

2010 — LOCAL INSTRUCTOR-LED COURSES

Basic Spanish Class
5 session class—\$69 / person
Children 13-17 may attend for \$39, with paying adult.
This class will teach the basics in reading and conversational Spanish.
Mondays, January 25, February 1, 8, 15, 22
6:00—7:30 pm, Room 201
Traders Point Christian Church
6600 S. Indianapolis Rd., Whitestown

MS PowerPoint
1 session class—\$39 / person
Learn to design presentations complete with sound, graphics, clip art, and animations.
Monday, February 1 5:30—8:00 pm
Lebanon Public Library
104 W. Washington St., Lebanon

MS Publisher
1 session class—\$39 / person
Introductory level class.
Create newsletters, cards, flyers and more!
Monday, February 8 5:30—8:00 pm
Lebanon Public Library
104 W. Washington St., Lebanon

Computer and Internet Basics
2 session class—\$49.00
Learn basic computer skills, navigate the internet and communicate by email.
Mondays, February 22 & March 1 5:30—7:30 pm
Lebanon Public Library
104 E. Washington St., Lebanon

QuickBooks
4 session class—\$149 / person
Learn to set up & maintain your business or personal financial accounting.
Mondays, March 1, 8, 15, 22 6:00—9:00 pm
Work One
125 Lakeshore Dr., Lebanon

Vista & MS Office 2007
2 session Class—\$49 / person
Learn what's new, skills, and receive quick tips.
Mondays, March 8 & 15 6:00-8:00 p.m.
Lebanon Public Library
104 E. Washington St., Lebanon

ServSafe Food Certification
\$135 / person
Instruction, ServSafe book, exam & lunch.
Monday, March 15
9:30 am — 5:00 pm
Exam will be given following the class.
Hussey-Mayfield Public Library
250 N. 5th St., Zionsville

Using Social Networking Sites to Promote Your Business or Non-Profit
3 session class — \$69 / person
Discover how small business owners and not-for-profits are marketing and creating awareness through websites such as Facebook, Twitter and Blogging.
Tuesdays, March 9, 16, 23 5:30-8:00 pm.
Lebanon Public Library
104 E. Washington St., Lebanon

Excel Special
Register for both classes and save \$20.
(\$178 Two Sessions)
Basic Excel 2007 \$99 / person
Thursdays, February 18, 25, & March 4, 11
5:30-7:30 pm
Manipulate data, format & print worksheets, work with formulas, sort, save & open files.

Intermediate Excel 2007 \$99 / person
Thursdays, April 15, 22, 29 & May 6
5:30-7:30 pm
Spreadsheet design & management, adding graphs, charts, formulas & functions.
Lebanon Public Library
104 E. Washington St., Lebanon

FREE! Computer Basics
Improve basic computer skills needed to operate a computer comfortably.
Tuesdays, February 2, 9, 16, 23
9:00—10:30 am
FREE! Internet Basics
Understanding the Internet and searching the World Wide Web.
Thursdays, February 4, 11, 18, 25
11:00 am —12:30 pm

Spreadsheet Basics
Create, save and print spreadsheets to track meds, address books, budgets & more!
Tuesdays, February 2, 9, 16, 23
11:00 am—12:30 pm

Basic Word Processing
Prepare letters, labels, envelopes, reports and more. Learn how to use tools for better looking results.
Thursdays, February 4, 11, 18, 25
9:00 am—10:30 am

NEW NEW NEW
Healthy Business Clinic
SBDC business advisors will guide you through a quick, but thorough, review and assessment of your business.
6:00—8:00 pm
Zionsville Town Hall,
Tuesday, January 19
Thorntown Public Library,
Tuesday, February 9
Jamestown United Methodist Church
Tuesday, February 23
Lebanon Public Library,
Monday, March 15
Classes are FREE, Registration required
In Partnership with:
 

Computer Skills for Seniors
Boone County Senior Services
515 Crown Pointe Drive, Lebanon
Class size is limited. Registration is required.
\$39 / person unless otherwise noted

FREE! Computer Basics
Improve basic computer skills needed to operate a computer comfortably.
Thursdays, March 11, 18, 25, April 1
11:00 am —12:30 pm
FREE! Internet Basics
Understanding the Internet and searching the World Wide Web.
Tuesdays, March 9, 16, 23, 30
11:00 am—12:30 pm

Uploading and Sharing Digital Photos
Learn to upload your digital pictures to the internet and share with friends.
Tuesdays, March 9, 16, 23, 30
9:00—10:30 am

Basic Facebook & Social Networking
Learn how to set up, update, and communicate on Facebook.
Thursdays, March 11, 18, 25, April 1
9:00—10:30 am

*For public transportation, please call BATS
c/o Boone County Senior Services
765-482-5220 or 317-873-8939*

COLLEGE PROGRAMS

Ball State University

Degrees Offered by Distance Education
Some degrees may be restricted to Indiana sites.

