussion and in-class exploration of sites. Sites design not included in class.
Course #:
Date & Time:
Location:
Fee:

Introduction to Photoshop
Adobe Photoshop is the industry standard for photo editing and digital publishing. Learn the basics of photo editing by effectively using the tools, utilities, and effects that Photoshop has to offer.
Course #:
Date & Time:
Location:
Fee:

Advanced SQL
This course builds on Beginning SQL and delves more deeply into the SELECT statement and how it’s used to query, format and display data in the relational database. We will discuss joining multiple tables using Natural joins, Equi- and Non-Equi-joins, and self-joins. We will look at the types of sub-queries, single-row, multiple-row, and multiple-column, and discuss where and why they are used.
Course #:
Date & Time:
Location:
Fee:

Intermediate HTML
An extensive background on the applications and tools used to create websites will be provided in this course. Topics covered include frames, nested tables, imagemaps, metatags and comparison of editors, CSS, browser-compatibility issues and simple rollover effect.
Course #:
Date & Time:
Location:
Fee:

Introduction to SQL
This course focuses on the Structured Query Language (SQL) used to interface with and manipulate objects and data within a relational database. You will learn about the Data Definition Language (DDL) commands used to create and modify database objects and the Data Manipulation Language (DML) commands used to insert, update, and delete data.
Course #:
Date & Time:
Location:
Fee:

Introduction to MS Office
Intermediate Excel
Pick up where the intro class ended and progress to more advanced features. Topics include formulas, cell content and database functions.
Course #:
Date & Time:
Location:
Fee:

Computers
NEW! What in the World is Cloud Computing & Why You Should Care
The concept of cloud computing is far from new, but it’s relevance to everyone on personal and professional levels continues at a meteoric rise which began just over five years ago. What is Cloud Computing? What do the terms and qualifiers associated with cloud computing such as SaaS, PaaS, and private cloud mean? Why should anyone care? Discover how to speak the language of cloud computing, and how cloud computing can, and probably already is, impacting your personal and professional productivity.
Course #:
Date & Time:
Location:
Fee:

Thomas F. McCarthy Memorial Scholarship for Career Training
Applications must be received no later than August 21st.
Intermediate 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 #: 143T79A08
Date & Time: Wed., Dec. 3, 9:00 a.m.-4:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $179

Introduction to Excel
Spreadsheets are one of the easiest ways to track all the facts and figures of your life, and Excel is one of the most popular spreadsheet programs around. This class will give you the tools you need to create, edit, format and print your spreadsheets.
Course #: 143T22A15
Date & Time: 2 Wed., Oct. 1-8, 9:00 a.m.-4:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $269

Introduction to Word for Windows
Learn how to create memos, letters, reports, form letters, newsletters and other documents; and more.
Course #: 143T20A15
Date & Time: 2 Wed., Sep. 17-24, 9:00 a.m.-4:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $269

Intermediate Word for Windows
This Word class is for more advanced users and will cover customizing and creating toolbars; auto text; advanced table design, etc.
Course #: 143T21A15
Date & Time: 2 Wed., Oct. 22-29, 9:00 a.m.-4:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $269

Introduction to Microsoft Project 2013
The new version of Microsoft Project introduced many ease of use features, such as the ribbon user interface, that makes the world’s most popular project management software even better. This course covers the essentials of using Microsoft Project, including how to schedule tasks and resources.
Course #: 143T10A12
Date & Time: 4 Thu., Sep. 4-25, 6-8:30 p.m.
Location: IUPUI Park 100 Learning Center
5980 West 71st Street, Suite 100
Indianapolis IN
Fee: $319

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; and more.
Course #: 143T98A07
Date & Time: Wed., Oct. 15, 9:00 a.m. - 4:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $179

Microsoft Excel as a Database
If you are familiar with Excel and want to make it more useful in a business environment then this course is for you. 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.
Course #: 143T82A04
Date & Time: Wed., Dec. 10, 1:30-4:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $79

Just the Basics: Personal Computer Fundamentals
This basic class will get you started in all areas of your computer - and make it fun. Learn about Internet functions, Microsoft Word and spreadsheets using Microsoft Excel. Learn basic hardware and software terminology to better understand your computer and basic hard-drive housekeeping functions to keep your PC running smoothly.
Course #: 143T03A07
Date & Time: Fri., Oct. 10, 9:00 a.m.-4:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $169

