

MSD OF WARREN TOWNSHIP ADULT & CONTINUING EDUCATION

IT'S NEVER TOO LATE TO BECOME WHO YOU MIGHT HAVE BEEN



SPRING/SUMMER 2012

Walker Career Center

9651 East 21st Street

Indianapolis, Indiana

(317) 532-6150

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Online Learning *Anytime, Anywhere...* **Just a click away!**



Online Career Training Programs

WALKER CAREER CENTER

Are you ready to take the next step in your career?

Prepare for today's hottest careers from the comfort of your home or office!

The GES Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from a college or university of your choice.

All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- No additional charges - all materials, workbooks, and software are part of the course fee
- Payment plans are available

Programs are available in the following areas:

- **Business and Professional**
- **Healthcare and Fitness**
- **IT and Software Development**
- **Management and Corporate**
- **Media and Design**
- **Hospitality and Gaming**
- **Skilled Trades and Industrial**

Visit our site to learn more!

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Learn More

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Walker Career Center
9651 East 21st Street
Indianapolis, IN 46229
317-532-6150

GREETINGS FROM **BRENDA OWEN,** DIRECTOR OF ADULT & CONTINUING EDUCATION

I remain honored, challenged and excited to be part of MSD of Warren Township's Program of Adult & Continuing Education. The quality of our personal, business and community lives is always built on a solid foundation of continual education.

Continued learning allows us to maximize the opportunities of the ever-changing world around us. Lifelong education is in our collective best interest, and the Walker Career Center is here for you today for your productive tomorrows. I look forward to becoming your lifelong educational partner.

At the Walker Career Center, you will find a proud community of enthusiastic learners and a staff comprised of dedicated and caring professionals.

This Spring/Summer we are rolling out a full schedule of classes. I hope you enjoy exploring this brochure and make plans to visit us at the Walker Career Center soon.

**WANT A BETTER JOB?
UPGRADE YOUR SKILLS IN
Math • English • Reading
Enroll Early!**

**Need Basic Skills Placement Testing?
Call 317-532-6150**

**TAKE OUR FREE
GED PREPARATION CLASSES
CALL TODAY!**

Register Early!

Please don't wait until the last minute.

Register NOW!

**Classes may be cancelled if enough
registrations are not received by a certain date.**

Instructors Needed

**If you want to share your expertise
and knowledge in a particular area,
why not teach a course here
at the Walker Career Center?**

Call 317-532-6150

Adult Education - Night School Credit Classes

Traditional dates begin on January 23 and end on May 22, 2012.

Plato Lab Dates

Spring Lab 3 Mon/Wed: 1/23-3/14

Spring Lab 3 Tue/Thu: 1/24-3/15

Spring Lab 4 Mon/Wed: 3/19-5/21

Spring Lab 4 Tue/Thu: 3/20-5/22

Mon & Wed

3:10-5:10 Mixed Lab

5:20-7:20 Mixed Lab

7:30-9:30 Mixed Lab

Tue & Thu

3:10-5:10 Mixed Lab

5:20-7:20 Mixed Lab

7:30-9:30 Mixed Lab

High School English, Math, Science, Social Studies and Health are available.

FEES: \$35 per course if officially withdrawn from high school. The fee is \$110 per course for WCHS students and \$150 per course for non-WCHS students. Credit students must be at least 16 years old and register in person with a picture ID and a course request form from their counselor. Payment is due at the time of registration. **Checks will not be accepted.**

Adult Basic Education Classes

FREE DAYTIME & EVENING CLASSES OFFERED YEAR-ROUND

Basic Skills Improvement

Reading, Math, English

GED Preparation

Social Studies, Science, Reading, Math, Writing

ECA (End of Course Assessment) English, Math

To begin classes, register in person for the placement test at the Walker Career Center. Students age 16 & 17 must interview with the coordinator of the GED program and bring a copy of their exit interview form from an accredited school. Classes are held at the Walker Career Center and offsite community locations.