For more information visit
www.bsu.edu/distance/degrees/ or call
1-800-872-0369.

Undergrad Level Programs

Certificate in Web Applications
Associate in Arts in General Arts
Associate in Science in Business Administration-Management
Bachelor of General Studies
RN to BS Track in Nursing

Grad Level Programs

Teacher Education
Certificate in Applied Behavior Analysis
Certificate in Autism MAE in Elementary Education (Several Focus Areas)
MAE in Educational Administration and Supervision
MA in Career and Technical Education
MA in Curriculum and Educational Technology
MA in Educational Psychology
MA in Physical Education - Coaching
MA in Secondary Education
MA in Special Education
MA in Technology Education
Ed.D. in Educational Administration
Ed.S. in School Superintendent

Licensing Programs

Gifted and Talented Education License

Principal's License
Career/Technical Business Certification
Marketing Education Certification
Director of Exceptional Needs

Healthcare

Certificate in Gerontology
Post-Baccalaureate Certificate in Nursing Education
Post-Baccalaureate Certificate Program in Evidence-Based Clinical Practice

MS in Nursing

Post-Master's Adult Nurse Practitioner Certificate

Post-Master's Family Nurse Practitioner Certificate

Post-Master's Nurse Educator Certificate

MA in Adult and Community Education

MA in Executive Development for Public Service

MA in Political Science

MA in Public Relations

Adult, Higher, and Community Education (Ed.D.)

MA in Adult and Community Education

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Purdue University

Online & Distance Learning Classes

For more information call
765-494-1434 or email
dennismcelhoe@purdue.edu

BIOL 595E Teaching Evolution
COM 114Y Fund Speech Comm
COM 212Y Study of Interpersonal Comm
CS 159Y Programming Apps for Engineers
CS 177Y Intro to Computer Science
CSR 342Y Personal Finance
EDCI 270Y Intro Ed Tech & Computing
EDPS 540Y Gifted, Creative & Talented Children
EDPS 542Y Curric & Prog Dev in GT
EDPS 695Y Practicum in Gifted Ed
ENGL 420Y Business Writing
ENGL 421Y Tech Writing
F&N 303Y Essentials of Nutrition
HIST 302Y History of Horticulture
HK 215Y Basic Health Studies
HK 465Y Research Methods
HORT 306Y History of Horticulture
HORT 403Y Tropical Horticulture
MA 153Y Algebra & Trig 1
MA 154Y Algebra & Trig 2
MA 220Y Intro to Calculus
OLS 440Y Leading with Integrity
PHIL 206Y Philosophy of Religion
PSY 235Y Child Psych
SOC 100Y Intro to Sociology
SOC 220Y Social Problems
SOC 382Y Intro to Social Research Methods
SOC 334Y Urban Sociology
STAT 301Y Elem. Stat Methods
VCS 640Y Intro to Vet Homeland Security
VCS 644Y Disease Review: Swine
VCS 647Y Disease Review: ZONOTIC
VCS 648Y Defining the Threat
VCS 649Y Understanding the Response
VCS 651Y Biosecurity for Vet Responders
VCS 653Y Vet Role in Comm Plan
VCS 657Y Crime Scene Mgmt
Air Traffic Control Preparation
2008 IN Watershed Leadership

Indiana Wesleyan

University LEAP Program

For more information, please call
800-886-5327 or email
solange.lira@indwes.edu

Associate Degrees

Accounting
Business
Computer Information Technology
Criminal Justice

Bachelor Degrees

Accounting
Business Administration
Business Information Systems
Management
Marketing
Criminal Justice
Masters Degrees
Management (MSM)
Business Administration (MBA)

IUPUI Online Courses

Call 317-278-7600 or log on to
www.cln.iupui.edu

Administrative Medical specialist with Medical Billing & Coding
AutoCAD 2009
Setting Your Career Direction
Hospital Coding & CCS Prep
Medical Billing & Coding
Medical Terminology
Medical Transcription
Certified National Pharmaceutical Representative
Pharmacy Technician
Spanish Live, Level I
Travel Management: TCEM 119
Veterinary Assistant

Ivy Tech Community College

Online and local classes available.

For more information call
317-921-4800 or log on to
www.ivytech.edu/indianapolis

Indiana Tech Lebanon Campus

For more information, please call 1-800-288-1766

Degree programs are offered through several formats.

Traditional: classes meet during the day; 15-week semesters

Accelerated: 5-week & 6-week sessions; classes meet evenings and weekends.

Online: no class attendance required; 5-week & 6-week sessions.

Blended: a mix of online and class meetings.

Independent Study: self-paced correspondence.

