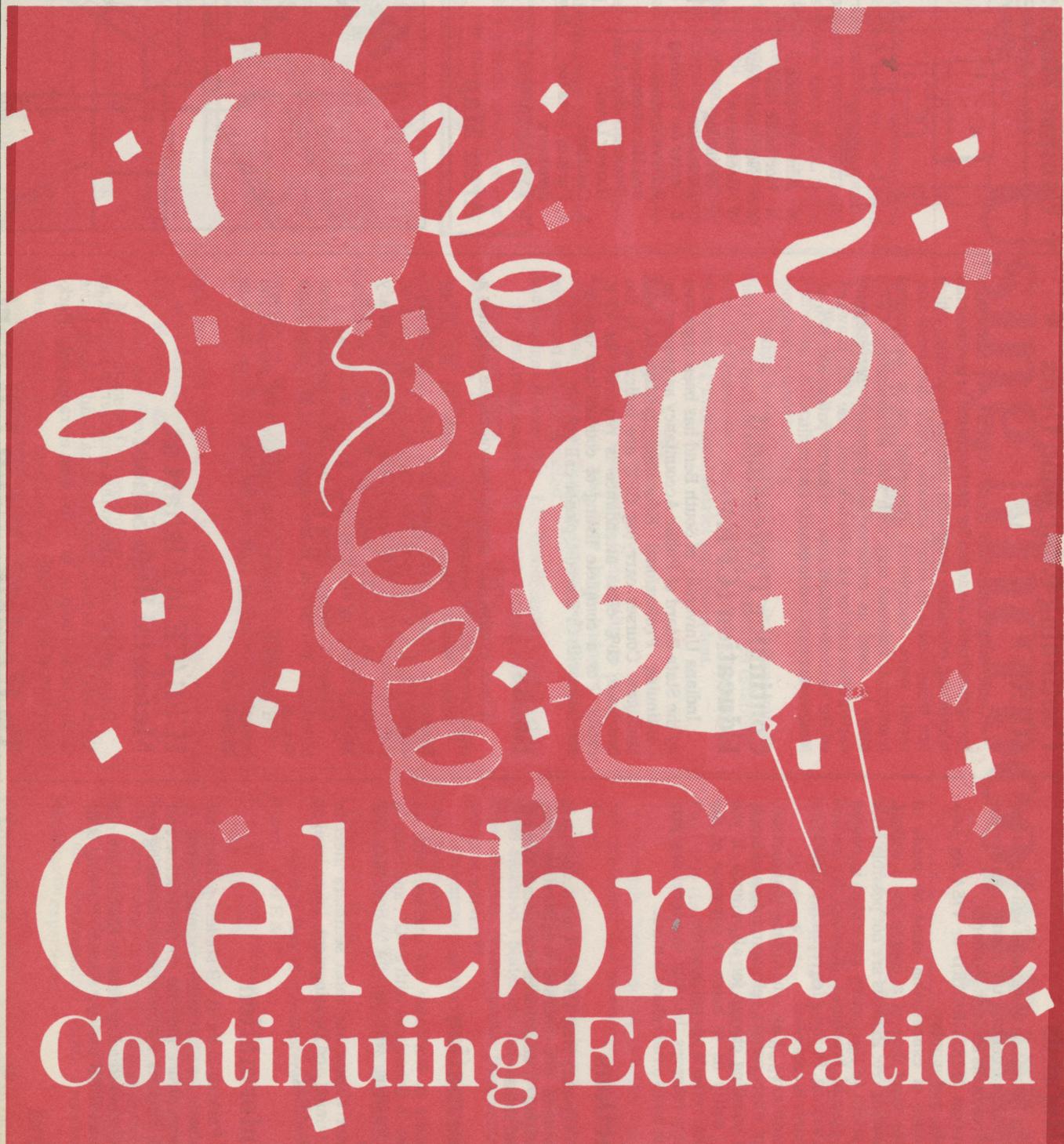


INDIANA UNIVERSITY SOUTH BEND

Courses, Seminars, and Special Events

Continuing Education

Spring 1985



In Our 50th Year

Celebrate Continuing Education

In Our 50th Year

January 1985

Welcome to IUSB Continuing Education — a program designed to provide you innovative and excellent continuing education.

Fifty years ago Indiana University — your state university — scheduled its first continuing education course in South Bend. Today, the IUSB Continuing Education faculty and staff carry on this tradition of service and educational opportunity.

The cornerstone of strong programs in IUSB Continuing Education is a strong faculty. We believe our faculty to be among the best.

- They have the knowledge and expertise to meet our demands for excellence.
- They have the practical experience in how to use the knowledge; theory alone is not enough.
- They have the imagination and communication skills to respond to your curiosity and need for the practical.

Behind the faculty expertise is a strong, supportive Continuing Education staff. Each of us cares about the quality of the program and strives to provide the faculty member and you — the participant — with the best possible learning experience.

If you have used an IUSB Continuing Education program before, we invite you to again join the hundreds who return each semester. If you are new to the community or have not participated in IUSB Continuing Education, we extend to you a special invitation to come to the university.

Celebrate your own continuing education! Develop a skill or special interest by enrolling in a course or seminar today.

Jane Hoopes Robinson

Jane Hoopes Robinson
Director
Division of Continuing Education

M/DL Installs New IBM-PC Compatible Lab

The award-winning Microcomputer Demonstration Laboratory (M/DL) continues its reputation for innovation. This fall new Zenith PC equipment (which is IBM-PC compatible) was installed. Self-paced competency-based training materials, designed for the adult learner, is being used in all training activities. Each M/DL course, seminar or workshop allows participants the opportunity to successfully experience using a microcomputer in a non-sales environment. Among the new course offerings are "DOS," teaching how to use the disk operating system; and "Integrated Software," a course which explores such popular applications as LOTUS 1-2-3 and Symphony.

Beginning the fifth year of service to the community, the M/DL continues to provide some of the most challenging and exciting learning opportunities offered anywhere in the country.



Winners Celebrate Continuing Education \$25 Gift Certificates

These were awarded to every 100th person who enrolled in fall 1984. Congratulations!

Linda Avery
Granger
So You Always Wanted to Play the Piano

Louise Lacopo
South Bend
Italian Language and Culture

Joy Navarre
Granger
Stocks and Bonds

JoAnne Wolfe
Granger
Backyard Livestock Farmer

Candace Butler
South Bend
Computers for Women

Terrill Squires
South Bend
Kaleidoscope: Gifted and Talented

David Schmokel
South Bend
How to Study & Succeed in College

Sharon Huckins
Granger
Computers for Women

Gregory Matthews
South Bend
Speedreading

Guy Weaser
Culver
Ballroom Dazz Royale

John Jacobs
South Bend
Film Series: Famous Directors

Eric Deamer
Rochester
Kaleidoscope: Gifted and Talented

Sandra Milnes
Elkhart
Ballroom Dazz Royale

Christine Dohn
Buchanan
Paralegal Studies

Virginia Hippenmeyer
Granger
Public Speaking

Karen Pantilla
Buchanan
Effective Supervisory Leadership

Wilma Veldman
South Bend
Words of the World's Religions

Karen Niemann
South Bend
Speedreading

Patricia Yoder
Goshen
People Management Skills

Faculty Closeup



Richard Cacioppe is a working manager. He is also a dreamer and a visionary who considers himself an eternal optimist. As president of Krizman, Inc., manufacturer of parts for the automotive aftermarket, he understands the need to combine vision with energy and direction for today. Hard work, imagination, and strategic planning help Dick Cacioppe direct his organization along the path to success. His forthright style and practical experience make him an excellent instructor.

Dick's education at West Point, his tour of duty as an officer in Vietnam, and his understanding of military history, strategy, and tactics blend well with the business savvy gained from his association with one of America's best-run companies — IBM. Both the military and business have elements of risk and people must react — do something — in order to survive. How they do it determines both their longevity and success. This unique combination of experiences gave him the skills necessary to then become president of Krizman.

"Personal leadership and motivation of both self and others are by-products of my military experience." He puts these to work at Krizman, where the employees come first.

Says Cacioppe, "You must have a sensitivity to folks who help you in order to accomplish your mission. And how the mission is determined and subsequently directed is very important. You must be able to convey to others what you are trying to accomplish and set goals to get you there. You need to be able to direct the efforts of a unit in as focused a way as possible." Dick practices what he teaches — business planning is fundamental to the operations at Krizman.

"It is comforting to me to see that we have been successful." There are three

Continued on page 4.

Inside . . .

Media Workshop Using Microcomputers

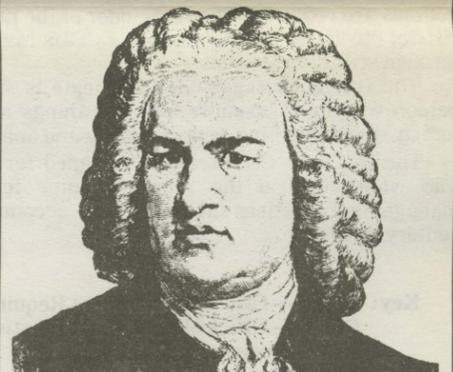
Plot charts and graphs, use type sizes and styles, make 35 mm slides instantly. See page 3.

Managing in a Family Business

An IUSB-Crowe, Chizek and Company Seminar examining factors of continuity and success. See page 11.

Travel to Vienna

City of music, culture, and kings can be yours during two glorious weeks next October. See page 12.



Happy 300th Birthday, J.S. Bach

Join us in celebration with a Baroque dinner and chamber music. See page 12.

Japanese for Travelers

East meets west! Bridge the language and culture differences. See page 15.

Making Effective Presentations

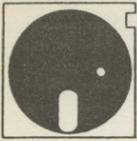
Stand up, be heard, and develop a winning style. See page 4.

Machines that Think — AI: Gifted and Talented

Use strategy-game programming techniques to see how computers "think." See page 17.

Indiana University at South Bend

Call for program
information
237-4261



The award-winning Microcomputer Demonstration Laboratory (M/DL) was created to provide an orientation to the many uses and special applications of microcomputers. Based on the need for people to become both computer literate and applications aware, each M/DL training activity emphasizes hands-on experience with the latest equipment in a non-sales oriented environment.

M/DL seminars and short courses are designed to benefit the first-time user as well as experienced educators, managers and business persons who are unfamiliar with specific equipment, operating systems and application software.

Class enrollment is limited to 20, one student per microcomputer.

For those who wish a guided curriculum, two certified programs have been developed.

Note: Courses are not limited to those enrolled in the certificate program.

***Waiver Options:** If you have not taken Introduction to Microcomputers, but have had a similar course or currently use a microcomputer, you may call the office (237-4167) for options to waive the pre-requisite.

M/DL Certificate Programs

The Microcomputer Demonstration Laboratory (M/DL) Certificate Programs have been systematically developed to give you the knowledge and new skills which can increase your job performance and enhance your career development by using a microcomputer. Upon entering the program is it assumed you have little or no knowledge about the microcomputer. The M/DL Certificate Programs are designed to:

- Provide self-paced, self-directed instruction
- Train users in a non-sales environment
- Provide supervised instruction of the microcomputer, its component parts, and how it can increase productivity
- Develop the basic skills for effectively using a microcomputer
- Give you the opportunity to learn several specialized applications appropriate to the needs of business and management
- Provide supervised instruction for your own worksite applications

To obtain this certified level of accomplishment in Using the Microcomputer, completion of 18 continuing education units (CEUs) is required. Nine specific short courses are required. The remainder of the program consists of electives. A maximum of 4 CEUs may be earned through seminar electives.

The Office Management Certificate is suited to the person who is responsible for such things as planning, forecasting, budgeting, report writing and analyzing data.

The Business Certificate is designed for the person who wants to use the microcomputer for financial management functions such as payroll, accounting and inventory control.

Key: OM/R — Office Management Requirement
OM/E — Office Management Elective
B/R — Business Requirement
B/E — Business Elective

Introduction to Microcomputers: BASIC Programming and Software Applications (OM/R, B/R)
(Prerequisite to all other courses or use waiver option.)

- BASIC II (OM/R, B/R)
- Planning (OM/R, B/R)
- Word Processing (OM/R, B/E)
- Advanced Work Processing (OM/E, B/E)
- Filing Systems: Data Base Management (OM/R, B/E)
- Data Presentation (OM/R, B/E)
- Accounting I, II, III (OM/E, B/R)
- Payroll (OM/E, B/E)
- Inventory Control (OM/E, B/E)
- Using Integrated Software (OM/E, B/E)
- Learn Your Disk Operating System (DOS) (OM/E, B/E)

Worksite Applications (W/A) are sessions that require a prerequisite in the corresponding courses. They provide a supervised environment in which you bring information from your own worksite and use the appropriate software applications to solve your problem.

Note: Office Management — Required to take two (2) sessions. Business — Required to take three (3) sessions.

- WA/BASIC
- WA/Planning
- WA/Filing Systems
- WA/Word Processing
- WA/Payroll
- WA/Inventory Control
- WA/Accounting

NEW
IBM Compatible
Laboratory

Note to Educators: Funding Available

The Indiana Consortium for Computers and High Technology Education has allocated funds for advanced computer related training.

Funding is available to all teachers in Indiana school districts according to a formula and guidelines established by the Consortium. Teachers can apply for these funds by contacting their local district superintendent.

M/DL Faculty

The faculty are selected on their ability to integrate theory and practice and have been trained in the competency-based curriculum specially developed to be self-paced and self-directed.

Ann Souigny Brown, B.A., I.U. Bloomington, experienced in designing budget and record keeping systems on microcomputers.

Steve Bruni, M.B.A., University of Michigan, C.P.A., systems manager, Whirlpool Acceptance Corporation.

Tracy Christofero, M.A. candidate, Division of Education, and project coordinator, Northern Indiana Computer Education Literacy (NICEL) Project.

Catherine Dilley, Certificate in Management and Associate degree in General Studies, IUSB, microcomputer user and experienced instructor in teaching "using micros."

Janet Drew, M.S. candidate, Division of Education, IUSB, experienced in teaching both children and adults.

Gary Horvath, M.P.A., IUSB, and employee, city of South Bend.

Phil Jacobson, M.P.A., IUSB, former senior systems representative with Honeywell.

R.H. Metzcus, Ed.D., associate professor, School of Public and Environmental Affairs, IUSB; Founder, Microcomputer Demonstration Laboratory.

Jane Pomeroy, B.A., I.U. Bloomington, experienced in working with microcomputers in program administration.

Claudia Scott, M.S., Northern Illinois University, supervisor of word processing operation.

Cynthia Urban, B.A., Purdue University, experienced in teaching children and adults.

Introduction to Microcomputers: BASIC Programming and Software Applications (OM/R, B/R)

- 1901: Six Mondays, 5:15-7:45 p.m.
February 18-March 25 (Dilley/Liddell)
 - 1902: Six Tuesdays, 9:00-11:30 a.m.
February 19-March 26 (Jacobson/Urban)
 - 1903: Six Tuesdays, 7:55-10:25 p.m.
February 19-March 26 (Scott/Warner)
 - 1904: Six Thursdays, 5:15-7:45 p.m.
February 21-March 28 (To Be Announced)
 - 1905: Six Saturdays, 9:30 a.m.-noon
February 23-March 30 (Christofero)
 - 1906: Six Mondays, 5:15-7:45 p.m.
April 8-May 13 (Dilley/Liddell)
 - 1907: Six Wednesdays, 7:55-10:25 p.m.
April 10-May 15 (Pomeroy/Warner)
 - 1908: Six Thursdays, 9:00-11:30 a.m.
April 11-May 16 (Jacobson/Drew)
- Room: A001 E & F
Fee: \$120 (Includes materials)
1.5 CEUs/18 CPE

Introduces you to the components of a microcomputer, what it can and cannot do, and some widely used applications of the microcomputer. Learn introductory level statements in the BASIC programming language. Materials include keyboard overlay and blank diskette.

Upon completion, you can take any software applications course or continue to learn BASIC programming.

Course can count toward completion of the Supervision and the Management Development Certificate Programs.

BASIC II (OM/R, B/R)

- 1909: Six Wednesdays, 7:55-10:25 p.m.
February 20-March 27 (Pomeroy)
 - 1910: Six Saturdays, 9:30-noon
April 13-May 18 (Christofero)
- Room: A001 E & F
Fee: \$120 (Includes materials)
1.5 CEUs/18 CPE

A continuation of the BASIC programming language; learn to input and print simple reports with structured programming techniques: subroutines, searching, updating, and sorting arrays. Materials include keyboard overlay and blank diskette. (Prerequisite: Introduction to Microcomputers or waiver.*)

Word Processing (OM/R, B/E)

- 1911: Six Saturdays, 12:30-3:00 p.m.
February 23-March 30 (Christofero)
 - 1912: Five Days, 1:15-4:15 p.m.
Monday-Friday
March 25-March 29 (Brown)
 - 1913: Six Mondays, 7:55-10:25 p.m.
April 8-May 13 (Scott/Esmont)
- Room: A001 E & F
Fee: \$120 (Includes materials)
1.5 CEUs/18 CPE

Through "hands-on" experiences you will see how the microcomputer can become an electronic pad, pencil, and eraser.

Using a microcomputer-based application similar to traditional word processors, you will learn to prepare, edit, store, retrieve and print various documents. (Typing skills assumed.) Materials include keyboard overlay and blank diskette. (Prerequisite: Introduction to Microcomputers or waiver.*)

This course is an elective in the Administrative Assistant Program.

Advanced Word Processing ★ (OM/E, B/E)

- 1914: Six Saturdays, 12:30-3:00 p.m.
April 13-May 18 (Christofero)
- Room: A001 E & F
Fee: \$120 (Includes materials)
1.5 CEUs/18 CPE

Expand your word processing knowledge with additional "hands-on" experience using a popular microcomputer-based software application package. You will learn merge-printing, more printing enhancements, and formatting commands. (Typing skills assumed.) Materials include keyboard overlay and blank diskette.

Note: Prerequisite: Word Processing Course or WordStar™ experience.

Planning (OM/R, B/E)

- 1920: Six Thursdays, 5:15-7:45 p.m.
April 11-May 17 (Horvath/Lawrence)
 - 1921: Five Days, 1:15-4:15 p.m.
Monday-Friday
April 22-April 26 (Brown)
- Room: A001 E & F
Fee: \$120 (Includes materials)
1.5 CEUs/18 CPE

Focuses on electronic spreadsheets (i.e. VisiCalc, SuperCalc) to perform such functions as budgeting, cost estimating, and data analyses. Materials include keyboard overlay and blank diskette. (Prerequisite: Introduction to Microcomputers or waiver.*)

Filing Systems (OM/R, B/E)

- 1916: Six Tuesdays, 5:15-7:45 p.m.
February 19-March 26 (Jacobson/Lawrence)
- Room: A001 E & F
Fee: \$120 (Includes materials)
1.5 CEUs/18 CPE

Focuses on using database management systems to create files, store records, select and sort records, create and print reports and mailing labels. Materials include keyboard overlay and blank diskette. (Prerequisite: Introduction to Microcomputers or waiver.*)

Inventory Control (OM/R, B/E)

- 1918: Six Tuesdays, 5:15-7:45 p.m.
April 9-May 14 (Jacobson)
- Room: A001 E & F
Fee: \$120 (Includes materials)
1.5 CEUs/18 CPE

Using dBASE II participants will learn how to set up an inventory control system on the microcomputer. Materials include blank diskette and keyboard overlay. (Familiarity with dBASE II, or a comparable database package is required.) (Prerequisite: Introduction to Microcomputers or waiver.*)

A participant says . . .

"The instructor was very professional in her approach and was highly effective in communicating with the students."

Wallace E. Summerville
BASIC II

"I enjoyed coming to these sessions and I'm sorry they ended. I believe the most valuable aspect of this course was the hands-on computer experience — also I feel more competent to use existing programs at my office."

Debra Osza
Introductions to Microcomputers

Learn Your Disk Operating System (DOS) (OM/E, B/E)★

1915: Six Mondays, 7:55-10:25 p.m.
February 18-March 25 (Jacobson)
Room: A001 E & F
Fee: \$120 (Includes materials)
1.5 CEUs/18 CPE

Become a more effective microcomputer user by learning more about MS-DOS (or PC-DOS). You will learn how to FORMAT and COPY diskettes, create BATCH files and AUTO execute files, use the line editor and DIRECTORY options. Materials include keyboard overlay and blank diskette. (Prerequisite: Introduction to Microcomputers or waiver.*)

Accounting I, II & III (OM/E, B/R)

1917: Ten Thursdays, 7:55-10:25 p.m.
March 21-May 23 (Bruni)
Room: A001 E & F
Fee: \$180 (Includes materials)
2.5 CEUs/30 CPE

You will learn how to set up and use the microcomputer as a general ledger and for accounts receivable and accounts payable using software application packages. Materials include a blank diskette and handouts. (Prerequisite: Introduction to Microcomputers or waiver.*)

Using Integrated Software★ (OM/E, B/E)

1919: Six Tuesdays, 7:55-10:25 p.m.
April 9-May 14 (Metzcus)
Room: A001 E & F
Fee: \$120 (Includes materials)
1.5 CEUs/18 CPE

Learn to use an integrated software package such as Lotus 1-2-3 or Symphony. You will organize, sort and retrieve information for data analysis and planning. Learn to create powerful visual graphics through a video display, a printer and/or a plotter. Integrated packages combine the planning flexibility of an electronic spreadsheet with the information management power of a database manager and the presentation impact of electronically produced visual graphics. Materials include blank diskette and handouts. (Prerequisite: Introduction to Microcomputers or waiver.*)

A student says . . .