Class Fee: FREE

Book Fee: \$25

Picture ID Required

Classes Held at Walker Career Center

Mon-Thu: 9:00 A.M.-12:00 P.M.

Mon-Thu: 5:30 P.M.-8:30 P.M.

GED Testing

The Walker Career Center is an official General Educational Development (GED) testing center authorized by the Indiana Department of Education.

All documentation and payment must be received at time of registration.

Qualification for GED Exam

All 16 and 17-year-olds must present an exit interview form from an accredited school signed by a superintendent.

Indiana residency requirement of 30 days.

Provide three forms of identification.

Indiana State Picture ID or passport required.

\$70 fee (non-refundable).

Test dates and fees are subject to change. Please call 317-532-6150 to confirm availability.

GED TEST SCHEDULE 2011

Jan.	9 & 10	Mon & Tue	5 P.M.-9:30 P.M.
	14	Sat	8 A.M.-5:30 P.M.
	14	Sat (Spanish)	8 A.M.-5:30 P.M.
	24 & 26	Tue & Thu	5 P.M.-9:30 P.M.
Feb.	6 & 7	Mon & Tue	5 P.M.-9:30 P.M.
	18	Sat	8 A.M.-5:30 P.M.
	18	Sat (Spanish)	8 A.M.-5:30 P.M.
	28 & 1	Tue & Thu	5 P.M.-9:30 P.M.
Mar.	5 & 6	Mon & Tue	5 P.M.-9:30 P.M.
	17	Sat	8 A.M.-5:30 P.M.
	17	Sat (Spanish)	8 A.M.-5:30 P.M.
	20 & 22	Tue & Thu	5 P.M.-9:30 P.M.
Apr.	17 & 19	Tue & Thu	5 P.M.-9:30 P.M.
	21	Sat	8 A.M.-5:30 P.M.
	21	Sat (Spanish)	8 A.M.-5:30 P.M.
	24 & 26	Tue & Thu	5 P.M.-9:30 P.M.
May.	7 & 8	Mon & Tue	5 P.M.-9:30 P.M.
	12	Sat	8 A.M.-5:30 P.M.
	12	Sat (Spanish)	8 A.M.-5:30 P.M.
	22 & 24	Tue & Thu	5 P.M.-9:30 P.M.
Jun.	4 & 5	Mon & Tue	5 P.M.-9:30 P.M.
	23	Sat	8 A.M.-5:30 P.M.
	23	Sat (Spanish)	8 A.M.-5:30 P.M.
	26 & 28	Tue & Thu	5 P.M.-9:30 P.M.

English As A Second Language

Non-native speakers will improve their ability to understand, read, write and speak the English language. Students will discuss ways of living in our American culture. Placement test is \$25. Picture ID is required. Classes are held at Walker Career Center and offsite community locations.

CLASSES ARE FREE!

Section 1	Mon/Wed	9:00 A.M.-12:00 P.M.	5:30-8:30 P.M.
Section 2	Tue/Thu	9:00 A.M.-12:00 P.M.	5:30-8:30 P.M.

Clases De Ingles

Tenemos clases de inglés para los Hispanos. El examen introductorio cuesta \$25. Los maestros son bilingües. Las clases se reúnen en el Walker Career Center y otras lugares en la comunidad

¡LAS CLASES SON GRATIS!

Lunes y Miércoles	9:00 A.M.-12:00 P.M.	5:30-8:30 P.M.
Martes y Jueves	9:00 A.M.-12:00 P.M.	5:30-8:30 P.M.

Newly Accredited Course of Radiology

Walker Career Center is proud to offer the first-ever stand-alone radiology program. Dental Assistants: Are you currently working for a dentist and want to achieve your radiology license? If you said yes, this course is for you! Any dental assistant taking x-rays in the State of Indiana must be licensed by the Indiana State Department of Health to do so. Walker Career Center is the first accredited program to offer a stand-alone Radiology Review Course for any dental assistant trying to obtain their license. This course will review all points of radiology that will be covered on the Dental Assistants National Board Test. It will also help you with all the forms that are required by the Indiana State Department of Health.