Dance, Fitness and Recreation
NEW! A Practical Continuum of Self Defense
This class contains eight sessions, and in each one we will practice exercises along the spectrum of self-defense needs-from social situations to physical altercations.
The philosophy of the class is that competence breeds confidence. If a person thinks about possible dangerous situations and has possible paths to freedom or safety, they will walk through life with more confidence.
Course #: 143D53A00
Date & Time: 8 Wed. Sep. 24-Nov. 12, 6:30-7:30 p.m.
Location: Fitness by Design, upstairs gym
Fee: $109

NEW! Ba Duan Jing Qi Gong: The Eight Treasures of the East
Begin a journey on the Healing and Energizing Path of Qi Gong. In this 10-week class, we will learn the physical movement of Eight Treasures Qi Gong, and explore the energies released. Known variously as the 8 Treasures or 8 Pieces of Brocade, these exercises are historical for their health benefits. It was developed by the famous Chinese general Yue Fei during the Sung dynasty to improve the health condition of his soldiers.
Course #: 143D51A00
Date & Time: 10 Sat., Sep. 6-Nov. 8, 11:30 a.m. - 12:30 p.m.
Location: Fitness by Design, upstairs gym
Fee: $109

NEW! Beginning Aikido
Aikido begins with learning to understand our own body and movements. Each class starts with stretching and warmups, and then we will progress to blending, footwork and techniques with partners. The first and most vital lesson is about falling. This is a “no fear” way to learn,
by sitting on the mat and getting used to rolling gently. We work our way up to having confidence of controlling our bodies.

**Course #:** 143D50A00  
**Date & Time:** 8 Tue., Sep. 2-Oct. 21, 7:30-8:30 p.m.  
**Location:** Quantum Fit  
**Fee:** $109

**NEW! › Beginning T’ai Chi Ch’uan**

T’ai Chi Chu’an, the Grand Ultimate Fist, is known as a softly moving meditation - but it’s roots lie in a powerful martial art. This class utilizes the beginning of the Yang style T’ai Chi developed by Grandmaster William C.C. Chen, and explores the body mechanics and movements that create it.

**Course #:** 143D52A00  
**Date & Time:** 8 Thu., Oct. 2-Nov. 20, 7:30-8:30 p.m.  
**Location:** Fitness By Design, upstairs gym  
**Fee:** $109

**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.

**Course #:** 143D49A00  
**Date & Time:** 6 Tue., Sep. 16-21, 6:00-7:30 p.m.  
**Location:** Roberts Park United Methodist Church  
**Fee:** $129

**Beginners Belly Dancing: An Elegant Exercise**

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.

**Course #:** 143D60A00  
**Date & Time:** 4 Sat., Sep. 13-Oct. 4, 10:00-11:30 a.m.  
**Location:** IUPUI Greenwood Learning Center  
**Fee:** $59

**Do It Yourself**

**Plumbing 101**

The plumbing inside of your home is a mystery to most people and the goal with this class is to teach some of the basics to new and not so new homeowners.

**Course #:** 143D41A00  
**Date & Time:** Sat., Sep. 20, 10:00 a.m. - Noon  
**Location:** IUPUI Park 100 Learning Center  
**Fee:** $39

**Floral Design**

**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 complete a new arrangement at each session. Work will be in fresh flowers. The materials fee is $75, payable to the instructor the first night of class in cash or check.

**Course #:** 143S31A10  
**Date & Time:** 5 Mon., Sep. 8-Oct. 6, 6:30-8:30 p.m.  
**Location:** Zionsville Flower Company  
**Fee:** $129

**Fundamentals of Soft Clay Flower Arranging**

Learn the fundamentals of using and crafting with Clay Craft an air-dried, non-toxic, soft, pliable, lightweight clay. You will learn basic clay instructions which include how to make a Hibiscus, Plumeria, Rose, stems, leaves, and a clay figure. The materials fee is $75, payable to the instructor the first night of class. Cash only.

**Course #:** 143S10A08  
**Date & Time:** 4 Thu., Oct. 2-23, 6:30-8:30 p.m.  
**Location:** IUPUI Park 100 Learning Center  
**Fee:** $129

**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. The materials fee is $75, payable to the instructor the first night of class in cash or check.