"I thought it was great for basics. To help me decide whether I could operate and understand computer programming."

Terri L. King
Introduction to Microcomputers

Worksite Applications (WA)

1922: WA/BASIC
1923: WA/FILING SYSTEMS
1924: WA/WORD PROCESSING
1925: WA/PLANNING
1926: WA/ACCOUNTING
Four Wednesdays, 5:15-7:45 p.m.
March 6-March 27 (Brown)
1927: WA/BASIC
1928: WA/FILING SYSTEMS
1929: WA/WORD PROCESSING
1930: WA/PLANNING
1931: WA/ACCOUNTING
Four Wednesdays, 5:15-7:45 p.m.
April 10-May 1 (Brown)
Room: A001 E & F
Fee: \$65
1.0 CEU/12 CPE

Ten hours of supervised independent study allows the student to work on one Worksite Application, depending on the application chosen by section number. Participants will work on their own. Worksite Application sessions require a prerequisite in the corresponding course.

Microcomputer Workshops

How to Purchase a Microcomputer for Business or Management

1934: One Friday, 9:00 a.m.-4:00 p.m.
February 22 (Metzcus)
Room: A001 E & F
Fee: \$125 (Includes Buyer's Guide and lunch)
.6 CEU/8 CPE

Can microcomputer technology increase productivity for managers?

Although your organization may provide computer services, do you find that you are not getting the information you need when you need it? This seminar is designed for managers who are not trained experts but are considering using a desktop computer.

Learn how you can increase productivity in four areas: Planning, Information Accessing, Document Handling and Data/Graphic Presentation.

You will have "hands-on" experience with such popular software as SuperCalc and WordStar. Uses of the microcomputer for budgeting, forecasting, creating and accessing documents will be demonstrated.

This seminar is an elective in several Continuing Education certificate programs.

Media Workshop Using Microcomputers

1935: One Friday, 9:00 a.m.-4:00 p.m.
March 22 (Metzcus)
Room: A001 E & F
Fee: \$125 (Includes lunch and material)
.6 CEU/8 CPE

This very special one-day workshop will show you how to plot charts and graphs, create overhead transparencies using a variety of type styles and sizes, and instantly turn the information on your computer screen into 35mm slides. Using computer graphics, plotters and printers you will see how any business or education presentation can be professionalized.

The art of preparing sophisticated, colorful audio-visual materials can enhance your ability to get the response you want!

This seminar is for managers, classroom teachers, administrators, audio-visual specialists, or anyone who wants to learn how to create effective visuals for presentations.

A participant says . . .

"The day was very worthwhile. I felt like I had learned quite a bit and learned it in a way that I don't think I will forget it."

Pamela S. Mullin
Introduction to Using Microcomputers for Managers

"You managed to pack lots of information into a small amount of time — and never lost me once."

Julie Reames
Computer Workshop for Women



Microcomputer Workshop for Women

1932: Monday-Wednesday, 1:15-4:15 p.m.
March 11-13, (Drew/Urban)
Room: A001 E & F
Fee: \$65 (Includes materials and refreshments)
.9 CEU

Reduce your fears and satisfy your curiosity while you build a body of basic knowledge about the microcomputer.

Microcomputer Workshop for Women is designed for those who have little or no exposure to the microcomputer but desire an OVERVIEW of what the computer is, what it can and cannot do, and how it does it.

Learn some introductory statements in BASIC and see demonstrations of popular software packages. Materials include *Buyer's Guide*, hardware comparison chart, and microcomputer glossary.

This workshop offers a very unique "hands-on" experience for the woman who wants to keep in step with the new technology.

PC/Software Forum★

1939: One Thursday, 6:30-9:00 p.m. CST
January 17 (Metzcus)
LaPorte Holiday Inn
1940: One Thursday, 6:30-9:00 p.m. EST
January 24 (Metzcus)
A001A, IUSB
1941: One Thursday, 6:30-9:00 p.m. EST
January 31 (Metzcus)
Elkhart Ramada Inn
Fee: \$20

The open forum will allow you to get straight answers on using software packages with your PC. Popular packages and programming languages will be discussed (including: WordStar, SuperCalc, LOTUS 1-2-3, GW BASIC, MBASIC, Applesoft, Symphony, Framework, and Multiplan).

If we can't answer your question at the session, we will follow-up and help you get the solution to your problem! Question and answer cards will be provided to each participant.

Pre-Computer Skills for Primary Children (Grades 2-4)*

1933: Monday-Wednesday, 8:30-11:00 a.m.
April 8-10 (Drew/Urban)
Room: A001 E & F
Fee: \$59 (Includes refreshments)

Elementary reasoning and logic and familiarity with a keyboard are basic skills which can make using the computer a happy experience. Through activities and games designed to encourage sequential thinking and keyboard coordination exercises, this course will provide a pleasant environment in which future microcomputer users can develop and practice these essential skills. Fee includes M/DL visor and materials.

*Note: Must have completed first grade.

Word Processing for Middle and High School Students★

1936: Five days, 1:15-4:15 p.m.
April 8-12 (Brown/Urban)
Room: A001 E & F
Fee: \$99 (Includes materials)
1.5 CEUs

Now that you've been using a microcomputer to play games, let's put it to work! Through "hands-on" experience learn to save hours of tedious time by using the micro to word process.

You will learn to prepare, edit, store, retrieve, and print. (Minimum typing skills assumed.) You may bring a paper, a sample of schoolwork, or letters for a job applications to word process. Materials include a keyboard overlay and blank diskette.

Note: Experience with a microcomputer is assumed.

BYO-PC: Using the Operating Systems★

1942: One Friday, 9:00 a.m.-4:00 p.m. CST
January 18 (Metzcus)
1943: One Friday, 9:00 a.m.-4:00 p.m. EST
January 25 (Metzcus)
A001A, IUSB
1944: One Friday, 9:00 a.m.-4:00 p.m. EST
February 1 (Metzcus)
Elkhart, Ramada Inn
Fee: \$150 (Includes materials & refreshment breaks)
.6 CEU/8 CPE

Bring your own PC and save hours of valuable time learning how to augment your PC by using the operating system, MS-DOS or PC-DOS. Topics to be covered include: FORMATING and COPYING diskettes, using the various options for DIRECTORY, creating BATCH and AUTO executive files and using the line editor. You will be able to get hard copy automatically at the end of the working day.

Through operating systems controls you will learn to create standard start-up procedures, file naming practices and diskette documentation processes. Bring in your own IBM-PC (or compatible) and printer. Included in the fee is a training diskette, keyboard overlay, reference card "worth the price of the seminar."

★ A star indicates a new course.



Management Programs

Planning and Controlling

1001: Eight Tuesdays, 7:15-9:45 p.m.
February 26-April 16
Room: G149
Fee: \$175
2.0 CEUs/24 CPE



"If you don't know where you're going any road will do." This profound statement from "Alice in Wonderland" unfortunately typifies many small to medium sized companies today. Studies have showed that individuals and companies that plan, succeed and accomplish much more than those that don't.

If you are responsible for planning for your company or department or are someone who aspires to these positions, planning and controlling can help you.

Topics range from defining your company (or department) mission to developing long-range and short-range plans with realistic objectives. In many cases your own situation will be used so that you will finish the course with a firm outline of your own short and long-range goals and a clear understanding of how to accomplish your mission.

This is a required course in the Management Development Certificate, but may be taken independently.

Instructor: Richard Cacioppe, B.S., United States Military Academy; president, Krizman, Inc.

Marketing Principles and Practices ★

1002: Eight Mondays, 7:00-9:30 p.m.
February 25-April 22 (Excluding 4/8)
Room: A007D
Fee: \$175
2.0 CEUs

The role of marketing is crucial in any business; every business can succeed or fail on its ability to market its product. Understanding what marketing really is and knowing how to construct and implement a marketing plan are essential skills for every current or aspiring manager.

Course objectives are to help you: understand what marketing is, analyze consumer needs and motivation, understand and track your product, and construct a marketing plan. The marketing plan can be for either your own or a model company.

This is a required course in the Management Development Certificate, but it may also be taken as an independent course.

Instructor: David Tooker, B.S., Michigan State University; senior vice-president, marketing and sales, Lowe's Inc. — manufacturer for Kitty Litter.

Building and Leading a Team

1003: Eight Wednesdays, 7:00-9:30 p.m.
February 27-April 17
Room: G108
Fee: \$175
2.0 CEUs/24 CPE



Excellent American companies, as cited by Peters and Waterman, balance their attention to both the "hard" and "soft" sides of management. To do this, they have attracted and developed managers who build and lead — not just manage — teams of people.

If you seek excellence for yourself and your organization, this course can help you attain that goal. Course objectives are to increase your awareness and perspectives on teams and leadership, enhance your skills in managing people processes, and help you improve your personal and professional self.

Content will include the differences between managing and leading, styles of leadership and what can work when, the values and behaviors of teamwork, how to develop effective teams, how to "motivate" and develop subordinates, the environment for teamwork, organization values and ethics of teamwork, and the leader as manager of self.

A requirement in the Management Development Certificate program, this course may be taken independently of the certificate.

Instructor: Doug Mosel, M.S., Indiana University.

The Management Development Certificate

1062: One-Time Registration Fee: \$15

Excellent companies have excellent managers who build committed, high achieving teams of employees. But excellent managers aren't just born; they become excellent through personal and professional growth, study, and experience.

The IUSB Management Development Certificate encourages and guides this growth for middle and upper-level managers in small, medium, and large-sized corporations.

Different from a supervisory development program, this program not only allows managers to select electives that will strengthen people skills but it also requires that they study management, how to use financial information, understand the basics of marketing, and learn the process and skills of planning in an organization.

To obtain this certificate requires completing 16 Continuing Education Units (CEUs). Four specific courses are required; the remainder can be elected in courses and seminars. Successful completion of each course requires 80% attendance and satisfactory performance on the limited assignments.

Required Courses

What Managers Do (Fall)
Understanding Financial Statements (Fall)
Marketing Principles and Practices (Spring)
Planning and Controlling (Spring)

Electives

People Management Skills (Fall)
The Creative Manager (Fall)
The Manager as Negotiator (Fall)
Statistical Process Control (Fall/Spring)
Business and Technical Writing (Fall)
Building and Leading a Team (Spring)
Making Effective Presentations (Spring)
Cash Flow Management (Spring)
Using Small Groups to Solve Work Problems (Spring)
A designated microcomputer course suited to managers, e.g. Spreadsheets
Any FOCUS seminar marked as applicable.
See FOCUS brochure (237-4167).

Making Effective Presentations

1004: Six Wednesdays, 7:00-9:00 p.m.
February 27-April 3
Room: A251
Fee: \$115
1.2 CEUs/14 CPE



The key to having your ideas accepted by your organization's decision-makers is often the direct result of your ability to make a presentation effectively.

Your style is as important as the information you present to persuade others. In this working course, you will be introduced to the psychological factors which create your image, learn how to analyze your audience, and practice techniques to enhance your presentation skills.

Using a tested model for argumentation, each participant will have the opportunity to make a presentation based on a work-related issue. A videotaped segment will enable you to analyze your own style, followed by an individual evaluation arranged with the instructor.

Note: Class size limited to twelve participants.

Instructor: Suzanne Z. Miller, M.S., adjunct faculty, Department of Communication Arts and director of seminars and training, IUSB.

You may enroll in any course without registering for the certificate.

Faculty Closeup continued

multi-billion dollar international companies in the automotive chassis aftermarket. "Then there's little, tiny us, Krizman, Inc., in Mishawaka, Indiana. There's no question that when you don't have a plan, you'll get squashed." Krizman holds about 10-15% of market share and is expanding through distribution centers as far flung as Los Angeles, San Francisco, and Texas. And they're growing. But their growth is shadowed by what the big boys are doing.

Currently they are under duress in their business. TRW has lowered prices an average of 36% to gain greater market share. Of course, this impacts on what Krizman will do. "Our own business plan helps us be more intelligent about charting a course. And we are certain to translate this course to everyone in our company, from top management to the drill press operator."

"Everyone must have a drumbeat to march to. It means the different between who will survive and who will fail. It says we're in control and we're not going to sink. It tells our employees and our customers that we're not going to be the victim. And if the plan is to succeed everyone has to have ownership on it and agree on the goals and objectives."

In Planning and Controlling, part of the Management Development Certificate program at IUSB Continuing Education, Cacioppe tells his students two things:

"(1) Measure success by the results achieved by your organization, not by how hard you personally worked; and

"(2) Envision yourself sitting back on the last day of 1985 and complete the following phrase: 'This has been the most successful year in business because I accomplished the following things...'"

This exercise creates vision and imagination. By looking backward you look forward, become a dreamer and create opportunities for yourself and your company.

For Cacioppe the dream is part of an attitude about people and living. "If it's good today, it will be better tomorrow. If it is bad today, it will be better tomorrow." In business and in his personal life, this philosophy intertwines. Cacioppe is observant, interested in people, and willing to listen.

His interest in history, strategy, and current issues gives him an extra sense to extract the significance from events and situations. "From an early part of my life I have put myself into other people's shoes. It helps me understand a little better." What emerges for him then is a clear picture of what may have previously seemed to be unrelated, disparate events. By applying these techniques to organizational planning and controlling, he teaches managers how to reach a turning point toward success.

According to Cacioppe, most successful business people develop their sense of renewal through new learning. "We need periods of revelation to be receptive to new ideas and discoveries." Continuing Education provides him and his employees with a fresh, new way of gaining insight into the day-to-day operations of the organization. It provides the environment and stimulus in which to learn away from the office.

Cacioppe believes that to rejuvenate themselves, people need to get back to a period of wonderment, learning and understanding. It can give them insights into current events and creates new perspectives on work.

Krizman is a big user of Continuing Education at IUSB. "We believe this to be important for all people in the company. I don't know of any case where an employee didn't come back filled with a more forward-looking orientation about him/herself and the workplace. It fits into our business plan and means success for us."

Cash Flow Management ★

1005: Six Thursdays, 7:15-9:45 p.m.
February 28-April 4
Room: G149
Fee: \$135
1.5 CEUs

Positive cash flow is an essential element in the day-to-day management of a company. Business failure can occur because of lack of understanding for these management and planning concepts, rather than because of inadequate products, sales, or profits.

Successful cash flow management can result in opportunities for growth: savings and reinvestment through improved working capital operations. A reduction of ten to twenty percent in accounts receivable and of twenty percent in inventories can mean greater profitability.

The course will cover cash flow cycles, reasons for holding cash, working capital management, management of receivables and inventory, credit and collection policies, marketable securities for short-term investments, and cash flow statement and forecasting worksheets.

Prerequisite: Understanding Financial Statements (fall '84), Accounting and Finance for Managers (spring '84), or consent of instructor is required.

This course is an elective in the Management Development Certificate.

Instructor: Bruce K. Novak, M.S., Indiana University; comptroller, Trans-Aire, Elkhart.

Using Small Groups to Solve Work Problems ★

1014: Eight Mondays, 7:00-9:00 p.m.
February 25-April 15
Room: A121, Elkhart Memorial High School
Fee: \$149
1.6 CEUs/18 CPE



Management of American organizations is changing. The "top-down, inside-out" management style has evolved into having groups of employers — both exempt and non-exempt — identify and solve problems. In many companies results have produced more effective and longer-term solutions to problems.

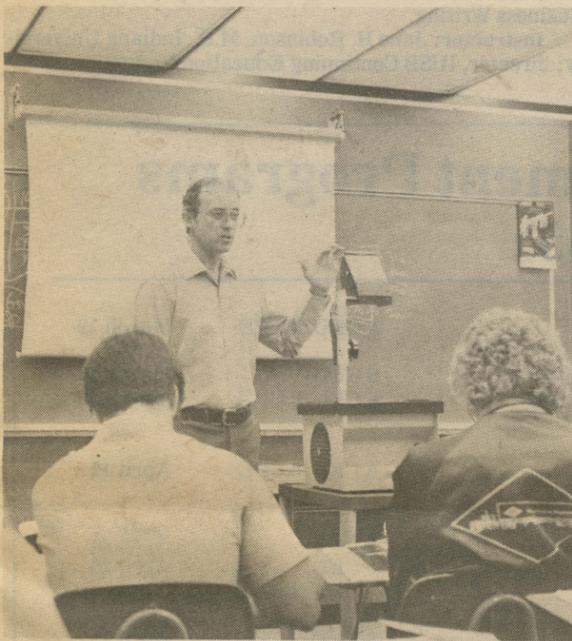
The foundation to having small groups carry out tasks, resolve dilemmas, and implement solutions — is excellent communication skills. And these can be taught and learned: purposeful speaking, active listening, creative participation in group work, effective leadership in group activities, tools of reasoning, data-collecting and analysis.

Using various case studies, students will form small groups to solve selected problems in finance, marketing/advertising, public relations, strategic forecasting, or personnel. Group members will define the problem, establish goals, and understand the rules, roles, problems and skills of participating in small groups.

Notes: This course is an elective in the Management Development Certificate program, but may be taken independently.

Business and agency managers are encouraged to attend.

Instructor: Brent White, M.S., Indiana University; trainer and facilitator, quality circles and SPC, Goshen Rubber.



A student says . . .

"I should now be able to write job descriptions, recruit the most eligible candidate for a job description, write an effective employment ad, screen applicants in a constructive way, and interview applicants within the law! This class was really valuable for me."

Michael Penrod
Krizman, Inc.
Employee Relations I

WE'LL COME TO YOU.

Our in-company programs deliver cost-effective training to your location.

You choose the content, the time, and the format to meet your special needs.

Dozens of area firms have taken advantage of the in-company training programs we provide on a contract basis. Programs can be custom-designed to meet your specific training needs. Or you can select from among the more than 50 business courses described in this bulletin.

Custom-designed programs may vary from half-day workshops to courses offered periodically over several months. Programs of several days' duration offer extensive in-depth coverage of material and provide opportunities for greater interaction by participants.

For information
Call (219)237-4167

Jane H. Robinson, Director of Continuing Education or
Suzanne Z. Miller, Director of Training.

Supervisory Development Certificate

1063: One-Time Registration Fee: \$15

Supervisors can improve employee satisfaction, increase productivity; reduce costly employee turnovers, and build morale. Becoming an effective supervisor requires more than the title; it requires learning what the job involves and how to do it better or differently. Supervisory Development Certificate program is designed to provide this practical instruction.

The program is especially suited to the newly-appointed supervisor and those preparing for supervisory positions in business, industry, government, and organizations such as hospitals and nonprofit agencies.

To obtain this certificate requires 16 Continuing Education Units (CEUs) in the required and elective courses and seminars.

Required Courses

Job of the Supervisor I (Fall/Spring)
Business Economics (Fall)
Effective Supervisory Leadership (Fall/Spring)
Employee Relations I: How To Get Good Employees (Fall)
Employee Relations II: How to Keep Good Employees (Spring)

A Computer Course, so indicated

Electives

Accounting for the Non-Accountant (Fall)
Business Writing: Letters and Memos (Spring)
Office Management (Fall)
Person-to-Person Business Communications (Fall/Spring)
Statistical Process Control (Fall/Spring)
Public Speaking (Fall)
The Brain: Endless Frontier (Spring)

Statistical Process Control

1020: Room A125, Elkhart Memorial High School
Eleven Wednesdays, 6:30-9:00 p.m.
February 27-May 8

1021: Room A122, South Bend
Eleven Mondays, 7:30-10:00 p.m.
February 25-May 6

Fee: \$185 (Includes course materials)
2.8 CEUs/33 CPE

American business has been challenged to meet the demand for cost efficient, high quality products. What must management do to meet this mandate for quality?

Customers such as Ford, GM, the military, and Detroit Diesel Allison are mandating suppliers to implement and use statistical process control (SPC) methods to insure consistency of product quality. Firms that do not use the SPC method will be unable to compete with those that do.

In addition, SPC works!

This course will introduce the Deming concept of statistical process control, how its implementation has succeeded in the U.S. and Japan and methods to put the theory into practice, including employee involvement. Company presidents, executive officers, managers and union leaders need to understand this method and how management and employees can make SPC methods work for the benefit of all.

Discussion covers basic statistical process control concepts and problem solving techniques such as cause and effect analysis, flow charts, fish-bone diagrams, Pareto analysis, probability and sampling, frequency distributions, control charts, and process capability.

Note: This course has no prerequisite although exposure to high school algebra would be useful. It is part of the Management Development Certificate program. You may enroll in this course without registering for the certificate.

Instructors: Larry Mainstone, Ph.D., Michigan State University; associate professor of management, Valparaiso University; an experienced quality assurance engineer, teaches in Elkhart. (1020)

William Barnard, Ph.D., University of Michigan; corporate director of training and development, Goshen Rubber, teaches in South Bend. (1021)

Employee Relations II: How to Keep Good Employees

1015: Ten Mondays, 7:00-9:00 p.m.
February 25-April 29

Room: N106
Fee: \$90
2.0 CEUs/24 CPE

Designed especially for any management person responsible for improving employer-employee relationships, this course will introduce methods for increasing productivity through the application of sound, workable employee relations principles. Classes will focus on attitudes, morale, communication, induction procedures, use of quality circles, OSHA, and grievance procedures (union and non-union).

