EXPAND YOUR HORIZONS

Learning4Life

Workforce Training and Education
Non-Credit Courses
Adult Enrichment Courses

Indiana University of Pennsylvania
OFFICE OF EXTENDED STUDIES
GIVE THE GIFT OF LEARNING

Learning4Life (formally Community University Studies) gift certificates enable friends or relatives to enroll in any of the varied classes offered by this program. The certificates are available in the amount you choose. For an extra-special gift for birthdays, anniversaries, or the holidays, why not give the gift of learning?

For more information about the gift certificates, email or call the Office of Extended Studies at ce-info@iup.edu or 724-357-2292, or stop by our office located in the R&P Building, by the tennis courts, on the main campus in Indiana.

TAKE TIME FOR YOU!

Learning4Life (formally Community University Studies) noncredit classes will add dimension to your life.

Focusing on enjoyment and personal growth, the classes and workshops have no exams or grades. The instructors are knowledgeable and enthusiastic about introducing others to their area of expertise.

Register today to discover the stimulation and excitement of an informal learning experience.

REGISTER EARLY!

Enrollment is limited for all classes. You may pay by MasterCard, Discover, American Express, or electronic check.

For more information about the classes or registration procedures or policies, contact the Office of Extended Studies at 724-357-2292 or stop by the office located in the R&P Building by the tennis courts, on the main campus in Indiana.
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WORKFORCE TRAINING AND EDUCATION
NON-CREDIT COURSES

**Business Uses of Microsoft Excel**

Students will learn how to create, edit, format, and save spreadsheets. Use of formulas, graphs, and the Office ribbon will be covered. Make charts, sort, and filter data. Anyone unfamiliar with Microsoft Excel who would like to learn how to use it for computing is welcome.

**Dates:** Four Thursdays: Oct 22, 29; Nov. 5, 12

**Time:** 6:00–8:00 p.m.

**Fee:** $79

**Instructor:** Dr. Dolores Brzycki

If you are company or industry and want this delivered at your location (on-site), please contact us at kaohara@iup.edu.

**Desktop Publishing with Microsoft Word**

This course will teach you to work with table of contents, footnotes and endnotes. Learn how to insert charts, tables, and graphics; use track changes and comments, customize ribbons and more!

**Dates:** Four Wednesdays: Oct. 21, 28; Nov. 4, and Nov. 11

**Time:** 6:00–8:00 p.m.

**Fee:** $79

**Instructor:** Dr. Tim Mack

If you are company or industry and want this delivered at your location (on-site), please contact us at kaohara@iup.edu.
Grant Writing and Project Management

Take the mystery and myth out of locating grant funding opportunities and writing a great grant proposal! Students will learn the sound planning skills needed to prepare for the grant writing experience, how to identify and qualify appropriate grant funding opportunities, and the basic structure of a grant proposal. They will also learn how to identify and use research, evaluation techniques, and budgeting to communicate goals and objectives in a clear and concise manner.

Location: IUP’s Northpointe campus, Freeport, PA, Room 132
Date: Friday, Oct. 16
Time: 8:30 a.m.–3:30 p.m.
Fee: $95 (lunch is included)
Instructor: Dr. Timothy Mack

If you are company or industry and want this delivered at your location (on-site), please contact us at kaohara@iup.edu.

How to Communicate with Millennials to Create a Successful Workforce

There really are differences in the way different generations (i.e. Gen X, Millennials, etc.) think and act in the workforce. How do these generational differences effect your recruiting, hiring, and retention practices? Explore best practices in developing and retaining the younger generation of workers. You will walk away with a realistic understanding of how to create a workplace culture that is certain to inspire members of every generation – especially Millennials and Gen Y’s. This workshop will debunk common myths and help you develop new approaches and strategies to attract, develop and keep this generation of tomorrow’s leaders.

Two Locations: IUP Northpointe campus Freeport, PA Room 132 or Indiana Campus
Dates: Friday, Dec. 4 (Northpointe) or Tuesday, Dec 8. (Indiana)
Time: 8:00 a.m.–12:00 p.m.
Fee: $79
Instructor: Dr. Timothy Mack

If you are company or industry and want this delivered at your location (on-site), please contact us at kaohara@iup.edu.
How to Create PDF Documents and Forms

Learn how to create PDF documents and forms quickly and easily during this one night workshop.

**Location:** G89 Wallwork Hall

**Date:** Thursday, Dec. 3

**Time:** 6:00-8:00 p.m.

**Fee:** $ 50

**Instructor:** Dr. Dolores Brzycki

If you are company or industry and want this delivered at your location (on-site), please contact us at kaohara@iup.edu.