**Course #:** 143S31B10  
**Date & Time:** 5 Mon., Oct. 13-Nov. 10, 6:30-8:30 p.m.  
**Location:** Zionsville Flower Company  
**Fee:** $129

**Holiday De’cor Floral Workshop**

In this class you will learn how to find and use fresh items to create wonderful holiday arrangements. You will also learn how to create basic Christmas floral items for your own home or for holiday gifts.

**Course #:** 143S81A06  
**Date & Time:** Sat., Dec. 13, 11:00 a.m. - 6:00 p.m.  
**Location:** Zionsville Flower Company  
**Fee:** $65

**NEW! › Clay Craft from Deco Soft Clay Flower Arranging**

In this class you will learn how to find and use fresh items to create wonderful holiday arrangements. You will also learn how to create basic Christmas floral items for your own home or for holiday gifts.

**Course #:** 143S38A10  
**Date & Time:** 5 Mon., Nov. 17-Dec. 15, 6:30-8:30 p.m.  
**Location:** Zionsville Flower Company  
**Fee:** $129

**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. The materials fee is $75, payable to the instructor the first night of class in cash or check.

**Course #:** 143S80A10  
**Date & Time:** 5 Wed., Oct. 22-Nov. 19, 6:30-8:30 p.m.  
**Location:** Zionsville Flower Company  
**Fee:** $129

**Bill Cronin Memorial Scholarship for Floral Design**

Applications must be received no later than August 21st.
Introduction to Decorating

This broadening of possibilities has dramatically impacted 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 #: 143S60A08**
**Date & Time:** 4 Tue., Sept. 16-Oct. 7, 6:30–8:30 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $129

Concepts and Techniques in Interior Decorating

Professional decorators teach interior decorating basics, to help you avoid costly mistakes as you create a tasteful, personal look for your home. Learn about color, texture, window treatments, floor and wall coverings, accessories and other aspects of home decorating.

**Course #: 143S33A08**
**Date & Time:** 4 Tue., Oct. 14-Nov. 4, 6:30–8:30 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $129

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. Understanding color requires that you understand its systems, interaction and even a bit of physics. No discounts available.

**Course #: 143S71A06**
**Date & Time:** Sat., Nov. 1, 9:00 a.m.-4:00 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $99

Interior Decorating - Quick Tips from an Expert!

In this seminar, learn first-hand from a professional how to decorate on a budget! The living room is one of the most important rooms in the house because that is where you will do most of your entertaining. No discounts available.

**Course #: 143S41A03**
**Date & Time:** Tue., Nov. 11, 6:00–9:00 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $39

Language, Arts and Culture

Blues Harmonica

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 ten hole, diatonic harmonica in the key of “C”. A Hohner “Big River” harmonica in the key of “C” is an excellent choice, and it can be purchased online, or from a local musical instrument store.

**Course #: 143D38A00**
**Date & Time:** 6 Tue., Oct. 7–Nov. 11, 6:30–7:30 p.m.
**Location:** Arthur M. Glick JCC
**Fee:** $119

Language, Arts and Culture - ESL

Conversation and Pronunciation for Beginning ESL Students

English conversation and vocabulary skills are more easily learned in a relaxed and friendly environment. Feel more comfortable opening, maintaining and closing a conversation in personal settings, groups and on the telephone. Improve your speech so native English speakers can better understand you.

**Course #: 143C90A16**
**Date & Time:** 6 Wed., Sep. 10-Oct. 29, 6:30–8:30 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $179

Intermediate Conversation and Pronunciation for Beginning ESL Students

Intermediate English Language Learners will develop conversation skills and improve fluency. Take your English to the next level with conversations and activities that deepen critical thinking and speaking skills essential to being culturally competent in the United States.

**Course #: 143C94A16**
**Date & Time:** 7 Wed., Nov. 5–Dec. 17, 6:15–8:30 p.m.
**Location:** IUPUI Park 100 Learning Center
**Fee:** $179

Language, Arts and Culture - Italian

Conversational Italian I

Build vocabulary and learn phrases in the language of great opera, art and romance through oral-participation. Students will 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 #: 143C51A00**
**Date & Time:** 6 Tue., Sep. 9–Oct. 14, 6–8:30 p.m.
**Location:** Brebeuf Jesuit Preparatory School
**Fee:** $179

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 level II class for beginners.

**Course #: 143C52A00**
**Date & Time:** 6 Tue., Oct. 21–Nov. 25, 6–8:30 p.m.
**Location:** Brebeuf Jesuit Preparatory School
**Fee:** $179

Language, Arts and Culture - Spanish

Conversational Spanish for Beginners

Start to learn Spanish in a relaxed but focused environment. 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.