A required part of the Supervisory Development Certificate program, the course emphasizes both the "how to" and "why." It will also be especially useful for the person who is in any way engaged in employee relations.

Instructor: Ralph Sanford, M.S.; manager, Industrial Relations, Wheelabrator-Frye.

Job of the Supervisor I

1017: Eight Tuesdays, 7:00-10:00 p.m.
February 26-April 16
Room: A007D
Fee: \$115
2.4 CEUs/30 CPE



Supervision has changed. Telling people what to do is no longer the supervisor's job, but bringing out the strengths of the work force is. Doing this requires good people management skills.

This practical course can help you develop a clearer sense of what your supervisory job is and how to do it better. You'll be introduced to and explore some of your responsibilities such as decision-making, delegation, communication, leadership, motivation and morale-building, performance appraisal, and employee counseling and training.

Required for the Supervisory Development Certificate, this course is a must for those who want to establish standards and controls in their work environment.

Instructor: Ray Burnett, M.B.A., University of Detroit; assistant professor, IUSB; recipient of IU School of Continuing Studies "Outstanding Teaching" and NUCEA Faculty Service Awards.

A student says . . .

"This class showed me that I didn't have to act like the stereotypical supervisor . . . authoritative, stern, strict. I can be myself and be a good supervisor, to personally care for others. I now enjoy going to work every day."

Timothy B. Mathews
Wells Electronics, Inc.
Job of the Supervisor

Effective Supervisory Leadership

1012: Ten Wednesdays, 7:00-9:30 p.m.
February 27-May 1

Room: N109
Fee: \$115
2.5 CEUs/30 CPE



The role of the supervisor is changing drastically. Supervisors can no longer be "boss;" they must become leaders, teachers, expeditors, and assistants. Leadership skills can be developed . . . and a more successful supervisor will be the result.

As a part of this course you will consider styles of leadership and standards of behavior; increase your ability to listen and express yourself; and learn how to solve problems and conduct effective meetings. Class cases will help you develop and adopt your own leadership style and develop ways to build your own team. Course is required for Supervisory Development Certificate.

Instructor: David Eastman, M.S., Indiana University.

Computers, People, and Business

1060: Ten Thursdays, 5:30-7:30 p.m.
February 28-May 2

Room: N117G
Fee: \$105
2.0 CEUs/24 CPE



Whether your interest is in personal computers or large company mainframes, you will gain an understanding of how computers are used in business, and how to effectively use computer resources, people, hardware and software.

Real workplace examples are referenced to demonstrate important points. Students are exposed to a range of computer hardware and software through demonstration and some hands-on experience, including limited use of timesharing and personal computers. Current issues in office automation, telecommunications, and security are addressed.

This is a survey course to provide a broad perspective and overall understanding. No prior knowledge of computers is necessary. While programming is examined, no instruction in a programming language is provided, although writing code or using a spreadsheet is reviewed.

Notes: If you wish to learn a language, use spreadsheets, or do word processing, see Using Computers section. This course is an elective in these certificate programs: Supervisory Development, Executive Secretary/Administrative Assistant.

Instructor: Marvin Scher, Ph.D., Syracuse University; manager, User Development Center, Miles Laboratories, Inc.

A Direct Line to the Registration Desk 237-4191

★ A star indicates a new course.

Person-to-Person Business Communications I

1024: Nine Thursdays, 7:00-9:15 p.m.
February 28-May 2 (Excluding 4/4)
Room: N109
Fee: \$84
2.0 CEUs/24 CPE

Send a clear message for on-the-job success. In this course you will identify your own style of communication behavior, recognize your image and learn how you are seen by others. Then, you'll assess your strengths and weaknesses to develop and use a plan for improving your communication skills.

Learn to "come to the point," problem-solve, listen to others, and read their concerns. Practice how to articulate clear and concise thoughts in interviews, meetings, and presentations — essential skills for any businessperson.

This course is required for the Business Communications and Executive Secretary/Administrative Assistant Certificates, an elective for Supervisory Development Certificate and recommended for business owners/managers and salespersons.

Instructor: Carol Muessel, M.S., IUSB; training director, First National Bank, Elkhart.

Person-to-Person Business Communications II ★

1025: Six Tuesdays, 7:00-9:00 p.m.
February 26-April 9 (Excluding 4/2)
Room: A126
Fee: \$56
1.2 CEUs/14 CPE

Communicating with people is the lifeblood of every organization. Continue to build on the skills that can increase your job effectiveness with this second semester course.

Problem-solving, group decision-making, team building, interviewing, conducting meetings, making presentations, and supervising are job responsibilities that are addressed. Get the results you want by practicing the techniques you will learn in this follow-up course.

Prerequisite: Person-to-Person Business Communications I.

Note: This new course is an elective for the Certificates in Business Communications, Supervisory Development, and Executive Secretary/Administrative Assistant.

Instructor: Carol Muessel, M.S., IUSB; training director, First National Bank, Elkhart.

Professional Sales: Strategies for Success

1023: Seven Mondays, 7:00-9:00 p.m.
February 25-April 8
Room: A137, Elkhart Memorial High School
Fee: \$80
1.4 CEUs

Today's salesperson must be a knowledgeable professional. Companies are expanding their technology, developing better quality or more costly products, and facing increased competition. Success in the marketplace depends on the ability of the salesperson to represent them effectively. This means closing more sales, more frequently.

The successful salesperson depends on certain skills that can be readily acquired: developing a personal style, ability to communicate and fulfill customer needs, understanding buying behavior, and knowledge of what factors make — or break — a sale.

Whether the business serves retail, service, industrial, government, or international markets, this course will provide sales professionals, or those planning a sales career, with a better understanding of the processes of successful selling strategies.

Instructor: Robert Durbin, B.S., Ball State University; manager, Customer Service Communications, Ames Division, Miles Laboratories.

Improving Your Speaking Voice ★

1016: Six Thursdays, 7:00-9:00 p.m.
February 28-April 4
Room: N152
Fee: \$89
1.2 CEUs

How you sound to others can influence their opinion of your effectiveness in the business organization. Do you speak slowly and drawl your words, making it difficult to get and hold attention? Do your words slur or trail off at the end of a sentence? Is your voice high-pitched or strained? Is it soft and barely audible?

Most of us have speaking patterns that can be improved. In this course you will receive voice training and coaching and have an opportunity to practice speaking techniques through exercises and taped recordings to build your speaking image.

Notes: Class size limited to fifteen students. This is an elective in these certificate programs: Business Communications, Supervisory Development, Executive Secretary/Administrative Assistant.

Instructor: Jeffrey Koep, Ph.D., Washington State University; chairperson and associate professor, Communication Arts, IUSB.

Certificate in Business Communications

1065: One-Time Registration Fee: \$15

The ability to communicate well — to be clearly understood by others and to understand them — is a highly valued skill in business and the professions. Career success may depend on an individual's capabilities to express him/herself with clarity, purpose, understanding and assuredness.

This program is for anyone where people-contact is an important part of the job responsibilities. It can provide the knowledge and proficiency needed to interrelate with confidence and results. It can help prepare the career-minded for a variety of administrative and management positions and is designed especially for those employed in supervision, retail and direct sales, customer relations, entry-level and middle-management, and office management.

Completion of the certificate requires 13 CEUs, selected from the required and elective courses and seminars.

Required

Person-to-Person Business Communications I (Fall)
Business Writing: Letters and Memos (Spring)
Public Speaking: Effective Meetings and Presentations (Fall)

Electives

Person-to-Person Business Communications II (Spring)
AT: For Clear, Specific Communication (Fall/Spring)
Professional Sales: Strategies for Success (Fall/Spring)
Women in Sales: Career of the 80's (Spring)
Customer Relations for Retail and Service Employees (Fall)
Improving Your Speaking Voice (Spring)
Your Professional Image (Fall)
The Brain: Endless Frontier (Spring)



Business Writing: Letters and Memos

1011: Eight Thursdays, 6:00-8:30 p.m.
February 28-April 18
Room: A001B
Fee: \$119
2.0 CEUs/24 CPE

Make a good impression with your letters and memos by using clear, correct and effective business writing skills. Strengthen your already presumed command of the mechanics of grammar and punctuation as you concentrate on clarity, style, choice of words, tone and format. Special kinds of letters and memoranda will be discussed, including resume writing, cover and job application letters. The needs of each student will be met through individual reviews.

This course is part of the Executive Secretary/Administrative Assistant, Supervisory Development, and Business Communications Certificates and is suggested for anyone in business.

Note: If you need help with the mechanics of grammar, spelling, and punctuation, enroll first in English Grammar Review. These skills are required to enroll in Business Writing.

Instructor: Jane H. Robinson, M.S., Indiana University; director, IUSB Continuing Education.

FOCUS SEMINAR SERIES



Management Programs

Management Programs Spring '85

| | | |
|--|--------------|-------------------------------|
| Communications | | |
| Writing a Better Letter and Memo | .6 CEU/8 CPE | March 19 |
| *Improving Your Memory | .6 CEU | March 26 |
| Assertive Communications (Elkhart) | .6 CEU/8 CPE | March 29 |
| Marketing and Sales | | |
| Strategic Marketing: Implications for the 80's (Elkhart) | .6 CEU/8 CPE | April 19 |
| Science of Selling | .6 CEU | April 25 |
| Time and Territory Management | .6 CEU | April 26 |
| Credit | | |
| Collecting Past Due Receivables and Bad Debts | .6 CEU | April 11 |
| Employee Relations | | |
| Interviewing and Selecting Good Employees | .6 CEU/8 CPE | March 21 |
| *Making Sense of the Performance Review | .6 CEU/8 CPE | May 1 |
| Managing People | | |
| Management Skills for New Supervisors | .6 CEU/8 CPE | March 1 |
| Working with People | .6 CEU/8 CPE | March 6 |
| Reducing Employee Frustration | .6 CEU/8 CPE | March 15 |
| Supervisor Skills Up-Date (Elkhart) | .6 CEU/8 CPE | March 22 |
| An Assertive Approach to DELEGATION | .6 CEU/8 CPE | April 22 |
| *Dealing with Difficult Employees | .6 CEU/8 CPE | May 8 |
| Personal Management | | |
| The Executive Secretary as Manager (Elkhart) | .6 CEU | March 4 |
| Time Management | .6 CEU/8 CPE | March 28 |
| *Composure Under Pressure | .4 CEU | April 18 |
| Managing the Organization | | |
| *Planning for Excellence: Dealing with Corporate Change | .6 CEU/8 CPE | February 13 |
| *Organization Planning: The Team Approach | .6 CEU/8 CPE | March 7 & 8 |
| The Manager as Leader | .6 CEU/8 CPE | March 13 |
| *Power-Based Management | .6 CEU/8 CPE | March 14 |
| Using Microcomputers | | |
| *PC Software Forum (LaPorte) | | Jan. 17 or Jan. 24 or Jan. 31 |
| (Elkhart) | | |
| *BYO-PC: Using the Operating System (LaPorte) | .6 CEU/8 CPE | Jan. 18 or Jan. 25 or Feb. 1 |
| (Elkhart) | | |
| Purchasing a Microcomputer for Business or Management | .6 CEU/8 CPE | February 22 |
| Media Production Using Microcomputers | .6 CEU/8 CPE | March 22 |
| Special Event | | |
| *Business Women's Weekend in Chicago: Balancing the Management Act | .8 CEU | March 15-17 |
| *New Programs | | |

For more information contact:
Seminars & Conferences, IUSB
P.O. Box 7111
South Bend, IN 46634
(219) 237-4167 or
toll-free from
Elkhart 674-5905 ext. 4167

AT: For Clear, Specific Communication

1010: Seven Mondays, 7:00-9:30 p.m.
February 25-April 8
Room: A251
Fee: \$71
1.7 CEUs



Most people can identify with those who are afraid to say "No" or who have difficulty asking for what they want. Many of us avoid conflict, even disagreement, thinking we have to please everyone. We find it hard to speak up — with friends, in groups, or at work. Some of us feel as if we always come out on the "short end" of things — and guilty, frustrated or angry for not asserting ourselves.

Assertiveness Training is not therapy, but it does offer specific skills which enable us to stand up for our own rights while respecting the rights of others as we communicate our needs.

Both men and women can benefit from this course that explains AT and the difference between aggression and assertiveness. Participants examine behavior through role-play, video-taped vignettes and actual situation practice and apply AT skills.

Instructor: Jill Soens, M.S., Indiana University; experienced counselor and AT instructor.

The Executive Secretary/Administrative Assistant Certificate

1064: One-Time Registration Fee: \$15

This is a professional program designed for the executive secretary, administrative assistant, or anyone who seeks this management team position. Courses combine conceptual knowledge and practical know-how to aid the move upward to the administrative level.

To earn this certificate requires 12 CEUs selected from the required and elective courses and seminars.

Required Courses

Management and the Administrative Assistant I (Fall)

Management and the Administrative Assistant II (Spring)

Person-to-Person Business Communications (Fall/Spring)

Office Management (Fall)

Electives

Person-to-Person Business Communications II (Spring)

Accounting for the Non-Accountant (Fall)

Public Speaking: Effective Meetings and Presentations (Fall)

Your Professional Image (Fall)

Business Writing: Letters and Memos (Spring)

Effective Supervisory Leadership (Fall)

Computers, People, and Business (Fall/Spring)

Introduction to Microcomputers and BASIC I or special

3-Day Software Applications Workshop (Fall)

Word Processing (Fall/Spring)

Management and the Administrative Assistant II

1018: Ten Tuesdays, 5:30-7:30 p.m.
February 26-April 30
Room: A127, Elkhart Memorial High School
Fee: \$90
2.0 CEUs



For those who wish to achieve greater success and responsibility in the work situation, this continuing course develops further management's expectations in auxiliary decision-making positions.

Part of the Continuing Education Executive Secretary/Administrative Assistant Certificate program, this course is particularly valuable for those currently employed or seeking these positions; part 1 of this course is a prerequisite.

The class will participate through discussion and role-playing while exploring the human concerns of management: effective communication, changing behavior, counseling, achieving potential, goal-setting, self-motivation, training and development.

Instructor: Helen Free, M.A., Central Michigan University; senior manager, Miles Laboratories; co-author of patents and professional papers; recently featured in University of Michigan film on "women in science."

Purdue Engineering Technology

IUSB and Purdue Engineering Technology have joined together to expand Continuing Education opportunities available to the Michiana region. We are interested and willing to offer noncredit courses and one or two-day programs in specific engineering technology topics.

To do this, we need to hear from you. Call Cathie Dilley, 237-4165. Let us know the continuing education topics you want to know more about and what new skills you or your company need.

For information about Purdue Engineering Technology credit programs, which began in fall '84, contact Karl Perusich, electrical engineering technology, (237-4180) or Wayne Barker, mechanical engineering technology, (262-5679 — Elkhart).

Paralegal Studies

Paralegal Studies Certificate

If you are interested in becoming a paralegal or want to consider employing a paralegal graduate, please call Jane Pomeroy, 237-4165.

Designed for the academically able and highly motivated individual who desires a challenging occupation, the Paralegal Studies Certificate is a special two-year program.

It educates adults to work under the supervision of an attorney to:

- Prepare, summarize and interpret a variety of legal documents and pleadings;
- Analyze, compile and use information from secondary legal sources;
- Conduct client interviews and maintain file control;
- Handle other office administrative duties.

The program consists of six graded, twelve-week (36 hour) courses and eight seminars. In addition, students must complete Accounting Principles A201, offered through the Division of Business and Economics.

Program carries nineteen (19) undergraduate credits towards a General Studies degree and three (3) credits for A201.

Paralegals are becoming essential to firms that wish to remain profitable and at the same time offer thorough client services. They are making major contributions in law, government, business, legal services and mortgage and title company offices as well as in various bank departments.

To receive the current program brochure and to be placed on the mailing list for the next class (possibly fall '85), call 237-4165.

Legal Research and Writing

1080: Twelve Wednesdays, 6:30-9:30 p.m.
January 9-March 27
Room: A001A
Fee: \$195



This course is open only to those enrolled in the Paralegal Studies Program which began in fall 1984. Course objectives are to develop effective legal researching skills, to learn to use effectively primary and secondary courses, and to prepare and write various forms of legal writings which are accurate, clear, logically organized and properly analyzed.

Instructor: Kathleen Cekanski-Ferrand, J.D., University of Notre Dame Law School.

Paralegal Students: We recommend you enroll in Accounting Principles (A201) prior to beginning the program. It provides the foundation you need to better succeed.

An attorney says . . .

"We have increased our ability to respond quickly to our clients' needs by employing paralegals to make initial document drafts. With supervision, paralegals can enable attorneys to greatly multiply their production with no reduction in quality of product. Both our firm and the client are better served because we employ paralegals."

Ken Weaver
Attorney-at-Law, Elkhart

Law Office Systems and Management

1081: Saturday, 9:00 a.m.-12:00 m.
January 19
Room: A001
Fee: \$30 (Includes coffee and rolls)

This special seminar is designed for those regularly enrolled in the Paralegal Studies program.

Instructor: Jeannie L. Statzer, paralegal, Walton College; Roemer and Mintz attorneys-at-law.

**Quick and Easy
Registration
MasterCard or VISA
237-4191**

Litigation

1082: Twelve Wednesdays, 6:30-9:30 p.m.
April 10-June 26
Room: A001A
Fee: \$195



This course is open only to those enrolled in the Paralegal Studies Program and will acquaint the student with an analysis and overview of the legal system as it pertains to litigation. Topics include: claims and defenses, pleadings, parties, pre-trial procedure and the pre-trial conference, criminal matters, discovery — including interrogatories, requests for production, depositions, requests for admissions, and medical examinations — evidence in a nut shell, the anatomy of a trial with the paralegal's functions, post-judgment, insurance, third-party practice, and appeals.

Assignments will include preparation of requests for production and responses, and preparation of a settlement brochure.

Instructor: Jeanne Jourdon Swartz, J.D., University of Notre Dame; judge, St. Joseph County Superior Court.

Paralegal Methods in Litigation

1083: One Saturday, 9:00 a.m.-12 m.
May 11
Room: A001A
Fee: \$30 (Includes coffee and rolls)

This seminar will provide those enrolled in the Paralegal Studies Program with a practical overview of the duties and responsibilities of the litigation paralegal. It will concentrate on the paralegal's role and function in discovery and trial preparation.

Practical instruction will include how to: prepare notices of deposition and requests for admissions; construct a docket control system using the trial rules of evidence for response to interrogatories; and prepare the trial notebook, voir dire forms, subpoenas for witnesses, and trial exhibits.

Instructor: Melva Freeman, A.S., Southwestern Michigan and seminars in litigation, The Institute for Paralegal Training; paralegal, Barnes & Thornburg.

Paralegal Methods in Client Interviewing

1084: One Saturday, 9:00 a.m.-4:00 p.m.
May 18
Room: A001A
Fee: \$65 (Includes coffee and rolls)

This seminar is mandatory for those currently enrolled in the IUSB Paralegal Studies program.

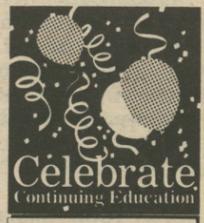
Seminar topics and practical exercises will include structuring the interview, external conditions and client characteristics influencing the interview, the paralegal's responsibilities, preparing the intake/memo sheet, and opening and closing the interview.

Instructors: Carol Muessel, M.S., counseling, Indiana University.

Kathleen Cekanski-Ferrand, J.D., University of Notre Dame.

Latin Classics: Reading and Discussion★

See Expanding Horizons section.



Instructor Inquiries Invited

We are seeking qualified instructors who are experts in business, management, small business development, areas of personal interest, financial planning, gifted education, art, and music. You are invited to submit a program proposal and resume to Norma Singleton, Course Coordinator.

★ A star indicates a new course.

General Business and Career Development

Production and Inventory Management Certificate

1066: One-Time Registration Fee: \$15

In cooperation with the American Production and Inventory Control Society, the Division of Continuing Education offers a good overview of production and inventory management. The program broadens the understanding of who works in an entry to middle-level position in production or inventory control, data processing, or manufacturing.

To earn this certificate requires 13 Continuing Education Units (CEUs) in the required and elective courses and seminars.

Required Courses

Production and Inventory Control I (Fall/Spring)
 Production and Inventory Control II (Spring)
 Purchasing I (Fall)
 Distribution Resource Planning (Fall)
 Production Materials Management (Spring)
 Computer-Based Management Information Systems (Spring)

Electives

Business Writing: Letters and Memos (Spring)
 Purchasing II (Spring 1985)
 The American Economy at Work: Business Economics (Fall)
 Statistical Process Control (Fall/Spring)
 What Managers Do (Fall)

Production and Inventory Control I

1027: Ten Mondays, 7:00-9:30 p.m.

February 25-April 29

Room: N166

Fee: \$140

2.5 CEUs



Money invested in your manufacturing inventory will play a definite role in your company's annual profit or loss. This course can help you successfully control this vital area.

It is planned for entry to middle-level production and inventory control people and is required for the Production and Inventory Control Management Certificate.

Course content includes the desired environment and the vital functions of production and inventory control; forecasting; point-type inventory systems; material requirements planning (MRP) technique; economic order quantity (EOQ); aggregate inventory analysis; leadtime, scheduling, loading and capacity requirements; and shop floor control.