How to Make Engaging and Interesting PowerPoint Presentations

Delight audiences with compelling visual presentations; learn to make your design clear with the right techniques for font, contrast and colors, whether it is displayed on a big screen or viewed on a tablet.

Tell your story effectively with animation and work with templates and slide masters to promote consistency and impress your audiences with live graphs and charts. Design your presentation faster by using toolbars and shortcuts.

**Dates:** Four Tuesdays: Oct. 6, 13, 20, and 27

**Time:** 6:00–8:00 p.m.

**Fee:** $79

**Instructor:** Dr. Tim Mack

If you are company or industry and want this delivered at your location (on-site), please contact us at kaohara@iup.edu.
Introduction to Data Analysis

Understanding how to quickly analyze data is a sought-after skill in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting by using Excel and PowerPoint. You will calculate means, modes, means, and deviations; understand quartiles and quantiles; conduct linear and quadratic regression, do some variance tests; and make charts of the results.

Location: St. Andrew’s Village, Bristol Court Dining Room
Date: Friday, Oct. 30
Time: 8:00 a.m.–12:00 p.m.
Fee: $79
Instructor: Dr. Tim Mack
If you are company or industry and want this delivered at your location (on-site), please contact us at kaohara@iup.edu.

Introduction to Microsoft OneNote

Use OneNote to create a “To Do” list, manage your contacts, save web pages, brainstorm, and set priorities. This flexible tool can be an asset that helps you get more done. Learners will use OneNote to do all of the above in this computer workshop.

Location: G89 Wallwork Hall
Date: Tuesday, Dec. 15
Time: 6:00-8:00 pm
Fee: $50
Instructor: Dr. Tim Mack
If you are company or industry and want this delivered at your location (on-site), please contact us at kaohara@iup.edu.

Social Media for Small Business

This course is an opportunity to learn the basics of social media and how to use it to grow a business. Participants will learn to identify ways to see if their plan is working. Topics include social media as a whole, Facebook, Twitter, Pinterest, and Instagram. Learn how to create a social media marketing plan.

Dates: Two Tuesdays: Nov. 10 and Nov. 17
Time: 6:00–8:00 p.m.
Fee: $79
Instructor: Jennifer Braughler
ARTS AND CRAFTS

**Beginning Wheel Throwing Pottery**

*Starting at the beginning level, students will learn how to make utilitarian forms on the potter’s wheel. Glazing and firing processes will be covered as well.***

**Supply List:**
- Water Bucket (2 quart or bigger)
- Towel
- Basic Throwing Tools (sets available at IUP Co-Op store or online)

**Dates:** Eight Tuesdays: (October 13, 20, 27; November 3, 10, 17; December 1, 8)
- No class on Tuesday, November 24.

**Time:** 6:00-9:00pm

**Fee:** $165 (includes $40 lab fee) plus supplies. Premixed Clay can be purchased through the IUP Co-Op Store.

**Instructor:** Alucard Arcan

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**Functional Forms in Low Fire Translucent Porcelain (Advanced)**

*This course will examine both wheel thrown and hand built functional forms using a new type of porcelain developed by Professor Kevin Turner. This new Low Fire Porcelain is highly translucent and fires to cone 04. In addition, various approaches and processes for surface design and application will be examined as well.*

**Dates:** Eight Mondays (October 12, 19, 26; November 2, 9, 16, 30; December 7)
- No class on Monday, November 23.

**Time:** 6:00–9:00 p.m.

**Fee:** $165 (includes $40 lab fee) Porcelain clay can be purchased in 25 lb. bags through the IUP Co-Op Store.

**Instructor:** Kevin Turner
Essential Oils, also known as plant remedies have been used throughout the world for millennia and are one of nature’s most powerful support tools available to help your body heal itself. Essential oils can be used in many aspects of our daily lives including supporting the emotional and physical needs of the body, skin care, animal care, enhancing the air in a room, cooking, cleaning and more.

The bottom line to wellness is that each and every day you make choices that affect your health. Ultimately your health rests in your hands. You have the power to live a life of optimal health.

This class provides the opportunity for you to experience these wonderful oils first hand, incorporating all of your senses touch, smell, sight, taste and auditory. There will also be books describing the essential oils and their benefits available for purchase.

We invite you to join us in living the wellness lifestyle and explore the incredible world of essential oils.