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NEW! › Introductory Spanish for Healthcare Professionals
This introductory class focuses on the development of students’ communicative competence in Spanish and their understanding of some of the culture(s) of Spanish-speaking peoples. Communicative competence includes speaking and reading so you will learn to communicate with another Spanish speaker, and listening where comprehension of Spanish speech is developed. Students will be able to use basic greetings, farewells, and expressions of courtesy, and learn to communicate in real-life contexts about topics that they will use in a healthcare environment. Textbook required; see receipt.
Course #: 143C92A04
Date & Time: Sat., Sep. 20, 9 a.m.-1 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $95

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.
Course #: 143N93A10
Date & Time: 2 Sat., Oct. 25-Nov. 1, 9 a.m. - 2 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $189

Budgeting for Clinical Trials
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.
Course #: 143N94A06
Date & Time: Sat., Nov. 8, 9 a.m. - 4 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $179

The Ethics of Clinical Research
A 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. This course also looks at ethical concerns related to the marketing of a new drug or therapy.
Course #: 143N95A06
Date & Time: Sat., Nov. 15, 9 a.m. - 4 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $179

NEW! › Medical Administrative Assistant Course
This course will provide the knowledge, attitudes, discipline and skills needed for employment in an array of medical organizations, including hospitals, medical clinics, doctor's offices, and nursing homes. Medical Administrative Assistants manage the day-to-day operations of a medical office as well as manage personnel, finances, and patient records. Textbooks required; see receipt.
Course #: 143N48A45
Date & Time: 6 Sat., Oct. 18-Nov. 22, 9 a.m. - 3 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $599

NEW! › Advanced ICD-10 Medical Coding, Part 2
During this Part 2 Advanced ICD-10 Coding course, students will demonstrate and put into practice their knowledge gained through Parts 1 thru 3 of the ICD-10 classes in addition to CPT. Students will code challenging medical case scenarios and exercises. Students are required to bring ICD 10 CM and PCS, in addition to their CPT code book. Utilizing knowledge of ICD-10 Coding and CPT, this class teaches students how to pull all concepts of coding together. Textbook required; see receipt.
Course #: 143N49A16
Date & Time: 2 Wed., 2 Sat., Nov. 5-25, 6 - 8 p.m. & 9 a.m. - 2:30 p.m.
Location: IUPUI Cavanaugh Hall (CA)
Fee: $229
Medical - Legal Nurse Consultant

Medical Research/ Writing for the LNC

You’ll be introduced to medical legal research and the basic legal medical writing of case summaries and case assessment memos. The objective of the course is for you to locate reliable sources, identify the issues of the case and present those findings in a logical narrative format. Individuals must complete the Introduction to Legal Nurse Consulting and the Overview of Tort Law courses or have equivalent experience before taking this class. Students also should have basic computer skills and access to a word-processing program. Textbook required; see receipt.

Course #: 143N88A30
Date & Time: 8 Thu., Oct. 16-Dec. 11, 6-8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $389

Medical - Online

Online Patient Access Specialist

Explore the skills necessary to be a patient access specialist in a hospital or related health care organization. Get to know the functions of the patient access specialist. Perform efficient patient admissions and accurate insurance verification. You will survey healthcare industry terms and processes relating to admissions for patient access specialist in a hospital or related health care organization. Get to know the functions of the patient access specialist. Perform efficient patient admissions and accurate insurance verification. You will survey healthcare industry terms and processes relating to admissions for

Course #: 143Y45A50
Date & Time: 8 Mon., Sep. 8-Oct. 27
Location: Online
Fee: $599

Online CPT/HCPCS Medical Billing & Coding

This online course in Current Procedural Terminology, or CPT, is a national coding system used to designate medical, surgical and diagnostic services. This online course covers Basic & Intermediate CPT/HCPCS Coding. Textbooks required.

Course #: 143Y86A50
Date & Time: 16 Mon., Sep. 8-Dec. 22
Location: Online
Fee: $599

Motorsports

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 Speedway High School.

Course #: 143R97A00
Date & Time: 4 Tue., Oct. 7-28, 7-9 p.m.
Location: Speedway High School
Fee: $75

New Courses!