Instructor: George Iemmolo, C.P.I.M., Project Manager Division Systems, Joy Manufacturing; National APICS Certification — Fellow Level.

Production and Inventory Control II

1028: Eight Wednesdays, 6:00-8:15 p.m.

February 27-April 17

Room: N117G

Fee: \$110

1.8 CEUs

A continuation of Production and Inventory Control I, this course presents additional techniques of production and inventory control. Prerequisite is the first seminar course or knowledge of production and inventory control fundamentals. Various case studies will be analyzed along with current on-the-job problems, and good solutions will be developed through class participation. The course is required for the APICS Certificate.

Instructor: Dale Baker, B.S., Indiana University; M.S.B.A., IUSB; manager of materials and inventory control, Miles Laboratories, Consumer Products Division, and experienced in production control, purchasing and warehousing.

You may enroll in any course without registering for the certificate.

Computer-Based Management Information Systems (MIS) ★

1026: Six Wednesdays, 7:00-9:00 p.m.

February 27-April 3

Room: A007D

Fee: \$70

1.2 CEUs

Although controlling production and inventory can be done manually, it has severe limits. With a greater variety of computer sizes and costs now available, knowing how the computer can be an integral part of the production-inventory control system is essential.

Required for the Production and Inventory Control Management Certificate, this course provides an introduction to the computer — what it is, how it works, common vocabulary, what role it can play in your systems, criteria to consider in acquiring computers or software, and how to improve communications with computer people.

Note: If you are an experienced systems analyst, programmer, or DP manager, this course requirement may be waived. To request this, contact Jane Robinson, 237-4165.

Instructor: Wayne Benitz, B.S., Southern Illinois University; director of management information services, Wheelabrator-Frye.

Purchasing II

1030: Ten Tuesdays, 5:30-7:00 p.m.

February 26-April 30

Room: N020

Fee: \$77

1.5 CEUs

The profit-making ability of your company is in your hands. As a buyer you can control expenditures, and use cost-effective, well-planned purchasing procedures to help your company save.

This course continues to explore purchasing organization, policies, procedures, negotiations, quality sourcing and performance standards. Individual problems and case studies are discussed to give each participant a practical understanding of his/her responsibilities. Prerequisite: Purchasing I. Course is an elective in the Production and Inventory Control Management Certificate.

Note: This course may not be offered again until Spring 1987.

Instructor: John Anderson, B.S., Indiana University; Certified Purchasing Manager; corporate purchasing manager, Miles Laboratories.

Production Materials Management

1029: Eight Thursdays, 7:00-10:00 p.m.

February 28-April 25 (Excluding 3/7)

Room: N06

Fee: \$140

2.5 CEUs



Designed for the person whose current work is in production management or a closely related area, this course is a requirement of the APICS Certificate Program.

Course objective is to have students become aware of how their areas of activity relate to other elements of a production-oriented organization. Topics include investment and analysis; site, facilities, and design; product development; work input; standards, costs, and budgets; materials management review; and quality control. For the first class read Chapters 1 and 2 of the text, available at the IUSB bookstore.

Instructor: Emil Albert, D.B.A., Michigan State University; IUSB associate professor of business administration; management consultant; member APICS and NAPM and author of "Local Change Indices."

Reading: Easy as ABC

1040: Four Thursdays, 5:30-7:30 p.m.

February 28-March 21

Room: TBA

Fee: \$49

Do you know someone who has difficulty reading? Perhaps they can't read at all. Learn how you can help.

Here is a class to teach you how to work with individuals who have reading problems. The instructor is a specialist who will provide step-by-step instruction. She will use games, tips, and innovative techniques designed to teach reading effectively.

This course is especially good for parents, teachers, or college students who want to work with those who have reading problems on an individual or small group basis.

Instructor: Kay Brown, M.S., Butler University.

Bookkeeping and Ledger Maintenance I and II

1019: Bookkeeping and Ledger Maintenance I

Twelve Wednesdays, 6:00-8:00 p.m.

February 27-May 15

Room: G121

Fee: \$90

2.4 CEUs



1031: Bookkeeping and Ledger Maintenance II

Twelve Wednesdays, 8:05-10:05 p.m.

February 27-May 15

Room: G121

Fee: \$90

2.4 CEUs

Basic bookkeeping and accounting principles are the fundamentals taught in this practical, "how-to" course. Learn to set up and maintain books and ledgers, start a bookkeeping system, journal recordkeeping and posting to ledgers.

Other basics covered include how to do a balance sheet account, income and expense account, closing entries, financial statements, special journals, six- and eight-column work sheets. You will gather this financial reporting data to compile a financial report. Homework is essential.

This is a valuable class for small business owners/operators, bookkeepers, administrative assistants, secretaries or anyone wishing to ledger and maintain their own financial records.

Bookkeeping and Ledger Maintenance II is designed to round-out your bookkeeping skills by focusing on more advanced concepts: payroll accounts, taxes and reports, fixed assets and depreciation, bad debts and valuation of accounts receivable, notes and interest. Included, too, are accrued income expenses, partnerships, corporations, and automated data processing in bookkeeping. Competency in Bookkeeping I is expected; homework is essential.

Instructor: Ron Banaszak, M.S., Indiana University; an experienced bookkeeping instructor.

Steps to Secretarial Success ★

1057: Eight Mondays, 7:10-9:40 p.m.

February 25-April 22 (Excluding 4/8)

Room: N074

Fee: \$85

2.0 CEUs



Take the step to success in your office with this course that can boost your professional competency.

Designed for recently promoted secretaries, entry-level and clerical support staff, and receptionists, the course teaches ways to develop potential, build confidence, and become promotable.

You will learn effective communication tools — both written and verbal — how to organize filing systems, assemble desk manuals, schedule and organize meetings, conduct telephone conversations, use reference materials, make travel/conference arrangements, understand accounting/financial/legal practices, and the role of word processing. How you represent your company image will also be discussed.

Students will also conduct a mock job interview and take a sample Certified Professional Secretary exam to assess their skills.

Instructor: Marge Andrysiak, Certified Professional Secretary; vice-president/director of personnel, Valley American Bank.

Speedwriting: Alphabetic Shorthand

1050: Twelve Tuesdays, 7:45-9:45 p.m.

February 26-May 14

Room: N074

Fee: \$70

Speedwriting is a form of shorthand based on using letters rather than symbols or machines. Speedwriting meets most note-taking needs at the office and is especially good for taking notes in class. Speeds exceeding 80 words per minute are attainable with practice.

If you have ever wanted to develop shorthand skills, but were hesitant because of the complexity of some systems, this course is for you!

Daily homework is expected, and practice is essential.

Instructor: Barbara Norstrom, B.A., Eastern Illinois University; experienced business instructor.

A student says . . .

"This course has provided me with a solid foundation from which I can pursue college level accounting."

Lloyd Matthews
 Bookkeeping & Ledger Maintenance

Women in Sales: Career of the 80's ★

1022: Eight Wednesdays, 7:00-9:30 p.m.
February 27-April 17
Room: G112
Fee: \$89
2.0 CEUs



Major companies and organizations are opening sales and marketing positions to more and more women. Whether they are on the road or on the telephone, women are recognized as having an effective voice in turning product to profit.

The course identifies sales opportunities for women and defines the role and responsibilities of the sales rep: territory management, prospecting, motivation and listening skills, understanding buyer needs, building customer satisfaction, how to present yourself and your product, get past the front desk, and close the sale.

Magic words and phrases that can get you the appointment and earn you the sale are shared, along with practical techniques to help women overcome common obstacles to selling success. If you are employed or seek employment as an inside or outside sales rep in retail, manufacturing or multi-level marketing plans, you'll want this course. It can help you build confidence, effectiveness, and earning power.

Instructor: Mary Slafkosky, Michigan State University; sales specialist, Image Concepts; winner of numerous sales awards.

The Brain: Explore the Endless Frontier Inside Us ★

1058: Eight Thursdays, 8:10-10:10 p.m.
February 28-April 18
Room: G114
Fee: \$68
1.6 CEUs



We think, we reason. We remember and we forget. But how this functioning occurs has only recently begun to be uncovered. It is a beginning to understanding the endless frontier of how humans process both feelings and information.

Explore split-brain theories that unravel left brain-right brain relationships between thought and language, creativity and logical functioning. Learn about the primitive brain: how it governs our instincts and shapes our drive for self-preservation. Understand how stress and anxiety can effect the brain's power to organize and perform. Discover your own endless frontier of brain rhythms, drives, and learning styles.

This course is especially recommended for educators, supervisors and managers, to gain new insights into how and why individuals learn and respond.

Instructor: Mary F. Solliday, M.A., Sacred Heart University; specialist in human development and brain learning theories.

Eliminating Self-Defeating Behavior

1032: Seven Wednesdays, 7:00-9:00 p.m.
February 27-April 10
Room: N05
Fee: \$74



Do you struggle with perfectionism or procrastination? Do you have unrealistic fears of failure and rejection or are unable to make decisions? Do you worry excessively and have a difficult time "getting yourself going?"

Learn how to channel your energies and direct your behaviors to make changes that can bring you success, satisfaction and control over your life, both at home and at work.

Instructor: Jill M. Soens, M.S., Indiana University; experienced counselor and workshop leader.

Where Can You Go With Your Life From Here?

1056: Thirteen Tuesdays, 6:00-9:30 p.m.
February 26-May 21
Room: A251
Fee: \$135



Have you asked yourself: 1) What's happening to me now and what are my skills? 2) How do I survive a change? 3) What do I want to do with my life? or 4) How can I be more personally effective?

Find these answers and more in this comprehensive career counseling/life planning class for career changers, pre-retirement planners, those making first-career choices, and anyone experiencing the process of change.

During the course you will prepare a detailed skill assessment, define a comfortable job environment, write a philosophy of life, and identify ideal geographic locations for living and working. This will help you gain independence, self-assuredness and strengthen your ability to make decisions and changes.

Bring to first class *Where Can I Go With My Life From Here?* and *What Color Is My Parachute?* Homework is required.

Instructor: Jill Soens, M.S., counseling, Indiana University; trained by Richard Bolles, national authority on career pathways.

Learning Skills for Business

Spelling for Business Professionals ★

1059: Eight Mondays, 7:00-9:00 p.m.
February 25-April 15
Room: N050
Fee: \$89



Do you have difficulty spelling words you come across and use as part of your business vocabulary?

In this course you will assess your best learning styles (auditory, visual, or touch), learn techniques to help you overcome or compensate for the spelling barriers, and be taught memory clues to help you master the spelling of commonly used words. Using proven body/pneumonic devices associated with left brain — right brain learning theories, you will learn how to break apart and re-attach parts of words to aid you in spelling them correctly.

Course can also help parents and teachers better understand how to help others cope with the demand to spell correctly.

Note: Class size limited to fifteen students.

Instructor: Mary F. Solliday, M.A., Sacred Heart University; specialist in developmental and whole-brain learning theories.



Math Review for Business ★

1051: Eight Mondays, 7:00-9:00 p.m.
February 25-April 22 (Excluding 4/8)
Room: N070
Fee: \$79



If math was not your subject but now it needs to be to master your job responsibilities, this course is for you.

Review of math essentials include division, multiplication, positive and negative numbers, percentages, fractions, and decimals. Practical examples related to the workplace are used.

Instructor: Kathryn Vellner, M.S., Indiana University; experienced math instructor.

Building Your Business Vocabulary ★

1054: Six Thursdays, 5:15-6:45 p.m.
February 28-April 4
Room: N03
Fee: \$56
.9 CEU/10 CPE



Build a power vocabulary that can build your self-confidence and enhance your earning potential. By learning the nuances, hidden persuaders, and style of words, you can build your language facility for a power vocabulary.

Emphasis is on decoding words by understanding prefixes, suffixes, and roots, using words in proper context, selecting pronunciation, the most powerful word to motivate the listener, and how to use reference words (dictionary and thesaurus). Vocabulary examples are business-related.

Instructor: Gail Dowty, B.A., Northwestern University; M.S. candidate, University of Notre Dame.

English Grammar for Business Professionals

1033: Ten Wednesdays, 7:00-9:00 p.m.
February 27-May 1
Room: G106
Fee: \$75



Are you uncertain of which word to use in speaking with your manager? Are you unclear about subject-verb agreement when writing that letter or memo? Could your spelling and vocabulary use improvement?

If so, this course is designed for you. Instruction and practice is given in basic language rules and skills to strengthen your business communication. Class work emphasizes essentials of grammar, spelling, sentence structure and punctuation. It will help you understand the complexities of the English language.

See *Business Writing: Letters and Memos* in the *Management Programs* section for a practical writing course.

Instructor: Jacquelyn Collins, Ph.D., University of Notre Dame.

Memory and Listening Skills for Business ★

1055: Six Tuesdays, 7:00-8:30 p.m.
February 26-April 2
Room: N053
Fee: \$56
.9 CEU/10 CPE



Add a new dimension to your business and professional abilities with techniques that can keep facts, names and figures at your finger tips while improving staff communications.

Most business people listen at only twenty-five percent of their efficiency and use only ten percent of their memory potential. Using workplace situations and examples, participants will learn to focus, concentrate and develop an awareness of others. They will learn how to become dynamic listeners by tuning in to others, to understand body language, voice inflection, telltale signs and clues.

This course is valuable for all aspects of managing, interviewing, and selling.

Instructor: Gail Dowty, B.A., Northwestern University; M.S. candidate, University of Notre Dame.

Rapid Reading

1052: Eight Tuesdays, 7:00-9:00 p.m.
February 26-April 16
Room: N072
Fee: \$72
1.6 CEUs/19 CPE



Rapid reading is a valuable skill to help you go through business material, school reading assignments, novels and magazine articles at a rapid pace. Totally individualized, the instructor will work with you to increase your reading speed and give you complete comprehension.

Instructor: Brian Waldron, M.S., St. Mary's College.

For more
information
Call IUSB/CE
237-4261

Pass it on!

If you are an IU alumni or your name appears on several area mailing lists, you may be receiving more than one brochure. Please pass duplicates on to a colleague or friend. Or, post it on your company bulletin board. If you want your name removed from our lists, call 237-4261.

Need Bookstore,
Room, or AWF
Information?
See page 19.



★ A star indicates a new course.

Small Business Entrepreneurs

How To Start Your Own Business

1036: Eight Tuesdays, 7:00-9:00 p.m.
February 26-April 16
Room: N109
Fee: \$82
1.6 CEUs/19 CPE

The "American Dream" of owning your own business can come closer to reality by taking this exciting, fact-filled and pragmatic course.

Learn the advantages, risks and responsibilities of ownership. Decide which type of business is best for you: new, existing or franchise. Explore business legal structure: proprietorship, partnership, or corporation. Discover how to finance your business: capital and credit. Know government requirements. Understand sales and marketing factors.

Share the realities of small business ownership with area business people who tell it like it is.

Instructor: Michael F. Boehm, B.B.A., University of Notre Dame; self-employed financial consultant with nineteen years experience as senior banking officer in commercial loans.

A participant says . . .

"This course could be the most valuable tool to expand my business I have come across."

John W. Cernak
How to Write a Business Plan

"This course has helped me in my pursuit of purchasing a business."

Peter H. Chang
How to Write a Business Plan

How to Write a Business Plan to Present for Financing

1037: Four Wednesdays, 7:00-9:00 p.m.
February 27-March 20
Plus two one-hour individual consultations, TBA
Room: G123
Fee: \$160
1.2 CEUs/14 CPE

This workshop course is for those who plan to start a new business and seek start-up capital, as well as for the entrepreneur operating a mature business requiring operating or expansion capital.

Participants will develop and write their own business plan, suitable for presentation to a variety of lending sources, including banks, government, and venture capital firms.

How to research your market, gather data, analyze management abilities, provide financial history and/or projections, and summarize the capital request need will be discussed and documented. Participants will practice how to best present their plan to the lender for approval.

In addition to the four classroom sessions, students will have two one-hour individual consultations with the instructor for detailed review of and recommendations for their own business plan.

This is a working class in which your business plan will be researched, written, and presented.

Instructor: Michael F. Boehm, B.B.A., University of Notre Dame; financial consultant.

Use Direct Mail to Effectively Promote Your Business

1039: One Friday, 9:00 a.m.-4:00 p.m.
March 29
Room: A001A
Fee: \$125 (Includes lunch and refreshments)
.6 CEU/8 CPE

Only twenty participants will be able to apply their marketing, advertising, and sales experience to learn how to solve problems and use direct mail effectively.

This special, limited enrollment seminar, uses "real world" examples to discuss rules, guidelines, and techniques for building response and creating more sales.

You'll learn to identify market segment, determine user benefits, marry pictures and captions, write copy that attracts attention and turns lists to orders.

To gain the most benefit from this working session, you should bring your organization's past, current, and planned direct mail and/or catalog promotions. The more you bring, the more you'll learn.

Students are asked to read *Successful Direct Marketing Methods* by Bob Stone before the seminar.

Note: This seminar is for beginning or experienced practitioners.

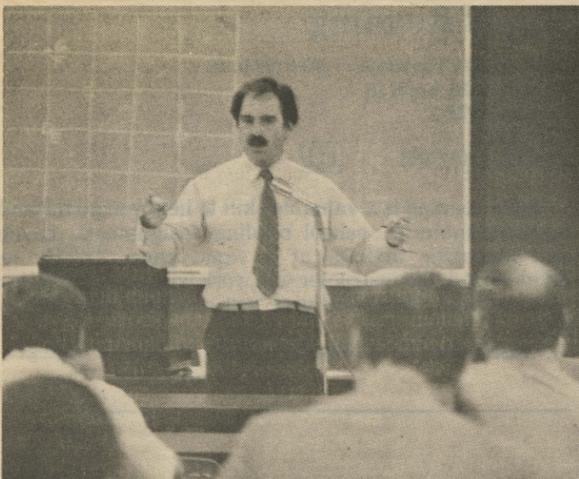
Instructors: Lewis R. Elin, M.A., University of Pennsylvania; president, Elin Uniform Manufacturing Co.; national presenter, Direct Marketing Association.

Ralph M. Drybrough, B.A., DePauw University; president, Direct Response Marketing and Advertising, Indianapolis; with twelve years experience in list buying, catalog marketing, lead generation.

Jean Sullivan-Johnson, B.A., Indiana University; vice-president, Marcoa Direct Advertising, Chicago; discusses client-agency expectations and relationships.

Call 237-4191 Enroll with MasterCard or VISA

Restaurant Management



Manage a Successful Restaurant: Profits, Customers, Staff

1053: One Monday, 8:45 a.m.-5:00 p.m.
March 25
Room: A001A
Fee: \$125 (Includes coffee, rolls, and lunch)
.6 CEU

Attention restaurant owners and managers: increase profits, satisfy customers, build repeat business, and develop extraordinary staff with ordinary men and women by attending this seminar.

Learn ways to boost check orders 30-100% or more. Discover how to increase employee productivity through staff training: recruiting good employees, coaching and counseling them to give you the results you want — employee loyalty and longevity, customer satisfaction, more sales. You'll evaluate your greatest menu, operational, promotional and people management opportunities and receive ten tips for your first day back in the restaurant to set your plan to action.

You will use the small group process to evaluate and brain-storm solutions to common restaurant problems using real-life case studies provided.

Instructor: Michael A. Hoffman, president, Marketing Catalysts, Evanston, Illinois; is a nationally-recognized leader in restaurant management practices. He has consulted with San Francisco, Illinois, Wisconsin, Iowa, Ohio Restaurant Associations and with restaurants of various types and sizes throughout the U.S. on merchandising, planning and staffing.

Waiters and Waitresses: Making Your Job Work For You ★

One Monday, 1:00-4:30 p.m.
April 1
Room: A001A

Fee: 1074: \$39 (Includes p.m. session only, coffee and rolls) or
1075: \$45 (Includes p.m. session, coffee and rolls, and 12:00 m. lunch) or
1076: \$135 (Includes a.m. and p.m. sessions coffee and rolls and 12:00 m. lunch)

.4 CEU

What does your job have to offer you? Every waiter and waitress faces the choice of enjoying his or her job or "getting worked over."

This workshop is designed to help you gain the greatest satisfaction possible from your work. It can help you gain the respect of everyone you serve, from the manager to the mother whose child has just spilled his/her spaghetti.

It can give you the skills needed to make your work more professional and rewarding with potentially higher tips. Topics covered are:

- Achieving job satisfaction and contributing your best efforts
- Solving work related crises and everyday problems
- Balancing your job and personal life
- The art of being supervised
- Values and beliefs that work for and against you in the job
- Occupational stress management
- Assertiveness and humility: what, which, and when
- Earning customer satisfaction through image projection

This seminar is a valuable tool for all restaurant service staff, supervisors, managers, or personnel directors who want a greater understanding of how excellent employees are developed.

Note: Cancellation for refund must be made in writing 48 hours in advance. After that, refunds are not possible.

Seminar Leader: Marvin Fogel, Ph.D., is a consultant and professor of Community Mental Health at Northern Illinois University. He has over twelve years experience as a trainer and educator in the fields of occupational stress, planning and evaluation, and human resource development. He has consulted with restaurants and restaurant associations throughout the Midwest in employee motivation and supervision.

A student says . . .

"I have recommended this program to many friends in the business. It has given me numerous ideas for the restaurant in which I'm employed."