**Dates:** Thursday, Oct. 15

**Time:** 6:00–8:00 p.m.

**Fee:** $40

**Instructors:** Emilee Peri-Young, B.S., DC Diplomate
Mary Ann Cessna, D.Ed., Professor Emeritus, Food and Nutrition IUP
Introduction to Ballroom Dancing

Learn the basic elements of ballroom dancing and the history behind the dances. In this course you will learn how to perform basic patterns in the Foxtrot, Waltz, East Coast Swing, and the Cha Cha. As a beginner class there will be an emphasis on the art of leading and following and the specific stylings related to each dance. We will give brief backgrounds on each of the dances that will show its progression over the years and where it stands today. At the end of this course, you will be able to confidently get on the dance floor during any social occasion and dance! There is no experience required, and no dance background needed.

Location: St. Andrew’s Village, Living and Learning Center

Dates: Eight Wednesdays (Oct. 7, 14, 21, 28, Nov. 4, 11, 18; Dec. 2 (No class Nov. 25)

Time: 6:00–7:00 p.m.

Fee: $59

Instructor: Markus Gresko

HISTORY, CULTURE AND LANGUAGE

Art of the Cocktail

In this two-hour class students will learn the methods and techniques used by master mixologists. Students will produce, taste, and evaluate both classic and modern favorites. Course cost includes a bar set and shaker. Must be 21 years of age or older! Photo id is required. Please choose from the dates below.

Dates: Oct. 12, Nov. 9, or Dec. 7

Time: 6:00–8:00 p.m.

Location: Disobedient Spirits, 30 S. Main Street, Homer City, PA 15748

Fee: $40 includes a bar set and shaker

Instructor: Jordan Gwin
**Beginning American Sign Language**

Learn to converse with people who are hearing impaired. Students will learn the basics of sign language, including form, fingerspelling, and concepts that underlie signing for words. Upon completion of the course, students will have the skills to communicate effectively with people who are deaf or hard of hearing.

**Dates:** Ten Mondays (Sept. 28; Oct. 5, 12, 19, 26; Nov. 2, 9, 16, 30; Dec. 7) No class on Nov. 24

**Time:** 6:30–8:30 p.m.

**Fee:** $125

**Instructor:** Bonnie Bell

**Distillation Techniques for Making Wine and Hard Liquors**

You have seen Moonshiners, now you can learn what they know. Students will learn how to make whiskey, brandy, gin, and/or vodka. See and participate in the process of making distilled spirits from the grain to the bottle. Must be 21 years of age to register for this class. Photo id will be required!

**Location:** Disobedient Spirits, 30 S. Main Street, Homer City, PA 15748

Choose from one of the dates below:

**Dates:** Oct. 19, Nov. 16, or Dec. 14

**Time:** 6:00-8:00 p.m.

**Fee:** $35

**Instructor:** Dr. Robert Sechrist

**Intermediate Sign Language**

This class is a continuation of the Beginning American Sign Language class. More attention will be given to grammatical form and function while building on the vocabulary base. Students need to have competed the beginner’s class or its equivalent.

**Dates:** Ten Thursdays (Oct. 1, 8, 15, 22, 29; Nov. 5, 12, 19; Dec. 3, 10) No class Nov. 26

**Time:** 6:30–8:30 p.m.

**Fee:** $125

**Instructor:** Bonnie Bell
Wine Tasting with Bob Sechrist

Explore the joys of wine with certified specialist Bob Sechrist. Each class focuses on the similarities and differences of a single variety in terms of taste and aroma from eight producers and regions. Discussion topics will center on regional conditions and wine making methods. October – Gewurztraminer, November – Sangiovese, December – Sparking Wine/Champagne. Must be 21 years of age to register for this class. Photo id will be required!

Location: Disobedient Spirits, 30 S. Main Street, Homer City, PA 15748

Choose one of the Monday dates below:

Dates: Oct. 5, Nov. 2, or Nov. 30
Time: 6:00–8:00 p.m.
Fee: $35
Instructor: Dr. Robert Sechrist

PERSONAL ENRICHMENT

Ghost Hunting: Field Experience

This field investigation is appropriate for experienced ghost investigators and those who have completed the “Ghost Hunting: A Short Introduction for Beginners” workshop. We will move in small groups through several on-campus sites, using cameras, tape recorders, and other equipment to attempt to document possible paranormal activity. Experienced investigators from the Paranormal Society of IUP will assist with use of equipment and interpretation of results. Participants will need a flashlight and should bring a digital camera and tape recorder if at all possible. Walking, both inside and outside, is a part of the field experience. Note: Keith and Leonard Halls, where we will be investigating, will be torn down after this fall semester. It is the last chance to participate in a small-group investigation. Any minors (ages 15-17) must be accompanied by a responsible adult. No participants below age 15.