NEW! Introduction to Genealogy

Introduction to Genealogy. This is a four-lesson class packed full of new concepts, techniques and ideas which will hopefully get you started on your way to a fulfilling a lifetime of tracing your family tree.

Course #: 143D45A00
Date & Time: 4 Thu., Sep. 11-Oct. 2, 6:30-8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $99

NEW! Supporting Student Success: Critical Links with Parents

This workshop, designed for educators, administrators, school counselors and social workers, is to provide an overview of the systems, structures, and organizational culture needed to create and sustain systemic family-school partnerships that support student learning and school improvement.

Course #: 143U17K06
Date & Time: Sat., Sep. 20, 9:00 a.m. - 4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $249

NEW! Executive Leadership and Organizational Culture

Equip yourself with today’s management principles and techniques. Learn how to distinguish leadership from management - and which skills to apply in a given situation.

Course #: 143F98A16
Date & Time: 4 Sat., Oct. 4-25, 9:00 a.m.-1:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $499

NEW! Survey of Tree Care

This intensive, two day review program is open to any tree industry professionals, master gardeners, pest control industry professionals, tree and garden enthusiasts or anyone who needs to prepare for the International Society of Arboriculture (ISA) Certified Arborist designation. Topics include: Soil Management, Identification and Selection, Installation and Establishment, Safe Work Practices, Tree Biology, Pruning, Diagnosis and Treatment, Urban Forestry, Tree Protection and Tree Risk Management. 1.2 CEU’s are available for those who already hold a certification and need credits to maintain their credentials. Please order your book by following this link: http://www.isa-arbor.com/store/product.aspx?ProductID=7 or at the IUPUI Barnes & Noble Bookstore.

Course #: 143D06K12
Date & Time: 1 Tue., 1 Wed., Oct. 14-15, 8:30 a.m.-4:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $449

NEW! Beginning Sports Photography

Sports photography is about successfully capturing a definitive moment. The photographer tries to achieve a juxtaposition of several elements in a short amount of time. First the technical aspects are attended to, then the photographer may take some artistic liberties and surplus shots to catch a key moment. You’ll learn about procuring credentials and uncovering outlets for work; travel and editing; equipment and other expenses.

Course #: 143E53A00
Date & Time: 3 Wed., Oct. 1-15, 6:30 - 8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $119
Paralegal – Certificate

The IUPUI Political Science Department and IUPUI Community Learning network have a partnership for the Paralegal Students Certificate Program. The CLN noncredit option is designed for the student that already holds a bachelor’s degree. If you do not have a degree and would like more information about the Paralegal Studies program, contact the Political Science department at (317) 274-7387. If you would like more information and an application on the non-credit option please email Lorean Kegeris at lkegeris@iupui.edu

Personal Finance

Personal Finance Spa Day
Ladies! We all love a great day of pampering at a luxurious spa, but when’s the last time your personal finance received such attention? This positive, practical class will challenge you to review your priorities and craft a tailored, achievable plan. You’ll practice strategies to make wise financial decisions that preserve a healthy quality of life while establishing long lasting value.

Course #: 143J30A00
Date & Time: Sat., Oct. 18, 9:00 a.m.-1:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $69

Personal Interest

Crochet for Beginners
This class is an introduction to tools, materials and the basic stitches for crochet. You will learn single and double crochet and we will work on a beginner project together. Bring any projects or patterns you may want to try. No discounts available.

Course #: 143S48A00
Date & Time: 3 Mon., Sep. 15-29, 6:30-8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $49

NEW! Simple and Easy Card Making
In this hands-on card making course you will explore various tools including punches, die cutting machines, embossing machines, hand stitching, and more. Use a variety of embellishments such as ribbons, floss, tape, buttons, and die cuts.

Course #: 143D44A00
Date & Time: 2 Sat., Sep. 13-20, 9:00 a.m. - Noon
Location: IUPUI Park 100 Learning Center
Fee: $49

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. In this one-day workshop, you will learn the simple secrets to getting published. Textbook required from instructor for $20 cash fee.

Course #: 143J44A00
Date & Time: Sat., Sep. 27, 9:00 a.m.–4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $99

NEW! The Business of Screenwriting
During the course the student will take a provided professional outline and reformat it into three different submitting professional structures: Screenplay, TV Half Hour Sitcom, and Stage Play. Other writing structures will include Radio, Commercial, Documentary, Animation, and Hour Drama Series. Laptop computers are required for this course.