John Scramlin
How to Manage a Successful Restaurant

Financial Controls for Restaurants ★

One Monday, 8:30 a.m.-12:00 m.
April 1
Room: A001A

Fee: 1072: \$89 (Includes a.m. session only, coffee and rolls) or
1073: \$94 (Includes a.m. session only, coffee and rolls, 12:00 m. lunch) or
1076: \$135 (Includes a.m. and p.m. sessions, coffee and rolls, 12:00 m. lunch)

.4 CEU

Attention restaurant owners and managers! Are you in complete financial control of your business? Are your food costs, employee costs, and fixed operating costs within established guidelines for profitability? Do you know where you are today, where you'll be next week, and where you're going next year?

This important seminar addresses the concerns shared by restaurant managers/owners who want to gain greater control over their financial well-being. Topics include:

- What is controllable? How to define the aspects of what you can and cannot control
- Five ways to control food costs
- Controlling labor: Schedules, productivity, pay and guest-check averages
- Controlling direct operating expenses and establishing acceptable percentages to sales
- Financial planning and budgets: developing a daily, weekly, monthly, and annual plan
- Managing for results by delegating, time management, and setting a style to get the work done through others

Note: Cancellation for refund must be made in writing 48 hours in advance. After that, refunds are not possible.

Seminar Leader: Michael Montalbano has been in the restaurant business for over twelve years. He is the owner of Systems, Inc., which operates Perkins Restaurants in the Chicago area. As regional manager for Perkins, he has managed twenty-two restaurants in Iowa and Illinois and established guidelines and controls for financial operations.

A member of the National and Illinois Restaurant Associations, Mike received the B.A. from Southern Illinois University. He brings to this seminar financial data, forms and handouts to present practical solutions for restaurant owners'/managers' problems.

Tuition discounts: A reduction in fee is given to restaurants sending the same employee to all three seminars or three or more employees to a single seminar. Contact Norma Singleton at 237-4165 for information and arrangements.

Team participation is encouraged — the results multiply.

Managing in a Family Business: An IUSB — Crowe, Chizek and Company Seminar ★

1049: One Friday, 8:30 a.m.-4:30 p.m.
April 26
Room: A001A

Fee: \$195 For the first registration
\$145 Each additional registration
(Includes lunch, refreshments, and materials)
.7 CEU/8 CPE

Family business is the entrepreneurial success story of America — the way most American business makes money. Yet a recent Loyola University study found only 22% of family manufacturing businesses are able to survive under family control for more than two generations; and of these, only 4% were able to grow significantly.

Perhaps the first of its type in the nation, this one-day seminar examines the unique factors that enable family-owned business to achieve continuity and success.

Topics for the morning session include: building a company culture — family traditions, mottos, and stories; bringing the family into the business — recognizing and developing individual strengths; the business and the family — are they one and the same; making the family business work — leadership roles, decisions, management styles and philosophy, risk, power and respect.

Keeping the Business in the Family: Tax Aspects are discussed during the afternoon session: choosing the best business structure to complement business plans; obtaining full value of your business; restricting ownership; recapitalizations with family members; and planning the continuation of your business.

Founding entrepreneurs, family members who are currently or are planning to be employed in the business, and their spouses are encouraged to attend together. They can gain a greater understanding of shared problems, conflicts, and opportunities of their business and look at ways to reach mutually satisfying agreements. This program is also recommended for advisors of closely-held businesses.

Note: Team participation is encouraged — the results multiply:

Seminar Leaders: Stephen L. McClure is an organizational consultant with Crowe, Chizek and Company Management Services Group. He works with family businesses on all aspects of management and development and is currently researching the roles of sons and daughters in family business. He holds the Ph.D. from Purdue University.

Timothy Galli, C.P.A., is manager in Crowe, Chizek's Tax Consulting Group. He consults with family business on estate planning, personal financial planning, and restructuring family ownership to provide for family continuity. Tim holds the B.S. in Business Administration from Valparaiso University.

Stephen E. Pajakowski, C.P.A., manager in the Tax Consulting Group, has worked closely with family business in areas of reorganization, purchase and sale, and transfer of business to the next generation of management. He is a graduate of the University of Notre Dame.

The Brain: Explore the Endless Frontier Inside Us ★

See Expanding Horizons section.



Elkhart Courses at Memorial High School

Statistical Process Control
Using Small Groups to Solve Work Problems
Management and the Administrative Assistant II
Commodity Futures: Options, Puts, and Calls
French for Travelers
SAT Review Course
Professional Sales: Strategies for Success

Call from Elkhart toll-free:
674-5905, Ext. 4261

**Don't Delay
Call 237-4191
to register with
MasterCard or Visa**

The Electronic Office: A Guide for Managers ★

1038: Six Tuesdays, 5:30-7:30 p.m.
February 26-April 2
Room: N117G
Fee: \$89
1.2 CEUs/14 CPE

Are you responsible to plan and execute the transition from a traditional manual office to an automated one? Do you need more efficient systems to do the job better? Just how do you begin?

Suitable for the business person who knows little or nothing about the electronic office, course content will outline just how to implement and manage this inevitable change.

Topics covered are: economic and competitive factors forcing the change to automation; office organizational structures, present and future; jobs and career changes; how to evaluate the alternatives and benefits to automation; word processing, hardware, and people; how to manage written communications; electronic mail, technology and implications; records management systems; and a perspective on computer technology and change.

This is not a "blue sky" course, but a practical approach to addressing change within the workplace. Examples and current practices will be taken from real situations.

This course is an elective in these certificate programs: **Supervisory Development and Executive Secretary/Administrative Assistant.**

Instructor: Marvin Scher, Ph.D., Syracuse University; manager, User Development Center, Miles Laboratories, Inc.

Financial Planning

Stocks and Bonds I & II

1045: Six Thursdays, 7:00-9:00 p.m.
February 28-April 4
Room: A126
Fee: \$54
1046: Six Thursdays, 7:00-9:00 p.m.
April 11-May 16
Room: A126
Fee: \$54

"I'd like to learn how I can put my money to work making money." "How much or how little does it take to start investing?" "I don't know what they're talking about on 'Wall Street Week.'"

If you are lost by financial mumbo-jumbo, this course will de-mystify the world of Wall Street and introduce you to stock and bond market terminology, functions of the market, investment strategies, and financial information.

In addition, investment vehicles for differing financial objectives will be discussed. You will also learn how to understand balance and income sheets and be introduced to basic securities analysis.

Part I is a prerequisite to Part II. Part I introduces basic concepts and terminology; Part II emphasizes how you apply them to the market and your situation.

Instructor: William Meyer, B.S., Indiana University; account executive with Thomson McKinnon Securities.

How to Plan and Invest Your Money

1041: Six Tuesdays, 7:10-9:10 p.m.
February 26-April 2
Room: N020
Fee: \$59

The financial climate of the 80's reflects a shift from spending to investing. IRA's, CD's, Ginnie Maes, and T-Bills have become part of our common vocabulary. Now you can plan your finances to make investment choices compatible with your income, means, and lifestyle with this course. It is designed for beginners or those with limited investment experience who want to take the first step toward investing their money and want to know what is available.

Learn how to put together your own personal balance sheet and determine a budget to include investing. Tax planning, savings and investment choices, estate and retirement planning, insurance needs, credit, and real estate are some topics covered. Principles of investing, and the risks and rewards of investments are discussed.

Note: If you have basic investment knowledge, you may wish to enroll in **Stocks and Bonds**.

Instructor: Roland R. Swanson, B.S., Indiana University; senior vice-president and senior trust officer, Valley American National Bank.

Entrepreneurial Skills: How to Advance Yourself Rapidly ★

1035: One Saturday, 9:00 a.m.-3:00 p.m.
February 16
Room: A001A
Fee: \$66 (Includes some materials, coffee and rolls.
Lunch on your own.)
.6 CEU

Reach your potential and rise to the top in business. Relate with ease in social situations. This one-day workshop can show you how to develop the entrepreneurial savvy you need to become a dynamic leader.

Among the skills you can master are time management, personal public relations, self-motivation, effective listening, cost-effective advertising, publicity, goal setting, positive thinking, leadership, improved communications, overcoming burnout, creative problem-solving, and quality control.

This tightly organized workshop will inspire you, educate you, and motivate you to greater success at home, with friends, in a volunteer setting, or in the workplace.

Instructor: Dennis E. Hensley, Ph.D., Ball State University; author of six popular personal/professional development books, and consultant to numerous corporations.

Commodity Futures: Options, Puts, and Calls ★

1042: Six Thursdays, 7:00-9:00 p.m.
March 7-April 11
Room: A127, Elkhart Memorial High School
Fee: \$64 (Includes printed materials)

The commodity market reflects a complex set of growth predictions in raw materials and resources such as grain, metals, cocoa, coffee, and heating oil. Trading on futures can be risky business but yield high rewards.

Whom does commodity trading suit? How does it work? What are the contracts? What kind of margin is required? Answers to these and other questions give you a clearer understanding of the market, trading terms, role of the broker, and financial requirements.

From speculation to hedging, you'll gain valuable investment knowledge from this course.

Instructor: Eli Glazer, B.S., Indiana University; account executive, vice-president of investments, Prudential-Bache, Elkhart.

Real Estate: An Investment Opportunity

1048: Eight Wednesdays, 7:00-8:30 p.m.
Plus a Saturday a.m. tour, TBA
February 27-April 17
Room: N057
Fee: \$64

Although double-digit inflation has negatively impacted many traditional investment paths, real estate has often been an effective hedge against inflation, with price appreciation equaling or exceeding inflation. If you are considering investments in real estate, or already own small holdings in properties for profit or tax advantage, this course can assist you in making decisions.

Property selection, financing, tax consequences, and when to sell are among the topics covered. In addition, the course will devote two sessions to "how to be a landlord."

Instructor: Beth Sargent, B.S., Purdue; a broker with Cressy and Everett.

Managing Commercial and Office Buildings ★

1047: Six Wednesdays, 6:00-8:00 p.m.
February 27-April 3
Room: N064
Fee: \$79
1.2 CEUs

Do you own or plan to own and/or manage a professional office building or small strip shopping center? Do you want to better understand how to manage your property more efficiently and for highest benefit to you and your tenants?

If so, prepare yourself with this course. It includes how to: lease space in a soft — as well as strong — market; deal with complex financing structures; contain rising energy costs; analyze the market and set rental schedules; establish, administer, and collect on the lease agreement; manage personnel; plan and construct tenant improvements; and protect your investment.

You will learn how to develop a comprehensive plan to help you manage your commercial property with efficiency, control, and financial dividends.

Instructor: Tom Gibson, C.P.M., B.S., Indiana University; certified property manager, Holladay Corporation; specializes in new business development with over nine years of real estate management experience.

★ A star indicates a new course.

Special Events and Travel

Vienna:

City of Music, History, and Kings ★

3700: October 10-21

Approximate Cost: \$2,500, (Includes transportation double occupancy hotels, excursions, all special tickets, some meals.)

Reservation Deposit: \$750

Vienna is an extraordinary lady. Her cultural and intellectual history is surpassed by none. Her elegant style and sophistication gave birth to greatness: music, opera, art, architecture, philosophy and political thought. Her sons and daughters are stellar: Beethoven, Brahms, Haydn, Mozart, Schubert, Strauss, Bruckner, Maria Theresa, Metternich, Klimp, and Freud. She has been courted and abandoned throughout the centuries, first by Romans, then by Turks who left their legacy of coffeehouses, coffee and schlag.

Today the imperial dowager, crowned by the Ringstrasse, stands resplendent on the Danube displaying her proud heritage.

This fall you can spend twelve glorious days discovering this noble city, guided by Dr. Robert W. Demaree, Jr., chairman of the Division of Music at IUSB. Because he has traveled, studied, and thoroughly explored Vienna, Austria, its music, countryside, and culture, he can help make your trip an unforgettable delight.

Here are some of the exciting events we are planning:

- Grand opera at the Vienna State Opera House
- Operetta at the Volks Opera
- Sunday morning mass at the Imperial Chapel of the Royal Palace, with Vienna Boy Choir vocalists and full instrumentation in the Haydn-Beethoven-Mozart style. The setting and regalia are just as they were when Emperor Franz Josef would have seen mass performed over 100 years ago.
- Kunsthistorisches Museum of Art, featuring the works of Rembrandt, Brueghel, Titian, Rubens, and da Vinci
- The Hofberg, ancient Hapsburg Palace in the old city housing the crown jewels of the Holy Roman Empire
- First Century Roman ruins and excavations
- Wine tasting in Grinzing at Beethoven's summer house
- The Schonbrunn Palace, summer estate of Hapsburgs and an elegant replication of Versailles
- A day-long boat excursion down the Danube
- An overnight to Abbey Melk, an architecturally spectacular fortress dating to middle ages and to Durnstein, in the heart of Austrian wine country for picnic and tasting
- An optional day trip to Eszterhaza Castle across the Hungarian border

This is a personally planned and escorted trip limited to eighteen people. Airfare is round trip from South Bend to Vienna. To hold your space we must have a \$750 deposit, which is refundable up to one month prior to date of departure. Prior to deposit being paid, any airfare rate increases will alter trip cost.

If you would like to receive a complete itinerary, call 237-4261 to put your name on our special mailing list.



Happy 300th Birthday, J.S. Bach: Baroque Dinner and Salon with the Chester Quartet ★

1701: One Saturday, 7:00 p.m.

March 16

Room: A251, Executive Dining Room

Fee: \$29 (Includes dinner, beverages, concert)

Join the celebration to wish J.S. Bach a happy 300th Birthday. The 20th Century room will become a festive 18th Century Baroque salon resonating the music of the era. The IUSB international award-winning resident Chester String Quartet (Susan Freier, Nicholas Danielson, Thomas Rosenberg and Ron Gorevic) will perform and discuss Bach, Haydn, Pachelbel and other composers. In true salon style the musicians and guests will share ideas about the period and its music in an intimate setting.

You'll enjoy a specially prepared, multi-course dinner (planned by Norma Singleton) that recreates the cuisine of the Baroque era. From aperitif to allegro, this is an event you will not want to miss. Black tie optional.

Note: No refunds for cancellation made after March 4. Reservations limited to sixty people.

Niagara-on-the-Lake: The Shaw Festival ★

2750: Thursday-Sunday

August 8-11

Estimated Cost: \$350

Join us for a guided tour to the famous Canadian Shaw Festival, where superb theater abounds.

Shaw's Heart Break House, John Bull's Other Island and Victor Herbert's traditional musical, Naughty Marietta are the playbill for each evening. During the days you'll have time to explore Niagara-on-the-Lake: located on the western tip of Lake Ontario, it will provide you both village charm and Canadian Great Lakes majesty.

The town holds history at every turn and invites a tour by foot or bike. You'll discover antique and craft shops, a historical museum, and an old apothecary shop. With both river and lake close by, you may want to picnic or relax with a scenic cruise on a yacht. For the more energetic, you might catch a day trip to Niagara Falls.

Your faculty host will be Dr. Thomas Miller of Theatre IUSB and the Communication Arts Department. He will introduce what we'll see and lead a discussion commentary after the plays.

We will travel by air-conditioned coach, stopping for a box lunch along the way. Lodging will be in a first-rate motel with indoor/outdoor pools, and nearby tennis and golf facilities. We will return to South Bend Sunday morning, arriving early evening.

By making a \$200 deposit you may reserve your space now. Full payment must be made by Wednesday, June 5. A refund request must be made on or before that date. After June 5, refunds are not possible.

Fee includes premium tickets, background and discussion for the three plays; accommodations; transportation; box lunch, and other refreshments.

To receive more detailed information about the Shaw and Stratford trips, call 237-4165 to get your name on that mailing list.

Stratford Shakespeare Festival

October 4-6

Circle your calendars!

Discover the delights of the Stratford Festival.

You will travel by luxury motor coach from South Bend to Stratford, Ontario, where you will spend two nights in deluxe accommodations. Your theatre-going experience will be enriched by both pre-trip discussion and after-theatre seminars led by Dr. Thomas Miller or Dr. Jeffrey Koep, IUSB Theatre faculty.

Specific scheduling information will be released by the Stratford Festival in March; detailed plans for these exciting, memorable trips will be sent to you then.

If you have not attended a Stratford Festival trip and wish to be contacted for further information, please call 237-4165 or send us your name and address to receive our special brochure.

Professional Women's Weekend in Chicago: Balancing the Management Act ★

1950: March 15-17 (Friday-Sunday)

Fee: \$249 (Includes travel and lodging)

.8 CEU

During this get-away weekend to Chicago, you'll have time to evaluate your working environment and learn some techniques for solving a common problem shared by professional women. "How can I accomplish everything I need to get done?" You will explore ways to increase your efficiency by practicing proven techniques of time management, conflict management and delegation.

We will leave IUSB at 3:30 p.m. on Friday and arrive in time for dinner (on your own). In the Friday evening session you will be introduced to some techniques in time management and exchange ideas with your peers.

On Saturday morning we will explore methods of conflict management and effective methods for delegation. After a working lunch the remainder of the afternoon and evening will be on your own. This will give you time to enjoy the amenities of the Gold Coast of Chicago.

Sunday morning will be devoted to role-playing situations dealing with delegation and conflict (which will be videotaped). You will receive helpful feedback from seminar leaders and other participants. At 2:30 we'll leave the Raphael and return to South Bend.

Fee includes: round-trip travel from IUSB to Chicago, two evenings lodging (double occupancy) at the Raphael Hotel, two continental breakfasts, and a Saturday luncheon.

Note: Enrollment deadline, February 27. No refunds are possible after that date.

Seminar Staff: Jill Soens, career counselor and adjunct faculty with Continuing Education and Suzanne Z. Miller, director of seminars, Continuing Education, IUSB.

Travel to Italy ★

1750: May 14-25

Estimated Cost: \$1800

Italy is a robust country, characterized by a rich cultural heritage — great art, opera, and food — steeped in ancient history. This May we are planning a ten-day to two-week tour to Italy led by Dr. Theodore Hengesbach, director of IUSB Continuing Studies and Extended Programs.

Rome is the featured destination to explore museums, churches, and the countryside. Tour price includes travel, lodging in a villa just outside Rome, some meals, and excursions. Time for personal sightseeing is planned, including optional overnight to Florence or Venice.

If you would like more information about this trip, call Carol at 237-4261 to get your name on that special mailing list.

Salt Lake City: An Ancestral Gold Mine

1700: Saturday-Saturday

March 16-March 23

Fee: \$570 (Includes transportation, double occupancy hotel near library, trip orientation, and expert consultation with your library research)

Once again, Continuing Education is offering this popular trip to Salt Lake City with its gold mine of genealogy records. The Salt Lake City Genealogy Library houses over a million scrolls of microfilm and more than 150,000 volumes of genealogy periodicals and histories of the world's nations, counties and towns.

The microfilm section contains a good portion of the world's census and probate records, emigration and immigration records, land and death and marriage certificates.

Notes: This special trip is designed only for practicing genealogists (beginners would find it beyond their skill level) and offers the unique advantage of having Carol Collins available as consultant throughout the trip.

Airfare is round trip South Bend to Salt Lake City. To hold your space at this fee, we must have a \$400 deposit, which is refundable up to one month prior to date of departure (Friday, February 15). Prior to payment of deposit, any airfare rate increase will alter trip cost.

Orientation will be Tuesday, February 26, 7:00 p.m. in Room A001B (Administration Building).

Tour Leader and Genealogy Consultant: Carol Collins B.M. Ed., St. Mary's College; actively engaged for many years in research on her own family lines in the U.S. and Europe and author of "Michiana Roots," the genealogy exchange column in the Sunday South Bend Tribune.

Tour of Historic South Bend Industry

1710: One Thursday, 8:30 a.m.-4:00 p.m.

May 2

Plus Orientation, 7:30-8:30 p.m.

Tuesday, April 30

Room: Discovery Hall Museum

Century Center

Fee: \$39 or AWF: 2/\$75 (Includes history packet, transportation, lunch)

In the last century South Bend matured from a small trading center to a major Midwest industrial city with a diverse product base. Buildings appeared that reflected the industrial architecture of the period; many remain standing as solid testimony to the strength of our city's past.

This tour will provide interior and exterior views of some of these important industries that have contributed to the economic development of South Bend. If you are an architecture or history buff, interested in building renovation for adapted space use, tax credits for historic industrial renovation, or just want to see how companies are using old space, you'll want to join us.

You will learn about industrial architecture, the workforce and its contribution to South Bend development, and hear the personal stories of people who worked and lived in South Bend more than forty years ago.

Buildings to be toured are: Studebaker (Allied Products Corporation-Stamping Division), The O'Brien Corporation, Sibley Machine and Foundry, and possibly The Bendix Corporation. Lunch is at Tippecanoe Place — the Clement Studebaker Mansion.

Note: Students age thirteen and older are invited to attend when accompanied by an adult.

Instructors: Karen Kiemnec, M.S., University of Vermont; director, Historic Preservation Commission of South Bend and St. Joseph County

Marsha A. Mullin, M.A., Texas Tech University; chief curator, Discovery Hall Museum.

IUSB Film Series

Featuring Women Directors

1210: Twenty-nine Evenings, 8:00 p.m.
Room: NW158
Fee: \$12 (Tickets distributed at each showing)

January 25, 26, **Manhattan** — Woody Allen's delightful, hilarious ode to his home town. Many critics consider it his best. Stars Diane Keaton, Mariel Hemingway, Meryl Streep.