Date: Saturday, Sept. 19
Time: 6:00–11:00 p.m.
Fee: $55
Instructor: Dr. Laurel Black
Navigating the College Process for First Generation College Students

This workshop is designed to familiarize parents and their college-bound children in grades 9–11 with the national college admission process and how to make the most of their college experience. This session will provide information on what high school students can be doing right now to better prepare themselves for college and how to improve their career opportunities once graduated.

**Date:** Wednesday, Oct. 14
**Time:** 6:00 p.m.-8:00 p.m.
**Fee:** $50
**Instructor:** Michael Husenits

Retirement Planning Today for Ages 50-65

In this course, participants will learn how to manage investment risks, use new tax laws to their advantage, make informed decisions about company retirement plans, and audit estate plans to function properly under the new laws. This course blends financial education with life planning to help participants build wealth, align their money with their values, and achieve their retirement lifestyle goals.

**Locations:** IUP Monroeville Graduate and Professional Center and IUP’s Northpointe campus, Freeport, PA

**Dates:**
- Monroeville: Two Tuesdays or Two Thursdays (Oct. 1 and Oct. 8 or Oct. 6 and Oct. 13)
- Freeport: Two Tuesdays or two Thursdays (Oct. 15 and 22 or Oct. 20 and Oct. 27) Room 132

*Participants must attend both sessions.*

**Time:** 6:30–9:30 p.m.
**Fee:** $65 per couple or individual
**Materials Needed:** This course includes a 225-page illustrated textbook, the cost of which is covered by the course fee.
**Instructor:** Aaron Stanley
**Tick-Borne Diseases: What You Need to Know**

*This workshop is on tick-borne diseases, especially those caused by *Ixodes scapularis*, the black-legged or deer tick. The workshop would include a lecture and discussion on the fundamentals of the tick borne pathogens in ticks and humans, the biology, transmission of human diseases (Lyme, Anaplasmosis, Babesiosis) via a single tick bite, symptoms, diagnostic tests, treatment, etc.*

**Location:** St. Andrew’s Village, Bristol Court Dining Room

**Date:** Monday, Nov. 16

**Time:** 8:00 a.m.-12:00 p.m.

**Fee:** $79

**Instructor:** Dr. Vida R. Irani

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**Rejuvenate Your Retirement for Ages 70 and Up**

*Making your money last throughout retirement has never been more challenging. People are living longer and fewer retirees have traditional pensions. In recent years, the volatility of the stock and bond markets has been high and interest rates paid by banks have been low. While most retirees are covered by Social Security, this program also faces financial challenges. This course helps you develop a personalized retirement income plan.*

We explain how to:

- Determine what percentage of your assets you must withdraw to meet expenses
- Estimate how many years your money may last and make any adjustments needed to help your money last longer
- Calculate the impact of investment choices, rate of return and inflation on your plan

**Location:** IUP Monroeville Graduate and Professional Center

**Dates:**

- Wednesdays – Nov. 4 and Nov. 11 from 1:00-3:00 pm or
- Thursdays – Oct. 29 and Nov. 5 from 1:00 p.m.-3:00 p.m.

**Fee:** $50

**Instructor:** Jason Laux

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**Dates:**

- Wednesdays – Nov. 4 and Nov. 11 from 1:00-3:00 pm or
- Thursdays – Oct. 29 and Nov. 5 from 1:00 p.m.-3:00 p.m.

**Fee:** $50

**Instructor:** Jason Laux
Courses in this booklet are offered on a non-credit basis. Learners pay fees as listed in the course descriptions. No letter grades are reported, and the university does not maintain a permanent or official record of noncredit enrollment.

**Confirmation:** If you register online you will receive via email a confirmation summary after your order is processed. All learners will receive a confirmation call 3-5 days prior to the course starting letting them know if the class is being offered or canceled and the location and room number as to where to report for the course.

**Age Restrictions:** Participants under age 18 may register for classes only if they are registered with an adult or guardian and have prior approval from the Office of Extended Studies.

**Parking:** Parking is open to the public after 5:00 p.m., except in spaces marked 24-hour reserved or handicapped. For more information, contact IUP Police at 724-357-8748.

**Cancellations:** The Office of Extended Studies reserves the right to postpone, limit enrollment in, cancel, split, or combine classes and to change instructors and class locations when necessary. Because phone calls must be made during the day, please include on your registration form a daytime telephone number or a number where a message may be left for you. If classes have to be canceled due to inclement weather, an announcement will be made on area radio stations.