Marian University Adult Programs

For more information please call
317-252-5690 or email,
kwebb@marian.edu

Earn associate or bachelor degrees in business administration with the following concentrations:

Management
Marketing
Human Resources Management
Finance
Business Technology

Vincennes University Distance Education

For more information visit
www.vinu.edu/online or call 800-880-7961 or email disted@vinu.edu.

Associate in Arts
Associate of Applied Science
Associate of Science
Degree Completion Programs
Certificates of Program Completion

For updated schedules, courses and times contact the college or university for details!

NON-CREDIT ONLINE CLASSES

There are many non-credit online classes available to help you improve your business skills, learn a new language or get a career certificate, all from the comfort of your computer. These classes, from the Ed-2-Go program, are available to BCLN students through a partnership with Lawrence Township Community Education.

Log on to <http://www.ed2go.com/a-bcln> for prices, start dates and class details!

Basic Computer Literacy

Learn Computer basics, keyboarding, Windows or the Macintosh Operating System.

Computer Applications

Become proficient with Excel, QuickBooks, Word, Access, PowerPoint, Crystal Reports, Publisher & more!

The Internet

Master the ins & outs of the Internet, Outlook, search engines, doing business online & more!

Web Graphics & Multimedia

Bring your web pages to life with images, sound & audio. Learn Fireworks, Freehand, Flash & Director.

Database Management & Programming

Master the art of database management with Oracle, Sybase & Access.

Certification Prep

Prepare to take and pass major industry certification exams, including A+, Net+, MCSE & PMP.

Languages

Prepare for your next vacation or open up new career opportunities by learning Spanish, French, English or Braille.

Entertainment Industry

Follow your dreams and bolster your chances of succeeding as an actor, songwriter, comedian, game programmer or theme park engineer.

Personal Finance & Wealth Building

Build wealth, eliminate all of your credit card debt, save money on major purchase, make wise investment decisions, protect your assets & more!

Personal Enrichment

Learn film literacy, use hypnotic suggestion on yourself & others, research your family history, write your life story, move beyond divorce, assist your aging parents & more!

Art, History, Psychology & Literature

Learn to draw. Gain a new appreciation for the masters of art & literature. Explore human nature, symbolism, history & artistic expression.

Accounting

Increase your financial awareness & accountability while also gaining marketable new skills.

Start Your Own Business

Discover new home-based business opportunities or learn how to plan, finance & grow your existing small business.

Business Administration

Master the fundamentals of supervision and management, become an administrative assistant, or gain priceless experience in customer service, project management, human resources, employment law, business analysis, logistics, manufacturing, supply chain management, purchasing, and more.

Law & Legal Careers

Gain expertise in criminal law and law enforcement, or prepare for an exciting career in the legal field.

Courses for Teaching Professionals

Ignite a desire for learning in your students. Master the art of classroom discipline. Guide children to greater success in reading and writing. Make better use of your classroom computer.

Career Development

Get the professional training you need to start a new career or to advance in your current position.

Career Certificate Programs

Prepare for an exciting new career in medical coding & billing, medical transcription, medical office administration, PC repair or home inspection.

Graphic Design

Produce eye-catching photographs, ads, newsletters, catalogs, cards, and magazines with Photoshop, Illustrator, Quark XPress, PrintShop Deluxe, and other powerful design tools.

Web Page Design

Create and post your very own site on the Web. Learn HTML, CSS, search engine positioning strategies, Dreamweaver, FrontPage, and more.

Web & Computer Programming

Create truly interactive Web sites with JavaScript, CGI, JSP, and Java.

PC Troubleshooting,

Networking & Security

Save time and money and gain marketable new skills by learning to repair and network personal computers.

Digital Photography & Digital Video

Get the most out of your digital camera. Learn how to take, edit, and print professional-quality images and movies.

Writing & Publishing

Become a better writer, get organized, and get published with our growing collection of writing courses taught by experienced professionals.

Test Prep

Don't take the GED, GRE, GMAT, or LSAT exam until you've had an opportunity to work with our instructors.

Health Care, Nutrition & Fitness

Prepare for a career in the medical or veterinary industry, improve your health, survive a catastrophe, eat better, and promote wellness and balance in your daily life.

Child Care & Parenting

Care for the children in your life with confidence and ease. Keep your children safe, happy, healthy, and learning. Instill discipline and improve communication with your kids.

Math, Philosophy & Science

Develop your critical thinking skills, become better at math, discover how algebra is relevant to your life, learn basic engineering principles in an exciting way, and more.

Grant Writing & Nonprofit Management

Our expert instructors will prepare you to take advantage of unprecedented demand for grant writers, fund-raisers, managers, and more.

Sales & Marketing

Make sure you have what it takes to help any business meet its financial goals.

Healthcare Continuing Education

Unique accredited certificate programs for nurses and other health care professionals.