January 25, **Heaven Can Wait** — Warren Beatty directs and stars as a football player taken to heaven before his time, allowed to return in a different body. With Julie Christie. "Delightful" (Newsweek)

February 3, **Lost Honor of Katarina Blum** — Margarethe von Trotta & Schlöndorff direct this masterful adaptation of Boell's great novel attacking callous police and yellow journalism, which combine to destroy the life of a young woman. One of the greatest modern German films!

February 10, **Romeo & Juliet** — Castellani's sumptuously photographed (in Italy) version of Shakespeare's play, with Laurence Harvey. Many consider it the best film version. (Also at 5 p.m.)

February 17, **Who's Afraid of Virginia Woolf?** — Nichols' adaptation of Albee's great play won 6 Oscars (13 nominations). Taylor & Burton at their best, with George Segal, Sandy Dennis. Superb!

February 24, **Dr. Zhivago** — Lean's powerful, Oscar-winning version of Pasternak's Nobel prize-winning novel about Russian doctor and poet (Sharif) and his growing disillusionment with communism. Stars Julie Christie, Rod Steiger, Alec Guinness.

March 1, **Captain's Courageous** — Katie Hepburn considered this Spencer Tracy's best film. Tough captain of fishing boat rescues and enlightens spoiled rich boy (Freddie Bartholomew).

March 3, **Importance of Being Ernest** — Brilliant adaptation of Wilde's witty, charming play. Wonderfully clever, superbly acted (Michael Redgrave, Margaret Rutherford). (Also at 5 p.m.)

March 8, **My Brilliant Career** — Gillian Armstrong's delightful story of a young Australian woman at the turn of the century who struggles to become a writer despite poverty and prejudice.

March 9, **Stardust Memories** — Woody Allen satirizes his own role as filmmaker, as well as critics, pseudo-intellectuals, her-worshippers, groupies, and life in general. Hilarious!

March 10, **Dog Day Afternoon** — Al Pacino great as confused, frantic, desperate man with unhappy wife and male lover who wants a sex change operation, resorting to bank robbery. Oscar.

March 15 & 16, **Breaker Morant** — Powerful drama of 3 Australians being unjustly court-martialed during the Boer War, to serve British interests. Jack Thompson won Cannes best actor award.

March 17, **Quo Vadis** — Huge spectacle stresses persecution of Christians under Nero, highlighted by spectacular chariot race. Stars Robert Taylor, Deborah Kerr, Ustinov.

March 24, **The Red Shoes** — Pressburger/Powell musical masterpiece, starring Moira Shearer as ballerina who plays out in real life the tragedy of her greatest part. Stunning! (Also at 5 p.m.)

March 30, **Seven Beauties** — Wertmüller's masterpiece follows small time Casanova through WWII horrors & concentration camp. Great acting, unforgettable film.

March 31, **The Inlaws** — Hilarious, wacky comedy. Dentist (Alan Arkin) becomes involved in father-in-law's bizarre plots (Peter Falk). Delightfully unpredictable throughout.

April 6, **Suspicion** — Hitchcock's masterpiece about wife (Joan Fontaine, Oscar-winner), who fears new husband (Cary Grant) is trying to kill her. Nigel Bruce helps build suspense as Cary's friend.

April 7, **One Sings/The Other Doesn't** — Agnes Varda's study of the friendship of two women over a 14 year period; very warm and human. "Positive, sensitive and joyous." (LA TIMES)

April 28, **Play It Again, Sam** — Woody Allen delightful as neurotic film critic who consults Humphrey Bogart's ghost to help his love life (with Diane Keaton, Susan Anspach).

May 11, **Loving Couples** — Mai Zetterling's insightful study of the interrelationships among a number of men and women, highlighting the problems women face and their various solutions.

May 17, **La Dolce Vita** — Fellini's box office smash about ennui of Roman writer who prostitutes himself as gossip columnist, hobnobbing with the rich. Mastroianni, Ekberg, Aimee.

May 18, **Mr. Deeds Goes To Town** — Capra masterpiece about man who spends his \$20 million inheritance to help relieve depression poverty. Gary Cooper, Jean Arthur head superb acting team.

May 19, **It Happened One Night** — Capra's sensational screwball comedy about hardboiled newspaper man (Clark Gable) in conflict, then love, with Claudette Colbert.

May 25, **Kramer vs. Kramer** — Dustin Hoffman superb as negligent husband/father who has to take over mother's role when she leaves. Meryl Streep superb as mother. Many Oscars.

May 26, **Hester Street** — A Russian Jew readily assimilates to America; his wife has great difficulty. Excellent version of typical emigrant problems by Joan Silver.

June 1, **Kind Hearts and Coronets** — Greatest black comedy ever! Ealing masterpiece stars Alec Guinness in 8 different roles. Bitter relative kills off all 8 on way to Dukedom.

June 2, **The Passion of Anna** — Disturbing Bergman drama about island where very strange things are happening. Stars Ullman in powerful role.

June 9, **Devi** — S. Ray's drama showing dangers of religious fanaticism as girl is proclaimed reincarnated goddess, destroying her marriage.

June 16, **Tumbleweeds** — William S. Hart all time great Western on opening of the Cherokee Strip.

Art & Music

Quilting with Confidence ★

1732: Five Thursdays, 6:10-9:10 p.m.
March 7-April 4
Room: N120
Fee: \$58 (Includes all supplies, materials and printed instructions) 65+

"If you can baste, you can quilt," says Charlotte Bass, who teaches her students how not to be too fearful or frustrated to begin or complete a project.

An infant's quilt will be the project to complete as you learn wholecloth quilting techniques. With fast and easy thumb/middlefinger stitching, Charlotte demonstrates how you can produce a major quilt in less than one month. Design, color choice, mitred corners, hidden start/end stitches, how to make templates, and applique techniques will be taught.

Sessions will combine demonstration with in-class superworkshop time for Charlotte's personal encouragement and attention.

Instructor: Charlotte Bass, noted quiltmaker, designer, and award-winning artist; author of **Applique Quilt Making: Contemporary Techniques with an Amish Touch**; instructor at the Field Museum of Chicago and Smithsonian Institute.

A student says . . .

"The class was excellent. Charlotte's presentation was easy to understand and her enthusiasm was wonderful. I loved it! And now hope to make my first quilt."

Gwen Pohlman
Quilting

Baskets: An American Folk Craft Tradition ★

1725: Eight Wednesdays, 6:30-9:00 p.m.
February 27-April 17
Plus One Saturday Field Trip, TBA
Room: N120
Fee: \$92 or AWF: 2/\$179 (Includes all supplies) 65+

From the foothills of the Appalachians to the Midwestern plains, mountain people and Indian tribes crafted carrying and cooking vessels made of nature's materials. Today you can recreate these American folk traditions by learning to weave and complete five hand-made baskets: grapevine egg, hen, potato, wall, and Choctaw Indian heart. You will use reeds, hand-spun wool, grasses, willow, natural dyes, and other materials to create your baskets.

You will learn the lore and history of the basket craft and visit a Potawatomi Indian meeting of traditional basket weavers, who prepare materials for black ash baskets by ancient hand methods.

All materials are included in the cost of the class.
Instructor: Ginny Healy, experienced basketmaker who has exhibited nationwide.

Glassblowing Workshop

Two Days, Saturday-Sunday
May 11-12
Room: Off-Campus
1730: Beginners, 8:30 a.m.-1:30 p.m.
Plus orientation, Friday, May 10, 6:00-9:00 p.m.
Fee: \$139 (Includes all materials)
1731: Experienced, 1:30-6:30 p.m.
Fee: \$119 (Includes all materials)

Glassblowing is an artform that combines technical methods with creative experimentation. The results can be outstanding: a clear, shimmering vessel, woven with colored flecks; a rondele plate, swirled with candy-cane; a color-bathed shape inlaid with a mosaic of contrasting colors.

This hands-on studio workshop is ideal for artists who want to learn another medium, or anyone who is interested. It provides the knowledge and practice of techniques required to blow, shape, and form hot molten glass. Beginners have been able to produce several pieces to take with them as a result of this weekend workshop.

Students will be sent maps to the Lake Michigan area studio, located within driving distance from South Bend. Overnight accommodations are available in the area.

Note: Beginners enroll in the Friday evening orientation and Saturday-Sunday morning section. Those with experience enroll in the Saturday-Sunday afternoon section.

Enrollment is limited to 4 students in each section.
Instructor: Jerry Catania, B.F.A., Michigan State University; trained at Pilchuk School of Glass, Washington State.

Photography: Basic Black and White

1721: Eight Wednesdays, 6:00-9:00 p.m.
February 27-April 17
Room: N211
Fee: \$89 (Includes some materials) 65+

Photography can teach you how to "see" in a way you've never seen before. Use your camera for a lifetime of pleasure and discovery, while learning the basics of good picture taking.

Basic instruction includes how to operate the camera — shutter speed, aperture control, depth of field, plus darkroom procedures, including film processing and developing.

Students will make contact sheets, test strips, prints and learn some professional techniques. Emphasis is on good photo composition; critique of assignments is done in a friendly, supportive manner to improve the learning process.

Students must bring their own 35mm camera and film.

Instructor: Eileen A. O'Meara, B.F.A., University of Notre Dame; a commercial still and motion picture photographer; winner of Kodak International Newspaper Photography Contest. Her works have been published in numerous national journals.

Photography: Color/Slide I

1722: Eight Thursdays, 7:00-10:00 p.m.
February 28-April 18
Room: N057
Fee: \$79 65+

Planning that special vacation? Keeping a record of your growing and changing children? Want to see through your camera with a new and artistic perspective? This course, designed for beginners, can help you get better use from your 35mm camera.

Basic camera operation will be taught using still-life, nature and portrait compositions. Techniques of focus, exposure, composition, filtration and lighting are incorporated with each weekly assignment to help you achieve pleasing photos. Students will provide their own film and bring developed slides to class each week for sharing and critique.

Instructor: Kevin Knepp, award-winning and published professional photographer, Knepp Studios, Mishawaka; attended Winona School of Professional Photography.



Drawing the Human Figure ★

1723: Eight Tuesdays, 6:30-9:00 p.m.
February 26-April 16
Room: N205
Fee: \$75 (Includes model fee) 65+

Artists have long been captured by the human form. From the great masters to contemporary expressionists, the dimension of art has been expressed through drawing the human figure. It is a fundamental and essential element of artistic practice and development.

Beginners and those with some drawing experience are encouraged to participate in this course. You will use a variety of drawing techniques to develop your skills: contour, gesture, line, and shading. Pencil, conte, charcoal, India ink and bamboo brush are some of the tools you will use to interpret the human form. Elements of basic anatomy and design will be taught; you will be asked to keep a sketchbook/visual journal.

Note: A list of necessary supplies will be given at registration.

Instructor: Rebecca Stringer, M.F.A., University of Illinois.

For more
information
Call IUSB/CE
237-4261

★ A star indicates a new course.

Discover Your Hidden Talent: Basic Art

1720: Eight Tuesdays, 7:00-9:00 p.m.
February 26-April 16
Room: N120
Fee: \$59 65+

If you've always thought you had no talent or someone "turned you off years ago," give yourself another chance. Develop art techniques and concepts that can be creative and fun. All you need is the desire to learn and a good teacher: Maureen Trubac has been successful in giving students a positive art experience along with strong design basics.

Note: This is for the person who has no training in art. A list of course materials will be provided at registration.

Instructor: Maureen Trubac, M.F.A., University of Notre Dame; has exhibited throughout the region.

Watercolor Painting

1724: Eight Mondays, 7:00-9:30 p.m.
February 25-April 15
Room: N120
Fee: \$65 65+

A palette of color, brushes, water, and a fresh approach to the subject can bring an expression of yourself to life on paper.

This class will introduce you to basic watercolor techniques, as well as design principles and theory. You will be encouraged to develop your own unique style as you paint from nature, still-life, and the human figure.

Some of the exciting, innovative exercises planned are a study of white-on-white, a junkfood still-life, a portrait of yourself, interior/exterior expression, and painting on-location.

Note: A list of supplies will be given at registration.

Instructor: Rebecca Stringer, M.F.A., University of Illinois; an experienced instructor whose art has been widely exhibited.



So You've Always Wanted to Play the Piano (I)

1726: Twelve Tuesdays, 6:15-7:30 p.m.
February 26-May 14
Room: NW0068M
Fee: \$75 65+

This course, for people with no prior keyboard experience, emphasizes piano playing for personal satisfaction and development of music-reading skills. An electronic laboratory allows group and individual instruction. By completion of the course, students should be able to play 8-12 pieces with choral or single-note accompaniment. This includes folk tunes, familiar favorites, and jazz tunes.

So You Want to Play the Piano, Again (II)

1727: Twelve Tuesdays, 7:45-8:45 p.m.
February 26-May 14
Room: NW0068M
Fee: \$72 65+

This is a follow-up course for beginners who have completed Piano I or for adults who played years ago and want to renew their skills. The course will review music fundamentals as students learn sing-along favorites, arrangements of classic themes, and a few hymns.

Note: For both courses, practice is essential. Students must be able to practice at least five times a week. Books may be purchased at first session.

Instructor: Michelle Beyler, M.A., University of Notre Dame; teaches private and class piano at University of Notre Dame.

Expanding Horizons

Latin Classics: Reading and Discussion ★

1209: Eight Wednesdays, 7:00-9:00 p.m.
February 27-April 17
Room: A113
Fee: \$69 65+

Here is an excellent opportunity to refresh and build on Latin language skills you may have learned years ago in high school or college.

Abbreviated works of Horace, Vergil, Cicero, Ovid and others will be read and discussed as exceptional writers of history, philosophy, and political thought. Information about the historical context and stylistic distinctions of the writings will be provided by the instructor to facilitate lively discussion.

Note: Students will read all works in Latin. Some knowledge of basic Latin is required.

Instructor: Donald N. Yates, Ph.D., University of North Carolina; corporate archivist, Miles Laboratories, Inc.

The Human Sexual Experience: ★ Dispelling Myths and Stereotypes

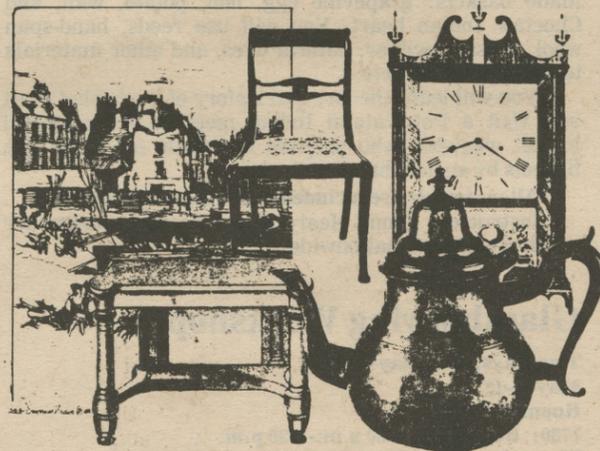
1207: Six Tuesdays, 7:10-9:10 p.m.
February 26-April 2
Room: G112
Fee: \$56 65+

Human sexuality encompasses many facets of a person's physical, emotional, social, and spiritual health. This course will attempt to alleviate some of the anxiety, doubt, and ignorance surrounding many conceptions and misconceptions about the human sexual experience.

Learning activities will focus on knowledge about sexuality, attitudes, and behaviors. Topics will include, but not be limited to, gender roles, birth control, love, communication, anatomy and physiology, sexual behavior, and sexual dysfunction. Participants will be asked to do some personal writing about values clarification.

Note: This course is of both personal and professional value. It is recommended for educators, school counselors, clergy, and anyone who wants to gain a greater understanding of and communication ability about sexual behavior.

Instructor: Joseph E. Wayne, Ed.D., Indiana University; assistant principal, Penn High School; a respected authority and university lecturer on human sexuality.



From Folk Art to Fine Art: America Collects ★

1202: Six Wednesdays, 7:00-9:00 p.m.
February 27-April 3
Room: N070
Fee: \$65 65+

Meissen. Tiffany. Steuben. Hall. Redwing. These recognizable names and others more obscure demand collectors' attention. Each week you will have an opportunity to share and discuss information on a variety of collectables. Folk art, fine art, and the decorative arts provide the variety to help you become a more knowledgeable collector.

Through hands-on examination of artworks — porcelain, glass, quilts, watercolors, oils, pottery, and furniture — you will be able to distinguish between machine and handmade, authentic and reproduction, price and value. Don't miss this opportunity to learn from a recognized art expert.

Instructor: Dr. Morris Taylor, D.M.A., Boston University; professor of music, Andrews University; host of "Art Talk," WAUS-FM; art dealer and collector.

Paperbacks and Coffee: Faith ★

1208: Six Alternate Thursdays, 9:30-11:30 a.m.
February 28-May 9
Room: Off-Campus
Fee: \$49 65+

Do you read for enjoyment and want to discuss what you've read with others? Share your thoughts and ideas as you meet biweekly for coffee and lively conversation.

In this series you will read fiction that explores the convictions of faith through contemporary 20th Century literature. Particularly, you will examine how characterizations of the hero and the heroine are developed as vehicles for the authors' themes.

The reading list selected includes works by Flannery O'Connor and Chaim Potok; *Death in the Family* (Agee); *Days of Eternity* (Glasco); *Woman of Destiny* (Card); *The Testament* (Wiesel).

Notes: Please read *Death in the Family* for the first meeting. Course will meet at Avenue Paperback Exchange, 2925 Mishawaka Avenue, River Park.

Instructor: Georgia Stout, M.A., English, University of Notre Dame.

House-Full of Flowers

1204: Six Wednesdays, 7:00-9:00 p.m.
February 27-April 3
Room: Off-Campus
Fee: \$84 (Includes most materials)

Accent your home with the beauty of spring flowers that you have learned to arrange yourself. With fresh, dried and silk flowers, you will learn style basics, and arrangement techniques to create lovely centerpieces, bouquets and nosegays. A session on special gift wraps and bow-making will make your giftgiving distinctive.

Don't miss this exciting opportunity to learn from one of our area's most sought-after floral designers.

The course combines lecture, demonstration, and participation; it is held at House of Flowers, 935 South Ironwood, South Bend (one block south of Mishawaka Avenue).

Instructor: Dick Darr, studied at Parson's School of Design; graduate of American Floral Arts Institute, Chicago; owner of House of Flowers.

Landscaping Your Home

1205: Six Thursdays, 8:10-10:10 p.m.
February 28-April 4
Room: N105
Fee: \$52 65+

You don't have to be a skilled landscape designer to create a charming and lush garden. With your own ideas and assistance from the instructor, you can have a personalized landscape plan to suit your lifestyle, while providing privacy and recreation at substantial savings.

This course will discuss: how to establish your landscape needs; principles of garden design; selecting the right plants; landscape planning for energy conservation; and landscape maintenance.

An architect scale, small 30-degree or 45-degree triangles, and a 20" by 30" board suitable as a drawing surface are the necessary class materials.

Instructor: Patrick S. Brown, B.S., Purdue University; landscape architect for LeRoy Troyer and Associates, Mishawaka.

Interior Design

1206: Eight Wednesdays, 6:30-9:00 p.m.
February 27-April 17
Room: N126
Fee: \$68 65+

Our homes project an image of ourselves to others and should provide a comfortable, aesthetically attractive and functional living space, reflective of our own tastes and needs.

This course is developed to meet the requirements of the residential design do-it-yourselfer and professionals in related fields (i.e. floral designers, builders). It will provide a step-by-step approach to the basic elements of interior design. Discussion will cover choice of colors, use of fabrics and flooring materials, window treatments, placement of furniture and use of lighting, art and accessories.

Students will have hands-on experience with samples and catalogs and are encouraged to participate in a residential interior design project of their choosing.

Instructor: Lynn Studebaker, B.S., Michigan State University, interior design; owner, River Road Interiors, Elkhart.

Tell us what you'd like to learn.



Address your program suggestions to Norma Singleton or call her at 237-4165. If enough people share your interest, a course or seminar can be developed.

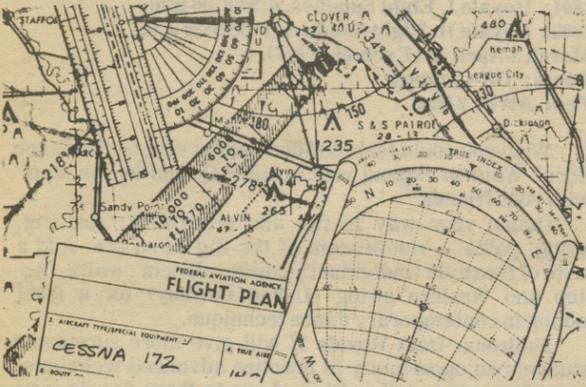
Enjoying Single Life

1201: Six Thursdays, 7:00-9:00 p.m.
February 28-April 4
Room: A251
Fee: \$49

Join us in a comfortable, enjoyable setting to explore the varieties of personal expression, interacting with others and how to experience the wealth of possibilities in relationships.

New Ways of Getting Acquainted, Creating Relationships, Building Friendships, Developing Intimacy, and Discovering Your Self and Your Values are some of the topics discussed. You can learn new skills, attitudes and enjoy being single through this program.