Course #: 143J43A00
Date & Time: Sat., Oct. 18, 9:00 a.m.–4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $99

Valuing & Researching Your Antiques & Collectibles
This course will show you how to research the value of your own antiques, decorative arts and collectibles. We will discuss how to detect and interpret characteristics of value for furniture, silver, glass, ceramics, books and general collectibles, as well as how to spot fakes and reproductions. Dispelling some popular myths about value, we will cover Fair Market, Insurance Replacement and Marketable Cash Value, and show how these are determined by professional appraisers.

Course #: 143J36A00
Date & Time: 3 Wed., Oct. 8-22, 6:00 - 8:00 p.m.
Location: Brebeuf Jesuit Preparatory School
Fee: $79

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, and drug compounding and dose conversions. Dispensing of prescriptions, inventory control, billing and reimbursement also are discussed. This course is approved by the Indiana State Pharmacy Board. Textbooks required. No discounts available.

Course #: 143N79A40
Date & Time: 8 Tue., and 8 Thu., Sep. 23-Nov. 13, 6-8:30 p.m.
Location: IUPUI Greenwood Learning Center
Fee: $845

Online Pharmacy Technician Course

This comprehensive 8 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, and drug compounding and dose conversions. Dispensing of prescriptions, inventory control, billing and reimbursement also are discussed. This course is approved by the Indiana State Pharmacy Board. Textbooks required; see receipt. No discounts available.
Photography

Intermediate Photography
In this course it will cover composition, selective focus, saturated colors and proper exposure and the impact of the megapixel, file compression, and the print vs. email output. We'll also be exploring the more complex aspects of color and depth of field.

Course #: 143E41A00
Date & Time: 6 Wed., Sep. 24-Oct. 29, 6:30-9:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $159

Building a Successful Photography Business
You'll learn about everything from telephone techniques, building rapport, clothing for groups, photo factors that sell, current products, marketing, pricing, sales, Web pages and more, all gleaned from more than 25 years of business through trial and error and literally hundreds of seminars. See what you can do to make your photography business succeed in challenging times.

Course #: 143E31A00
Date & Time: 3 Tue., Sep. 23-Oct. 7, 6:15-8:45 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $79

Outdoor Macro Photography Workshop
Discover the small fascinating pieces of the world! Learn what equipment to use and when to use it so you can capture the best close-up photographs. Equipment covered includes macro lenses, extension tubes, screw-on close-up lenses, and tripods.

Course #: 143E16A00
Date & Time: 1 Wed., 1 Sat., Oct. 1-4, 10:00 a.m.-2:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $79

Small Product/Tabletop Photography
In this course we will learn how to photograph small products utilizing two different light sources. First, you will learn how to construct and use a light tent and hot lights; secondly, a soft box and strobes.

Course #: 143E11A00
Date & Time: Sat., Nov. 15, 10:00 a.m. – 2:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $59

Beginning Photography with Digital Cameras
Enjoy using your camera and take more keepers than deleters in this easy-going class. It covers the basic techniques to improve your composition, adjust for different lighting, edit, organize and share your work. Bring your digital camera to the first class.

Course #: 143E02A00
Date & Time: 4 Tue., Sep. 23-Oct. 14, 6:30-8:30 p.m.
Location: Brebeuf Jesuit Preparatory School
Fee: $159

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.

Course #: 143E01A00
Date & Time: 1 Wed., 4 Sat., Sep. 17-Oct. 11, 9:00 a.m.-Noon
Location: IUPUI Park 100 Learning Center
Fee: $209

Photography Business
This course will cover understanding the tools used for video production: the camcorder/ camera, lighting and microphones. The coursework will cover video production workflow through hands-on, real-world projects, exercises and experiences

Course #: 143E10A00
Date & Time: 6 Mon., Oct. 20-Nov. 24, 6:30-9:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Introduction to Adobe Photoshop Elements
Learn 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 red-eye, creating a photo book, collage, calendar or a slide show with your photos, sharing your photos using e-mail, 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.