**Refunds/Withdrawals:** For written withdrawals received three working days before the first class meeting, 100 percent of the fee will be refunded, less a $25 administrative fee. No refunds will be given after the first class meeting. Fees for classes that meet only once are not refundable unless a written withdrawal request is received three working days before the class meets, in which case 100 percent of the fee will be refunded, less a $25 administrative fee. Ceasing to attend a class does not constitute official withdrawal. Telephone withdrawals are not accepted. Refunds take approximately four weeks to process.

**Continuing Education Units (CEUs) and/or ACT 48 HOURS** are awarded for participation in approved classes and workshops. Please request information when you register for classes.
Title IX of the Education Amendments of 1972

Indiana University of Pennsylvania and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University’s Title IX Coordinator. The only exceptions to the faculty member’s reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project.

Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the Department of Human Services (1-800-932-0313) and University Police (724-357-2141).

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: http://www.iup.edu/socialequity/policies/title-ix/
ABOUT THE INSTRUCTORS

Alucard Arcane is currently pursuing his Master’s degree in Art/Ceramics and Drawing at Indiana University of Pennsylvania. He received his bachelor’s degree with a focus in Ceramics from California University of Pennsylvania and has worked extensively in Production pottery.

Bonnie Bell has taught American Sign Language courses for 20 years. She is an interpreter for students who are deaf or hard of hearing at Homer-Center High School.

Dr. Laurel Black is an experienced ghost investigator and advisor of the Paranormal Society of IUP. She is also a faculty member in the Department of English at IUP.

Jennifer Braughler is a marketing manager for Aramark, IUP’s food services contractor, and has been a guest lecturer in sales, marketing, customer service, and hotel, restaurant, and institutional management training classes.

Dr. Dolores Brzycki serves as Assistant Dean in the Office of Extended Studies, Indiana University of Pennsylvania. She has offered many workshops on Microsoft Office and other technologies, and she has taught Russian, International Studies, Developmental Studies, and Computer Science.

Dr. Maryann Cessna is a retired professor at IUP, who taught in the Department of Food and Nutrition for some 35 years. Her specialty is nutrition education and wellness. She has been using Essential Oils for 1.5 years. Her doctorate is from the Pennsylvania State University.

Markus Gresci has been studying the martial arts and ballroom dancing for nearly 20 years. He has competed and won in a multitude of competitions and charity events over the years.

Jordan Gwin has more than 14 years of experience in the restaurant and cocktail business. He is currently the director of operations for Disobedient Spirits.

Michael Husenits has been a higher education professional for over 22 years. He has counseled thousands of students through his positions at Indiana University of Pennsylvania, The State University of New York at New Paltz, and Penn State University. He earned his Bachelor of Science in Education from Indiana University of Pennsylvania and his Masters of Education from the University of Pittsburgh.

Dr. Vida Irani is a Biology faculty member at Indiana University of PA and her research focus is in Infectious Diseases and Public Health: Host-Pathogen Interactions, Host Immunity and Cell Signaling, Ecological Basis of Vector-Borne Diseases.
Jason Laux is a Principal and Vice President at the Synergy Group. He has worked at Synergy for more than 13 years as an advisor and marketing coordinator. He is a registered representative and an Investment Advisor Representative with Series 6.63 and 65 securities licenses as well as a Pennsylvania Life, Health and Accident insurance license.

Dr. Timothy Mack has successfully managed more than $6.9 million in grants and contracts, and is a certified Project Management Professional (license 1674747). He is a national-award winning instructor and also has expertise in web design, e-communications and marketing, and information technology.

Dr. Emilee Peri-Young is a 2003 Doctorate Alumni of Palmer College of Chiropractic, the founding college of chiropractic. Emilee’s last 15 years have been involved in natural health and wellness care, including nutrition, health coach, herbs and essential oil.

Dr. Robert Sechrist is a professor in the Geography and Regional Planning Department at IUP and a Certified Specialist in Wine. He has taught wine-related courses for more than a decade.

Aaron Stanley has been teaching retirement planning workshops at IUP’s Northpointe campus and Slippery Rock University since February 2011.

Kevin Turner is Professor of Ceramics at Indiana University of Pennsylvania and has been teaching ceramics for 26 years. He has exhibited his work and is included in museum collections both nationally and internationally.
Register and pay online at www.iup.edu/learning4life

REGISTRATION FORM
Learning4Life Non-Credit Courses

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Office of Extended Studies
R&P Building | 629 Fisher Avenue | Indiana, PA 15705

Return this form to the address listed above only if you are paying by check or money order. Please make payable to IUP. For questions about classes or registration, contact the Office of Extended Studies at 724-357-2292 or by e-mail at ce-info@iup.edu.