Instructor: Mara Newman, M.S., Indiana University; staff therapist, St. Joseph's Medical Center.



Private Pilot Ground School

1034: Twelve Mondays, 7:00-9:30 p.m.
February 25-May 13
Room: N03
Fee: \$120

Interested in obtaining a private pilot's license? Federal regulations require that those who wish to sit for the written ground pilot's test be recommended by a certified instructor. This course will teach material required by FAR 61.105a. Students should either be taking flight training or planning to do so in the near future. Satisfactory completion of this course provides the necessary training for this test and the required recommendation.

Contest includes the principles of flight, aircraft and engine operation, flight instruments, aircraft performance, radio communication, basic navigation, the flight computer, weather, FAA regulations, inflight planning, and more.

Instructor: Richard E. White, M.S.E.E., The Iowa State College; licensed commercial pilot and instrument rated flight instructor.

Continuing Your Search for Roots: Genealogy II

1203: Eight Wednesdays, 7:10-9:10 p.m.
February 27-April 17
Room: N074
Fee: \$65

For those who have done some genealogical research, this course provides a review of methods, an introduction to less common resources, preparation of a family history (including indexing, organizing and publishing), an introduction to heraldry, and a thorough discussion of foreign research.

Instructor: Carol Collins, B.M. Ed., St. Mary's College; actively engaged for many years in research on her own family lines in the U.S. and Europe, writes "Michiana Roots," the genealogical exchange column in the Sunday South Bend Tribune.

Register fast



Call 237-4191
with
Mastercard or Visa

Lets Communicate

Japanese for Travelers: Language and Culture ★

1102: Eight Mondays, 7:00-9:00 p.m.
February 25-April 15
Room: N057
Fee: \$69

65+

East meets West! Whether you're traveling to Japan for business or pleasure, you'll want to be prepared to communicate. Learn to hail a taxi or take public transportation; order in restaurants and identify menu items. Shopping, travel tips and suggestions are thoroughly discussed.

Through explanation of Japanese art, history and culture you'll discover the people, their food preferences, manners, protocol and relationships in business and within the family. You'll be introduced to day-to-day lifestyle: removing shoes, bowing, using chopsticks.

Basic writing symbols and characters will be taught to help make your travels a little easier.

Instructor: Sarah Torian Schroeder, B.A., Indiana University, Japanese language and literature; attended University of Chicago, Japanese literature and political thought; M.S.B.A., IUSB; marketing manager, GM Products, Elkhart.

Chinese for Travelers I and II

1109: I, Twelve Tuesdays, 8:10-10:10 p.m.
February 26-May 14
Room: N064
Fee: \$69

65+

1110: II, Twelve Wednesdays, 7:00-9:00 p.m.
February 27-May 15
Room: N013
Fee: \$69

65+

Do you travel to Taiwan or the People's Republic of China on company business? Are you planning a vacation to the Orient next spring or summer? Do you want to satisfy an intellectual desire to learn Chinese?

If so, this course introduces you to the Chinese language, helps you develop a working vocabulary for more confident travel, and allows you to sample the grace and beauty of written Chinese. Students, too, gain deeper insight into Chinese culture and customs.

Chinese for Travelers II is for students who have completed the first semester course, and wish to continue practice.

Instructor: Chu-cheng Ming, Ph.D. candidate, University of Notre Dame; experienced university-level Chinese language instructor and for American service staff in Taiwan.

Russian Language and Culture

1103: Ten Tuesdays, 7:45-9:45 p.m.
February 26-April 30
Room: N117G
Fee: \$69

65+

Basic language skills and a look at contemporary Russian culture and society give participants a foundation to travel "smart" through the Soviet Union.

Students will become familiar with the Cyrillic alphabet, learn common conversational usage valuable for travelers, and build vocabulary for shopping, using public transportation, reading street signs, and ordering in restaurants. A discussion of political thought and lifestyle is included.

Instructor: Kenneth R. Peczkowski, A.M., University of Michigan; studied at Leningrad University, USSR; specialist in European intellectual history and East European literature.

French for Travelers: Language and Culture

1101: Eight Tuesdays, 7:00-9:00 p.m.
February 26-April 16
Room: A121, Elkhart Memorial High School
Fee: \$69

65+

Are you planning a visit to France this spring or summer? Perhaps your business travel requires some knowledge of the language and people of France.

You need a quick introduction or refresher to help you get along: money, restaurants, hotels, stores, travel, and greetings. Food and wine are given special attention to enhance your travel experience. Emphasis is on pronunciation, simple conversations, and travel vocabulary.

Instructor: Gail Martin, M.S.B.A., IUSB; director of development, Channel 34 Public Television; experienced French instructor.

Italian Language and Culture

1104: Ten Tuesdays, 7:00-9:00 p.m.
February 26-April 30
Room: N057
Fee: \$69

65+

Italy is a robust country characterized by ethnic diversity, a multitude of linguistic varieties, and a rich cultural heritage. She is home to great food, great art and superb opera.

If you are considering a trip to Italy, want to learn more about her cultural/historical patterns, and develop basic language skills, you will want this class. Become familiar with words, phrases, and gestures and practice basic grammar rules for a foundation to converse more comfortably.

Instructor: Nancy L. D'Antuono, Ph.D., University of Michigan, romance languages and literature.

More Italian Language and Culture

1105: Ten Thursdays, 7:40-9:40 p.m.
February 28-May 2
Room: TBA
Fee: \$69

65+

For continuing students or those with a basic understanding of Italian, the class will provide more vocabulary, grammar and pronunciation skills. Culture, history, and ethnic patterns are interspersed throughout each lesson to bring Italy to life.

Instructor: Nancy L. D'Antuono, Ph.D., University of Michigan, romance languages and literature.

German for Travelers

1108: Ten Thursdays, 7:00-9:00 p.m.
February 28-May 2
Room: A007D
Fee: \$69

65+

Along with your suitcase why not pack some practical skills and valuable information to make your business trip or vacation to Germany more pleasurable — and personal.

Useful topics such as money, customs, airport and train stations/schedules, rules of traffic, hotels, restaurants, food and menus, clothing and shopping — all the myriad details of traveling where language can be a barrier — will be discussed.

Pronunciation and basic conversation will be taught and practiced so students will be able to reply to greetings, ask and give personal information about themselves and family, and just get around the country without feeling helpless.

Instructor: Gerhard Stigler, M.A., University of Notre Dame; Ph.D. studies, The Ohio State University; an expert in German literature and linguistics; senior training specialist, Miles Laboratories, Inc.

Spanish for Travelers

1106: Twelve Wednesdays, 6:00-8:00 p.m.
February 27-May 15
Room: N122
Fee: \$69

65+

Many adults have interest or need to learn Spanish — travelers to Spanish-speaking countries, business people who communicate with the Spanish-speaking world, foremen or other persons who are working with Spanish-speaking people, those who want to better understand the Spanish culture, and persons who are planning to move to the south or southwest. Understanding, speaking, reading, and writing are the primary goals of this language course.

Classes will cover pronunciation, vocabulary, simple dialogues, basic grammatical principles and reading selections.

Instructor: Greg Harris, M.A. candidate, University of Notre Dame; experienced language instructor.

More Spanish for Travelers

1107: Twelve Tuesdays, 7:00-9:00 p.m.
February 26-May 14
Room: A133
Fee: \$69

65+

Continue to learn Spanish language skills, and the background of Spanish-speaking people and culture with this second semester course. Some prior knowledge of Spanish or the beginning course is expected.

Instructor: Greg Harris, M.A., University of Notre Dame.

★ A star indicates a new course.

Good Taste

Culinary Olympics: Garnishes★

1250: One Saturday, 8:30 a.m.-12:30 p.m.
April 20
Room: A001A
Fee: \$30 (Includes coffee, rolls, recipes)

Just back from the World Class Culinary Olympics in Frankfurt, West Germany, Chef de Cuisine Robert Nelson will demonstrate the art of garnishing.

You'll learn the special techniques used by the world's greatest chefs taught by a recognized industry leader. Vegetable carving, slicing and spiralling, flowers and rosettes, and all those finishing touches that are sure to bring raves.

Food service personnel, restaurant chefs and cooks, caterers and gourmets will find this a valuable lesson.

Instructor: Robert H. Nelson, Certified Executive Chef; chef de cuisine, housing and food service, School of Restaurant and Institutional Management, Michigan State University; winner of numerous awards, including Escoffier Gold Medal, Chef de Cuisine of Chicago, Educator of the Year (1984) — Michigan Restaurant Association.

A Man's Touch: Northern Chinese Cooking★

1245: Five Tuesdays, 7:00-9:00 p.m.
February 26-March 26
Room: Off-Campus
Fee: \$69 (Includes tasting)

Northern China — Sichuan, Mongolia, Hunan Province — is reknown for her pungent, spicy dishes laced with hot peppers, orange peel, garlic and onion. There is no cuisine in the world finer or more flavorful than that from the isolated, mountainous areas in the heart of China.

In this class you will learn to prepare some of the distinctive dishes that have made this style of cooking synonymous with gastronomic pleasure: Mu Si soup, Harvest Pork, Kung Pao Chicken, Red Stewed Beef, Hunan multi-spiced chicken, Pork Shreds with hoisin sauce, and more. You will discover the spices and condiments of the regions and learn how to use them.

Instructor: Robert Rosenfeld, J.D., Indiana University; attorney-at-law; is in the kitchen at least three nights a week.

Chinese Cooking: Stir Fry Basics

1246: Four Wednesdays, 7:00-9:00 p.m.
February 27-March 27 (Excluding 3/20)
Room: Off-Campus
Fee: \$55 (Includes tasting)

Discover the joys of Chinese cooking — delicious tastes and aromas, unlimited variety, a healthy ratio of vegetables to meat, and the economy of ingredients.

The class will give you all the basics to begin cooking Chinese-style — with or without a wok. With knowledge and confidence you will create stir-fried ground pork wrapped in lettuce leaves, chicken and hot peppers, spicy beef noodles with meat sauce, Oriental vegetables, and lots more.

Instructor: Nellie Wong is a recognized expert in Chinese cuisine and culture.

Fabulous French Desserts★

1243: Four Thursdays, 7:00-9:30 p.m.
February 28-March 21
Room: Off-Campus
Fee: \$55 (Includes recipes and tasting)

Elegant, fabulous desserts using authentic techniques, time-saving methods, and finest quality ingredients are recreated in the style of the greatest French restaurants.

In the Flambe Class, you will learn to make strawberry crepes, bananas flambe, and other flaming desserts. The All-Chocolate Class will feature chocolate souffle, a chocolate genoise Black Forest cake, and chocolate eclairs. In the Pastry Class you will be taught three types of crust — butter, sugar, and easy/fast puff pastry to surround fruit tarts and turnovers.

Instructor: Cathy Pope, gourmet cooking instructor; owned her own catering business and was pastry assistant at Lillian's, Saratoga Springs, N.Y. and at Tippecanoe Place.

Cooking of Japan★

1244: Four Thursdays, 7:00-9:00 p.m.
February 28-March 21
Room: Off-Campus
Fee: \$55 (Includes tasting and recipes)

Elegance, simplicity and good health make Japanese cuisine a favorite among adventurous eaters. If you're planning a trip to Japan and want to preview typical foods, or create an extraordinary dinner at home, enroll in this course.

You will learn how to prepare these favorites and more: sushi, sukiyaki, and tempura; a variety of soups, salads, fish, and vegetables. Readily available ingredients, practical techniques, and artful presentation are emphasized.

Instructor: Kaichi Nakazawa, B.A., International College of Commerce and Economics, Tokyo; caterer.

Fast and Fresh: Cooking with Olivia Wu★

1248: One Monday, 6:30-9:30 p.m.
March 4
Room: Off-Campus
Fee: \$25 (Includes tastings and recipes)

Combine the freshest foods of the spring season with fast preparation and cooking techniques using the wok. What results? Delicious, elegant meals that can be prepared in sixty minutes or less.

One of America's foremost experts of Oriental and French cuisine — cookbook author and teacher, Olivia Wu, will demonstrate how to: stir-fry, deep-fry, braise, poach, saute, roast, and steam. Just about anything can be prepared in the wok.

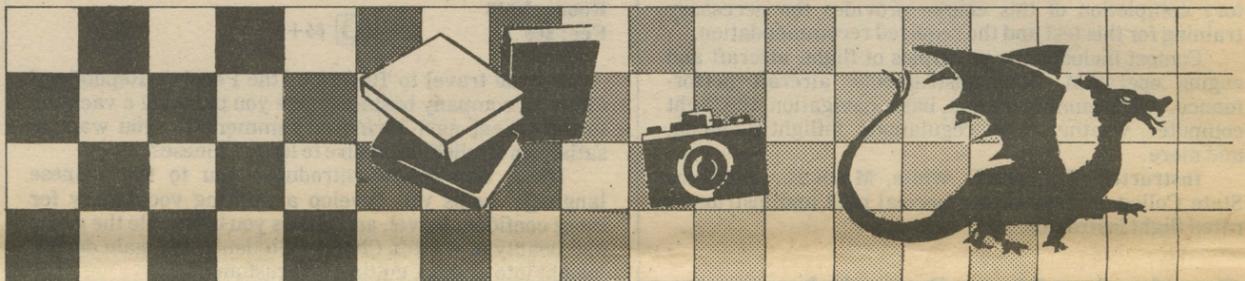
Learn to prepare these appetizers: no-cook spring rolls with zucchini cheese filling and spare-ribs gorgonzola. Olivia will also demonstrate three to four different ways to prepare asparagus, wok-cooked cannelloni, and a luscious European dessert.

This class is an investment in liberated cooking; both men and women are encouraged to attend.

Instructor: Olivia Wu, M.M., University of North Carolina; author of *Grand Wok Cookbook*; owned a French pastry shop and studied with Gaston LeNotre, Paris.

Make Your Kitchen a Classroom

We are looking for homes in which to schedule Good Taste classes. If you can accommodate 15 people or more in a space that allows a clear view of the food preparation area (i.e. a free-standing butcher block, worktable, peninsula or island design), your kitchen is perfect. If a class is scheduled in your home, you will receive a complimentary enrollment to that program. For arrangements call Norma Singleton at 237-4165.



Art in The Park: Patterns of People and Nature★

1261: Ages 6-8, 9:00-10:30 a.m.
1262: Ages 9-11, 11:00 a.m.-12:30 p.m.
Six Saturdays
March 2-April 13 (Excluding 4/6)
Room: Ella Morris Conservatory
Potawatomi Park
Fee: \$49 (Includes all materials)

Take flight! Birds soar through space captured in line drawing. Floral paintings are inspired by tribute to Georgia O'Keefe — small flowers magnified to giant size by young artist's eyes.

Favorite uncles or distant cousins can become subjects in a family portrait, while Hallmark is commanded to move over as students craft hand-made greeting cards to bestow upon ten special friends. Antique quilt designs become examples for geometric paper patterns, squares and cut-outs.

Young people stretch their imagination in self-expression through art. Students are invited to exhibit their work at completion of the program.

Instructor: Martha Kline, B.S., Indiana University.

Spanish for Children: Ages 7-11

1266: Ten Saturdays, 12:00 m.-1:30 p.m.
March 2-May 11 (Excluding 4/6)
Room: A128
Fee: \$55 or AWF:2/\$99

Learning a foreign language can be fun and practical. This course designed especially for Michiana youth, introduces them to the languages and customs of Spanish-speaking people. With Spanish fast becoming the second language of America, knowledge of it at an early age becomes more important.

Classes are informal and the emphasis throughout is on building a vocabulary and learning to converse in Spanish. Games, songs, and films supplement the text. Since practice at home is recommended, parents are encouraged to enroll with their children.

Instructor: Joel S. Krueger, B.S., IU-Bloomington; M.S. candidate, IUSB.

Pre-Computer Skills for Primary Children (Grades 2-4)

See Microcomputer Workshops section.

Recreation

Ballroom Dazz Royale I and II

1800: Royale I, Eight Fridays, 6:30-8:00 p.m.
1802: Royale II, Eight Fridays, 8:00-9:30 p.m.
March 1-April 26 (Excluding 4/5)
1801: Royale I, Eight Sundays, 6:30-8:00 p.m.
1803: Royale II, Eight Sundays, 8:00-9:30 p.m.
March 3-April 28 (Excluding 4/7)
Room: Off-Campus
Fee: AWF: 2/\$92

Wish you could feel confident and at ease on the dance floor? Want to expand your social I.Q. and be "in step" with your friends?

Dance your way to fun and enjoyment: fox trot, swing, polka — reminiscent of the Big Band era. Add a taste of freestyle (individual), cowboy dancin', waltz, two-step and Western swing (Urban Cowboy) for a good footing in contemporary dance technique.

Ballroom Dazz Royale II will give more surefooted students an opportunity to practice advanced techniques in waltz, swing, polka. Plus, move to these hot dances: rumba, cha cha cha, tango, samba, and Latin Hustle. **Prerequisite:** Ballroom Dazz Royale I or consent of the instructors. Please enroll with a partner. Class size limited to twelve couples. Leather-soled shoes are necessary.

Class is taught at Flint Dance Studio, 2508 Milburn Blvd., Mishawaka (east of Ironwood, south of Lincolnway).

Instructors: Donna and Jerry Flint, professional dancers, give the personal attention and encouragement needed to overcome your "two left feet" and conquer the dance floor. They own Flint Dance Studio and are associate faculty, IUSB Division of Music.

Gifted and Talented: Meet the Challenge

Academic excellence is recognized at IUSB. In summer 1983, IUSB Continuing Education offered the first year-round university program in the region for exceptionally talented 6th, 7th, 8th graders. This commitment continues with high quality, creative, and stimulating courses.

Eligibility: Must have scored 90% or higher on any standardized achievement test (i.e. Iowa Basics, Stanford, or CTBS) or taken the SAT through the Midwest Talent Search. A photocopy of test scores or a written letter stating ability from school counselor, teacher, or principal must accompany registration form.

How to Study and Take a Test: Ages 11-15

1269: Seven Saturdays, 10:00-11:00 a.m.
March 2-April 20 (Excluding 4/6)
Room: G143
Fee: \$41

Do you need to improve your study habits? Can you take good class notes? And remember them? This practical class will teach the junior high school student ways to effective study and test-taking that are results-oriented. Plus, students will learn techniques for surveying textbooks, guides for chapter and unit review, reinforcements on retention and note-taking skills, and improve reading habits.

Instructor: Andrea L. James, M.S., Indiana University; experienced English instructor, S.B.C.S.C.

A student says . . .

"I learned how to use different colors and how to look at the face better. The teacher is very nice and I enjoyed the class . . . it was terrific."

Charly Hoff, age 10
Art in the Park

Word Processing for Middle and High School Students★

See Microcomputer Workshops section.



River Run: Canoeing

1807: One Tuesday, 6:30-8:30 p.m.
 April 16
 Room: A001B
 Plus Four Saturdays, 9:00-11:30 a.m.
 April 20, 27, May 4, 11
 Room: Off-Campus
 Fee: \$45 or AWF: 2/\$83 (Includes canoe rental)

The River Run is set for May 18. Are you ready to join in, have some fun, and navigate the St. Joseph River with canoe enthusiasts from around the country? Or perhaps you'd like to learn to canoe for your own pleasure and enjoyment on a leisurely weekend afternoon. In either event, you need the skills necessary for on-the-water safety and maneuvering.

The orientation and four on-the-water lessons with nationally-recognized expert Bernie Accoe will provide you with information and practice to navigate safely, read river variables and learn both elementary and advanced paddling techniques. You'll also learn canoe control for racing and whitewater tandem paddling, high efficiency paddling, and handling turns.

Note: This small-group experience with lots of individual attention is designed to provide you with the highest quality instruction available.

Instructor: Bernard Accoe, B.A., Indiana University; 1976 winner of North America Marathon Canoe Race; has competed in many regional and national events; an outstanding instructor who has trained many area canoeists.

Edible Wild Plants: Hike and Canoe

1806: One Tuesday, 7:00-9:30 p.m.
 April 30
 Room: N109
 Plus one field trip, 10:00 a.m.-5:00 p.m.
 Saturday, May 4
 Fee: \$39 or AWF: 2/\$75 (Includes canoe rental)

Explore a moist meadowland in the Michiana back country by foot and canoe to gather edible wild plants that you will learn to identify and cook. You'll discover how to tap roots for water and the glories of wild watercress. Use tubers and roots for survival food and medicinal uses. This exciting class, for either experienced or novice, will awaken your spirit to the beauty and adventure of the great outdoors.

The orientation will introduce wild plants through books, film and slide/sound program. A list will be given of necessary clothing and equipment/supplies needed for the outing; students should bring their own lunch. This is a class parent and child, friends, or couples can participate in together. Enrollment limited to fifteen.

Instructor: James Meuninck, M.S., Indiana University; biologist and nationally syndicated wildlife columnist for Outdoor America, Northeast Outdoors, and others.

Play Golf

1805: One Monday, 7:00-9:00 p.m.
 May 20
 Room: N106
 And five arranged practice sessions (one hour each)
 Room: Off-Campus
 Fee: \$47 (Does not include driving range balls)

Do you want to learn to golf or improve your game? Make the most of spring with this golf course that teaches proper selection of equipment, terminology, rules and etiquette, plus plenty of practice.