Course #: 143E92A00
Date & Time: 3 Sat., Nov. 1-15, 9:00 a.m.-Noon
Location: IUPUI Park 100 Learning Center
Fee: $199

Field Photography
Here is a great class for photographers who want to practice what they have learned under the guidance of an experienced instructor. This class builds on and follows topics that were covered in Photography Fundamentals course, adding actual photo shoot experience

Course #: 143E05A00
Date & Time: 1 Wed., 3 Sat., Oct. 8-25, 9:00 a.m.-Noon
Location: IUPUI Park 100 Learning Center
Fee: $129
Advanced Photography
This class moves you beyond the basics to maximize your photographic talent. Get the most out of these six intensive sessions if you have completed the Photography Fundamentals class or have equivalent experience with your camera.
Course #: 143E71A00
Date & Time: 6 Wed., 3 Sat., Oct. 8-29, 6:15-8:45 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $169

Introduction to Agile Project Management
Agile Project Management concepts, methods and terminology have grown tremendously in the last decade. As companies expand their project management practices, they are looking for new and improved methods of managing projects to increase their effectiveness and success.
Course #: 143V15A06
Date & Time: Sat., Dec. 6, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Studio Lighting for Digital Photography
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 #: 143E75A00
Date & Time: 6 Wed., Sep. 10-Oct. 15, 6:30-9:00 p.m.
Location: IUPUI Greenwood Learning Center
Fee: $209

Detail Project Planning
Attention to details is essential in the success of any project. This class will focus on how to develop a project plan and budget, identify scope, track issues and execute a project. Topics include project definition, vendor selection, specifications, post-project review and more.
Course #: 143V31A06
Date & Time: Sat., Nov. 8, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Photography Outside of the Box
This course is all about photography as an art form; it will open your photographer’s eye to everyday beauty that surrounds us. Learn about Light, Composition, and Texture to create artistic photographs. In this class you will have four 2 1/2 hour shoots to explore your creativity in unique ways.
Course #: 143E21A00
Date & Time: IT 4 Sat., Sep. 2-27, 6:30 p.m. to 8:30pm
Location: IUPUI Park 100 Learning Center
Fee: $169

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.
Course #: 143E06A00
Date & Time: 4 Thu., Oct. 9-30, 6:30-9:00 p.m.
Location: IUPUI Greenwood Learning Center
Fee: $169

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.
Course #: 143V80A06
Date & Time: Sat., Oct. 11, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Outdoor Portraits
This class presents you with techniques on how to improve your outdoor portraits.
Course #: 143E76A00
Date & Time: 1 Wed., 2 Sat., Oct. 29-Nov. 8, 6:30-8:30 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $89

Introduction to Project Management
Managing a project is difficult without a systematic approach. This course introduces proven techniques to manage projects, and their component processes. Topics include risk management, communications, project lifecycles and quality assurance. Learn to use various project management tools, procedures and methodologies while you establish a glossary of project management terms. This class or equivalent knowledge is required for other classes.
Course #: 143V30A06
Date & Time: Sat., Sep. 13, 9:00 a.m. - 4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Introduction to Project Management
Course #: 143V30B06
Date & Time: Fri., Oct. 24, 9:00 a.m. - 4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

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.
Course #: 143E71A00
Date & Time: 4 Wed., 3 Sat., Oct. 8-29, 6:15-8:45 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $169

Introduction to Agile Project Management
Agile Project Management concepts, methods and terminology have grown tremendously in the last decade. As companies expand their project management practices, they are looking for new and improved methods of managing projects to increase their effectiveness and success.
Course #: 143V15A06
Date & Time: Sat., Dec. 6, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Detail Project Planning
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Fee: $209

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Course #: 143V80A06
Date & Time: Sat., Oct. 11, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Managing a Technology Project
IT projects present unique challenges to a project manager. Master the skills needed for top notch Information Technology Project Management. This class will cover planning, scheduling and controlling of IS/IT Projects as well as identifying critical success factors and the hidden risks inherent in IT projects.
Planning and Managing Complex Projects
Complex projects involve multiple people, representing a variety of skills, organized into project teams. This class will examine, through a class project, the process of successful project management.
Course #: 143V36A06
Date & Time: Sat., Nov. 22, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Project Communications Class
Project managers must be able to communicate effectively with all of their stakeholders, customers, team members, project sponsors and executive management. Attend this class and find out how to polish your communication skills through theory and specific examples.
Course #: 143V97A06
Date & Time: Sat., Oct. 25, 9:00 a.m. - 4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

NEW! Online Project Management Professional (PMP®) Exam Preparation
IUPUI’s PMP® Certification Exam Preparation Online is an instructor-led, detailed, and carefully designed class created to prepare project management practitioners for the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) examination in an entirely online format. No Discounts Available. Textbook required, see Receipt.
Course #: 143V13A36
Date & Time: 13 Thu., Sep. 11-Dec. 18, 6:00-9:00 p.m.
Location: Online
Fee: $959

Managing Multiple Projects
In today’s work environment, many of us are faced with managing multiple small and large projects with competing priorities and resources. We will look at ways of prioritizing projects, key success factors for projects and project team management, with the goal of effectively handling multiple projects.
Course #: 143V17A06
Date & Time: Sat., Oct. 4, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Managing Global Projects
This course provides an overview of the considerations and complexities inherent to managing a global project.
Course #: 143V81A06
Date & Time: Fri., Nov. 1, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Managing Short Term Projects
All of us are required to complete tasks that are of short duration but require varied amounts of effort and complexity to complete. This class will provide tools and techniques for effectively controlling those projects. Department heads, administrators, supervisors and anyone who has sole or primary responsibility for meeting deadlines and completing activities or reports will find this course valuable. Learn to deal with multiple bosses and gain more control of your work activity.
Course #: 143V34A06
Date & Time: Sat., Sep. 27, 9 a.m. - 4 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

NEW! Project Management Plans
In this class you will learn about one of the most important but often neglected aspects of project management that is creating the plan. We will discuss what is included, how to change the plan and how to follow the plan.
Course #: 143V11A06
Date & Time: Sat., Oct. 18, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Managing Project Portfolio Management
Most project managers juggle several projects at once. This course will explore how to bundle projects into a portfolio. You will learn how to track the projects in your portfolio by using high-level reporting and common templates with the ability for project stakeholders to drill down to the information they need with relative ease.
Course #: 143V10A06
Date & Time: Sat., Sep. 20, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209

Successful Project Teams
Come learn the recipe for creating successful project. Goals, clear communication, well-defined roles, and effective norms make a great recipe for successful project teams.
Course #: 143V40A06
Date & Time: Sat., Sep. 6, 9:00 a.m.-4:00 p.m.
Location: IUPUI Park 100 Learning Center
Fee: $209
Office Information
Regular Hours: 8:30am to 5:30pm (Mon-Fri)
Extended Hours: Call our Park 100 Office at 317-278-9700, or our Greenwood Office at 317-278-5900, Mon- Thurs, 5pm-8:30pm
Address: Continuing Education
IUPUI Community Learning Network
518 Indiana Avenue
Indianapolis, IN 46202
317-278-2000

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, 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, IN 46202, between 8:30am and 5:00pm, 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.
https://www.indianacareerconnect.com/

Classroom Information
Locations:
The room number assignments, when known, will be indicated on your receipt.

Adaptive Educational Services:
Individuals that 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 & Cancellations:
On occasion, it may be necessary for Continuing Education to cancel, postpone or combine classes, in which case you will be notified primarily by e-mail. 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 317-278-2000 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 you 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 print their own CEU from their Profile. See the receipt for instructions. You must attend a minimum of 75% of class sessions.

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%
• 2 business days before class ________________50%
• 3 business days or more before class ...........100%

For a course refund, call our office at 317-278-2000. Please allow six weeks to process a check refund. Credit card refunds may be done within 10 business days.

Non-Negotiable Checks
If a check is return non-negotiable 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 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’s 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 317-278-2000.

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 payments for your course fees via company letterhead.

For Customer Service, Call 317.278.2000
Enrollment Form
How to Register for Continuing Education Classes

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.

By Mail
Check or Money Order Only
IUPUI Community Learning Network
518 Indiana Avenue
Indianapolis, IN 46202

Walk-In
Check or Money Order Only
IUPUI Community Learning Network
518 Indiana Avenue
Indianapolis, IN 46202
8:30am and 5:00pm, Mon.-Fri.
(Check or Money Order Only.)

Please make check or money order payable to IUPUI

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*Discounts (Check if Applicable)

- □ 20% Early Bird discount on most classes if enrolled by Sept. 30, 2014
- □ 10% Web Discount (must enroll at least 5 business days before the class starts)
- □ IUPUI Employee - Call 317-278-2000 for details
- □ 25% Attend with a Friend Discount - Call 317-278-5901 or 317-278-9701

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.

Enroll Online at www.cln.iupui.edu
Continuing Education

SIGN UP ONLINE TODAY: CLN:IUPUI.EDU
317.278.2000