Hand position, timing, rhythm and stance are some details of the game you will work on. Use of short, middle and long irons, woods and techniques of chipping and putting are also practiced during the hands-on, small group sessions that are arranged weekly at local ranges.

Instructor: Gerald Flanagan, golf coach and professional, has several holes-in-one to his credit and has played on mid-Atlantic mini-tours.

How To Sail a Yacht

Four Wednesdays, 7:00-9:30 p.m.
 June 5-26
 Room: TBA
 And Four Sailing Sessions
 Fee: \$235 or AWF: 2/\$460

The course includes four sessions of classroom instruction and four on-board sailing lessons on Lake Michigan with a maximum of four students per section. Select the sailing time you prefer and enroll in that section.

2808: Four Saturdays, 9:00-12 m.
 June 8-29
 2809: Four Saturdays, 1:00-4:00 p.m.
 June 8-29
 2810: Four Sundays, 9:00-12 m.
 June 9-30
 2811: Four Sundays, 1:00-4:00 p.m.
 June 9-30

The romance and power of wind and sea captures the spirit of adventure for those who have dreamed of sailing their own vessel. Your dream can become a reality as we provide you with a series of Great Lakes sailing lessons to teach basic ocean-going fundamentals and techniques on a 36-foot yacht out of St. Joseph, Michigan.

This solid course combines classroom knowledge with hands-on practice to give you the basic skills necessary to maneuver in a range of weather conditions on large bodies of water. You'll gain the confidence needed to handle a full-size sailing vessel by learning essential skills that provide both water safety and enjoyment: elements of cruising and maneuvering; basic chartwork and navigation; rigging, gear, lines and sail; docking, anchoring and refueling; ship and harbor concerns.

Reawaken your spirit for adventure — come sail with us!

Instructor: Edward Gorman, J.D., Fordham University School of Law; experienced on- and off-shore sailing instructor, has captained many charters and sailed both the Atlantic and Great Lakes; licensed captain, U.S. Coast Guard.

Kaleidoscope

Programs for Young People



Careers: Choice or Chance ★

1284: Four Saturdays, 9:30 a.m.-12:00 m.
 February 23-March 23 (Excluding 3/16)
 Room: A129
 Fee: \$64

Rich man, poor man, beggar man, thief; doctor, lawyer, Indian chief.

This nursery rhyme typifies the flip-of-the-coin approach to career choice. We know our children have the potential to do anything they want. Yet, without direction, their many choices now can be left to chance . . . later.

Indications are that highly able, pre-high school students need to become aware of the elements in preparing for a career. For your child this can be an exciting experience — one full of self-discovery.

In this class students explore skill potential, assess interests, recognize values, and write a philosophy of life through fantasy projections and information interviews. They set the path from becoming anyone to becoming someone.

Parents are invited and encouraged to attend the first and final session.

Kaleidoscope: Gifted and Talented program. Must meet eligibility standards to enroll.

Instructor: Jill Soens, M.S., IUSB; career counselor, Continuing Education.

Machines That Think: An Introduction to Artificial Intelligence ★

1283: Eight Saturdays, 8:15-9:45 a.m.
 March 2-April 27 (Excluding 4/6)
 Room: A001B
 Fee: \$68 (Includes diskette and book)

How do computers think? Find out by learning the BASIC programming techniques that are employed in strategy-games. Game trees, piece and board arrays, "look ahead" functions, move generators and learning simulators are some of the functions that make computers appear to think. You will use them to write a program to play several games, such as TIC-TAC-TOE, Bridge-It, and Pawns.

Prerequisite: Familiarity with integer arithmetic (signed numbers) and fractions. No algebra is needed.

Note: This is a hands-on course. You will need some BASIC programming experience with FOR-NEXT loops and access to a microcomputer for out-of-class homework assignments.

Kaleidoscope: Gifted and Talented program. Must meet eligibility standards to enroll.

Instructor: Paul Beem, Ph.D., University of Virginia; associate professor of mathematics, IUSB.

Critical Thinking Skills: A Social Problems Approach ★

1278: Six Saturdays, 12:15-1:45 p.m.
 February 23-March 30
 Room: A131
 Fee: \$63 (Includes materials)

Did you know that 20,000 people annually need organ transplants, yet only 4-5,000 are available? Who gets them and why?

We may not be able to solve the problem, but we can understand and discuss the issue from a moral and policy perspective using the skills of critical thinking.

This and other issues of social concern: nuclear weapons, world hunger, poverty, will be used as examples to argue well and persuasively. In the process, students will learn how to identify fallacies in thinking, ask questions and seek definitions, and criticize a point of view or how an issue is formulated using the disciplined tools of philosophy and logic.

Kaleidoscope: Gifted and Talented program. Must meet eligibility standards to enroll.

Instructor: Leonard Fleck, Ph.D., St. Louis University; visiting assistant professor, philosophy/public and environmental affairs, IUSB.

Science and Fiction: Images of Future

1282: Six Saturdays, 10:00-11:30 a.m.
 March 2-April 13 (Excluding 4/6)
 Room: A131
 Fee: \$58 (Includes all reading materials)

What will happen to the value of life when we clone genes or create the "perfect" human? Is artificial intelligence a threat to human endeavor? What will it mean if the aging process is decelerated and humans can live to 200? To what extent will we control science and science control us?

Using fictional sources such as short stories, novels, and plays, students will discuss the ethics, conflicts and issues of science and human values. Themes may include government control, fraud, world destruction, medical advances, and religious belief in light of scientific fact.

Students will read the equivalent of two stories a week and do some writing to clarify themes.

Kaleidoscope: Gifted and Talented program. Must meet eligibility standards to enroll.

Instructor: Sandra Winicur, Ph.D., California Institute of Technology; associate professor of biology, IUSB.

Dungeons and Dragons: Beginning and Advanced

1273: Beginning, Six Saturdays, 8:30-10:30 a.m.
 1275: Advanced, Six Saturdays, 11:00 a.m.-1:00 p.m.
 February 23-March 30
 Room: A124
 1276: Advanced, Six Saturdays, 8:30-10:30 a.m.
 April 13-May 18
 Room: A124
 Fee: \$56

The dungeon master is ready for the game to begin. The scene is set for adventure. Whose paths will cross on the secret quest in search of the hidden answer?

Dungeons and Dragons is an interactive game that stimulates creativity, flexibility of thinking, cooperation, and imagination. The game setting might be medieval 13th Century Europe; players are exposed to varying customs, mores and languages. They must adapt their behavior and problem-solve to survive using mathematical skills, logic, and disciplined concentration.

Students are required to bring a basic rule book and set of dice. Section I is for beginners with less than one year playing experience. Section II is for continuing players who have completed D&D I or who have the consent of the instructor.

Enrollment limited to ten students per section. Kaleidoscope: Gifted and Talented program. Must meet eligibility standards to enroll.

Instructors: Kenneth R. Peczkowski, A.M., University of Michigan; owner/manager, Griffon Bookstore.

Terry Graff has been playing and leading games for over ten years.

A student says . . .

"Learning can be fun if you take the right approach. I learned to enjoy not knowing what's around the corner and having to face problems I would not have otherwise."

Rebecca J. Davis, age 11
 Madison School
 Dungeons and Dragons

Kaleidoscope: Gifted and Talented classes are scheduled so students may enroll in more than one program! Mix or match to make a morning of it at IUSB.

★ A star indicates a new course.

Sharpen Your Learning Skills

(SAT) Scholastic Aptitude Test Review Course

1502: Elkhart, Twelve Saturdays, 9:30-11:30 a.m.
March 2-May 18
Room: A127, Elkhart Memorial High School
1500: South Bend, Twelve Wednesdays, 6:00-8:00 p.m.
February 27-May 15
Room: A122
Fee: \$81 (Includes handouts)

Are you taking the test this spring for college entrance? Are you a high school sophomore who wants to plan ahead for college aptitude, scholarship and entrance testing? Or the adult returning to college who needs to take the SAT? Could you use some help in preparing for the exam?

Knowledgeable instructors will introduce you to such tests, review their basic organization and offer approaches to make you feel more at ease during the exam so that you can potentially score higher. Test preparation methods are included and class time is divided between review of basic math concepts and English fundamentals of vocabulary, reading comprehension and writing.

Your own test readiness will be measured by a series of practice tests and exercises both in and out of class. Homework is not only expected — it is essential.

Instructors: South Bend (1500): Margaret H. Murphy, M.S., Indiana University; teaches the mathematics section. Brian Waldron, M.S., St. Mary's College; teaches the English section.

Elkhart (1502): Chadelyn Emery, M.A.E., Ball State University; teaches mathematics. Karen Nuske, M.A.T., University of Washington; teaches English.

SAT Courses Help Students Make the Grade

"A 1978 report by the Federal Trade Commission showed that both math and verbal scores on the SAT could be raised an average of 25 points through preparation, while a 1980 article in The Harvard Education Review raised the possibility that (long-term) coaching could help students considerably."

Chicago Tribune
November 1, 1984

How to Study/Succeed in College

1514: Four Mondays, 7:00-9:00 p.m.
February 25-March 18
Room: N072
Fee: \$49

Practical for high school juniors and seniors, the college-bound freshman or the adult planning to enter or re-enter college, this course outlines essential study techniques. Included are skills on how to listen, take lecture notes, use time effectively, prepare for a variety of tests, write an essay exam. Students will also learn to prepare assignments, themes and term papers, including how to use a library for research.

Instructor: Kathryn M. Cummins, M.A., University of Notre Dame.

A student says . . .

"I now am able to make realistic goals for my college career, and begin to apply myself to attain these goals."

Amy D. Campbell
How to Study/Succeed in College

Improve Your Reading and Study Skills

1507: Twelve Mondays, 5:00-7:00 p.m.
February 25-May 13
Room: N064
Fee: \$75

Analyzing, skimming, reading to detect bias, and comprehending are all critical skills for success in high school, college and work. This course is designed for those whose reading and study skills need some sharpening; it concentrates on individual needs and effective reading and study strategies.

For a rapid reading class, see description in Professional Development section.

Instructor: Cynthia McNamara, M.S., Andrews University; reading specialist, Clay High School, South Bend Community School Corporation.

Learning To Write Well: A Practical Approach

1509: Twelve Tuesdays, 5:30-7:30 p.m.
February 26-May 14
Room: N074
Fee: \$75

Do you feel apprehensive and anxious every time you must put pen to paper? Do you find it hard to convey your ideas in writing that is clear, interesting and effective?

If you need to communicate through the written word, this workshop can help build your confidence and strengthen your ability to write well. Sessions will focus on specific principles of effective writing through demonstrations and practice. Clear writing is a skill that can be mastered.

If you have serious problems with the mechanics of writing — grammar, spelling, and punctuation — please enroll first in the English Grammar Review course described in this section.

Enrollment is limited to fifteen students.

Instructor: Bruce Eastman, M.A., English, Northeast Missouri State University.

English Grammar Review

1511: Ten Thursdays, 7:45-9:45 p.m.
February 28-May 2
Room: N117G
Fee: \$65

Are your papers and reports returned with corrections and questions? Are you uneasy with your use of the language when talking with friends?

If so, this course is designed for you, providing instruction and practice in basic language rules and skills. Applied to academic and social situations, class work will emphasize the essentials of grammar, spelling, sentence structure and punctuation. It will help anyone discouraged by the complexities of the English language.

English Grammar for Business Professionals is now being offered. See General Business section.

For practical experience in writing paragraphs, see Learning to Write Well in this section.

Instructor: Brian Waldron, M.S., St. Mary's College.

Math Clinic/Algebra Clinic Proficiency Test

A short 20-minute test is required of college proficiency students (those referred by Admissions) for placement into the Math or Algebra Clinics. This is a pre-enrollment requirement to ensure that the student enrolls in the appropriate skill-level class.

This test is not required for persons who choose to improve their skills in the subject areas for personal or professional reasons.

Call 237-4261 for an appointment. There is no charge.

Count Me In: A Math Clinic

1505: Eight Thursdays, 7:45-9:45 p.m.
February 28-April 18
Room: A132
Fee: \$75

If your last math course was a long time ago, or if math was "not your subject" but now it needs to be, this is the place to start. Personalized instruction, diagnosis, and basic math skill building will be provided to you at your own pace and tailored to your specific needs.

Enrollment is limited to twelve students.

Clinician-in-Residence: John McNarney, M.A., University of Notre Dame; experienced math instructor.

Algebra Clinic

1503: Eight Thursdays, 5:30-7:30 p.m.
February 28-April 18
Room: A133
Fee: \$75

Designed for the person who has taken algebra at sometime in the past and who wants help with selected topics, this course will provide individual diagnosis and instruction. Each student will follow a program developed to meet his/her particular needs.

Enrollment is limited to twelve students.

Instructor: Margaret H. Murphy, M.S., Indiana University.

A student says . . .

"I think the class was excellent. I really benefitted from the class personally. I have a better understanding of what I am reading now and my English is more accurate."

Celestine Miller
Improve Your Reading and Study Skills

General Information

*Formal admission to the University is NOT required for enrollment. To register, use the enrollment form provided or call to enroll by phone.

*Time is Eastern Standard Time.

*Minimum enrollment must be reached prior to the first session. If it is not, the course or seminar may be cancelled; you may then elect to enroll in another program or receive a refund.

*Completion cards are distributed the last night of class to students who have eighty percent attendance record.

*Those who need a CEU transcript should send a \$2 service fee and written request to the Division.

*With a few exceptions grades are NOT given for Continuing Education courses.

*Information about employment in specific career fields is available from the placement office.

*NOTE: The Continuing Education program is now scheduled in three sessions; fall (late September), spring (mid-February and March) and summer (June).

*Consider yourself enrolled in the requested class unless you are contacted by the Division.

How to Register

Registration is now open. Because most programs have a limited enrollment, register early! Spaces are filled in the order received and fees must accompany the application. Class registrations will be accepted through the first session on a space available basis.

To register by mail: Send check or credit card information and completed registration form to:

Office of the Bursar
Indiana University at South Bend
P.O. Box 7111
South Bend, IN 46634

If your company is to be billed, send appropriate purchase order information. Allow two working days for registration processing by mail.

To register by phone: Use VISA or MASTERCARD. Just call 237-4191 or 237-4261. Registration is fast and easy. Then, simply attend the program as it is scheduled — unless you are notified by this office.

To enroll in person: Come to the Division of Continuing Education, located in the Administration Building (first floor, east wing), 1700 Mishawaka Avenue. Registration hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

If you need further information call the special registration number 237-4191 or 237-4261.

Remember: After you have registered, you are enrolled unless contacted by this office.

Social Security Number

Use of your Social Security number is voluntary. The number is used to process your registration and to identify your CEU transcript, which is a permanent record. If you choose not to use your number, one will be assigned.

Senior Citizens 65+ Discount

A 20% discount will be offered to persons 65 years of age and older who wish to enroll in those courses indicated with a 65+. Only courses so indicated qualify for the discount. Proof of age may be required.

Attend with a Friend (AWF)

Certain courses are designated as "Attend with a Friend (AWF)" and carry a reduced average fee when two enroll with one payment. Please duplicate form or information for each person.

Division of Continuing Education

Jane H. Robinson: Director of Continuing Education
Jane Pomeroy: Assistant to the Director
David Lott: Design/Layout Specialist
Carol Hummer: Receptionist

Noncredit Courses

Norma L. Singleton: Course Coordinator
Catherine Diley: Program Secretary
Jill Soens: Career Counselor
Christine Gassensmith: Student Assistant
Kim Grzesk: Student Assistant
Nina Slater: Student Assistant

Seminars, Conferences and In-Service Training and Development

Suzanne Z. Miller: Director
Ann Brown: Conference Coordinator
Lu Ann Baraso: Conference Secretary
Claudia Scott: Conference Assistant
Jan Poullette: Registration Assistant
Judith Hines: Word Processor
Catherine Powell: Student Assistant
Karla Riley: Student Assistant

Continuing Education
Indiana University at South Bend
1700 Mishawaka Avenue
P.O. Box 7111
South Bend, IN 46634

Are you on our mailing list?
Call IUSB 237-4261

TIME VALUE

*Now in
Elkhart & La Porte*

Attention mailroom personnel:
Reroute if necessary! If undeliverable to addressee, this important dated announcement should go to your organization's Personnel Director.

Index

Art and Music

Art, Basic 14
Baskets: By hand 13
Drawing 13
Glassblowing 13
Painting, Watercolor 14
Photography: Black & White 13
Photography: Color/Slide 13
Piano I & II 14
Quilting 13

Business and Career Development

Behavior, Eliminating Self-Defeating 9
Bookkeeping and Ledger Maintenance I & II 8
Brain: Left-Right Learning Styles 9
Career Planning 9
Computer-Based MIS 8
Production and Inventory Control I & II 8
Purchasing II 8
Reading: Easy as ABC 9
Sales Strategies for Women 9
Secretarial Success, Steps to 8
Speedwriting 8

Business: Entrepreneurs

Business Plan, How to Write and Present 10
Computers and the Office: For Managers 11
Direct Mail Advertising Seminar 10
Entrepreneurial Skills 11
Family Business: IUSB/Crowe, Chizek Seminar 11
Restaurant Management Seminar 10
Restaurants: Financial Management 10
Restaurants: Waiter & Waitress Training 10
Start Your Own Business 10

Business: Learning Skills

English Grammar Review 9
Math Review 9
Memory & Listening Skills 9
Reading Rapidly 9
Spelling 9
Vocabulary Building 9

Business: Management Development Certificate

Building and Leading a Team 4
Cash Flow Management 4
Marketing Principles and Practices 4
Planning and Controlling 4
Presentations, Making Effective 4
Statistical Process Control 5
Using Small Groups to Solve Work Problems 5

Elkhart Programs

Commodity Futures 11
French for Travelers 15
Mgmt. & Administrative Assistant II 7
Sales Strategies for Professionals 6
SAT Review Course 18
Small Groups for Solving Work Problems 5
Statistical Process Control 5

Business: Management Programs

Assertiveness Training 7
Business Communications I & II: 6
Business Writing: Letters and Memos 6
Computers, People, and Business 5
Employee Relations II 5
FOCUS Seminar Series 6
Management and Administrative Assistant II 7
Media Workshop Using Microcomputers 3
Microcomputers for Business/Mgmt. 3
Professional Women's Weekend in Chicago 12
Sales Success, Professional Strategies for 6
Speaking Voice, Improving Your 6
Statistical Process Control 5
Supervisor I, Job of the 5
Supervisory Leadership, Effective 5
Using Microcomputers 2

Certificate Programs

APICS: Production & Inventory Mgmt. 8
Business Communications 6
Exec. Secretary/Admin. Assistant 7
Management Development 4
Paralegal Studies 7
Supervisory Development 5
Using Microcomputers 2

Cooking: Good Taste

Chinese, Northern Cooking 16
Chinese, Stir-Fry Basics 16
French Desserts 16
Garnishes: Culinary Olympics 16
Japanese Cooking 16
Olivia Wu Cooks 16

Film Series 13

Financial Planning

Commodity Futures 11
Plan and Invest Your Money 11
Real Estate: Investment Opportunity 11
Real Estate: Commercial Management 11
Stocks and Bonds I & II 11

FOCUS Seminar Series 6

Languages for Travelers

Chinese 15
French 15
German 15
Italian 15
Japanese 15
Latin: Reading and Discussion 14
Russian 15
Spanish 15

Learning Skills

Algebra Clinic 18
English Grammar Review 18
Learning Skills for Business 9
Math Clinic 18
Reading & Study Skills: How to Improve 18
SAT Review Course 18
Study/Succeed in College, How to 18
Writing Well, A Practical Approach to 18

Microcomputers for Home & Business

Accounting I, II, III 3
BASIC I & II 2
Disk Operating System (DOS) 3
Filing Systems 2
Integrated Software, Using 3
Inventory Control 2
Planning 2
Word Processing 2
Word Processing, Advanced 2
Worksite Applications 3

Microcomputer Workshops

BYO-PC: Using the Operating Systems 3
Media Workshop 3
PC/Software Forum 3
Purchasing a Microcomputer for Business/Management 3
Women's Workshop 3
Word Processing for Middle/High School Students 3

Paralegal Studies 7

Personal Interest

Antiques 14
Flower Arranging 14
Genealogy, Advanced 15
Human Sexuality 14
Interior Design 14
Landscaping, Home 14
Latin Classics Read & Discuss 14
Paperbacks & Coffee: Faith 14
Private Pilot Ground School 15
Singles, Enjoying Life 15

Purdue Engineering Technology 7

Recreation

Ballroom Dance I & II 16
Canoeing: River Run 17
Edible Wild Plants 17
Golf 17
Yachting 17

Special Events & Travel

Happy 300th Birthday: J.S. Bach 12
Historic South Bend Industrial Tour 12
Professional Women's Weekend in Chicago 12
Rome in May 12
Salt Lake City Genealogy Tour 12
Shaw Festival: Niagara-on-the-Lake 12
Stratford Shakespeare Festival 12
Vienna in October 12

Youth: Kaleidoscope

Art in the Park 16
Career Awareness — Gifted 17
Computer Preview for Grades 2-4 3
Computers & Artificial Intelligence — Gifted 17
Critical Thinking Skills — Gifted 17
Dungeons & Dragons — Gifted 17
Science and Fiction — Gifted 17
Spanish: Ages 7-11 16
Study & Take a Test, How to 16
Word Processing — Middle & H.S. Students 3