*Certified by the Indiana State Board of Health

WCC – Door 70

Section 1: 2/7- 2/28 Section 2: 5/8 - 5/29

Tue: 6-9 P.M. Fee: \$250

Medical Transcription / Editor Online

This program focuses on teaching students the fundamentals of medical transcription and medical transcription editing. Program objectives include helping students:

- Understand the basics of human anatomy, disease processes and treatment, and pharmacology.
- Identify and define medical terminology, including root words, prefixes, suffixes, slang and jargon, foreign words, abbreviations, plurals, and medical homonyms.
- Gain proficient typing skills
- Understand basic grammar and punctuation
- Understand the basics of healthcare documentation and medical records, including documentation types and report components, as well as HIPPA compliance and the use of the electronic health record (EHR).
- Become familiar with various diagnostic reports and gain an understanding of emergency medicine, physical medicine, radiology, and pathology.
- Become familiar with the various types of reports medical transcriptionists and medical transcription editors will work with from every major medical specialty.
- Learn the basics of the medical transcription and editing industry, and become familiar with the fundamentals of speech recognition technology and all components of the editing process, including the use of keyboard and navigation shortcuts.
- Gain practical experience with speech recognition technology, specifically with the AnyModal Edit software.
- Gain hours of practical transcription and editing experience on hundreds of real-life doctor dictations and speech recognition generated reports from a wide variety of medical specialities.

Fee: \$3,000 all inclusive

Inpatient/Outpatient Medical Coding & Billing Online

This program focuses on teaching students the fundamentals of medical coding and billing and covers both inpatient and outpatient coding. Program objectives include helping students:

- Become familiar with life in the coding profession through online chats, slideshows, and audio recordings from professionals in the field.
- Identify and understand various methods of obtaining, documenting, and transferring patient information. This includes understanding the applicable health information laws and insurance plans and claim forms.
- Identify and define medical terminology, including root words, prefixes, suffixes, slang and jargon, foreign words, abbreviations, plurals, and medical homonyms.
- Understand the basics of human anatomy, disease processes and treatment, and pharmacology.
- Understand the basics of healthcare documentation and medical records, including HIPPA compliance and the use of the electronic health record (EHR).
- Use all three volumes of the ICD-9-CM codebook to properly code both inpatient and outpatient diagnoses and procedures.
- Identify the applications for both CPT and HCPCS codes, including successful use of the CPT and HCPCS indexes and applying appropriate modifiers for extenuating billing circumstances.
- Understand the structure and organization of the healthcare system. This includes reimbursement payment systems for inpatient and outpatient services; claims processing and coding, including DRGs; filling out major forms; and auditing and monitoring processes.
- Gain hours of practical experience coding real-life inpatient and outpatient medical reports with the ICD-9-CM, CPT, and HCPCS coding systems. Students will use the industry codebooks as well as 3M Encoder software, which is the industry-leading electronic coding tool.

Fee: \$2,800 includes hospital coding

Medical Terminology Online

Whether your interest is becoming a medical transcriptionist, a medical coder, or perhaps a nurse or physician, learning the “language of medicine” will be a great introduction into the field of medicine! Using your computer, access this knowledge via the internet; all work is completed from home. Course may be completed in about 3 months and a certificate is granted upon completion.

Fee: \$520. For more information, call 532-6156 or 532-5614.

Certified Nurse Assistant (CNA)

This is an introductory class providing the training and clinical experience necessary for persons seeking entry-level jobs as nursing assistants. The course includes 30 hours of classroom instruction and 75 hours of clinical experience. Schedules for clinicals are developed after course begins. The student will be required to provide his/her own uniform for the clinicals and submit a completed health statement to the instructor. Criminal history checks are also processed prior to start of course. **Perfect Attendance is required.** This course meets state requirements for registry with the Indiana State Department of Health. High school diploma or GED is encouraged. Students failing the final written and/or skills test may retest up to two times before the entire course must be repeated. A fee of \$65 is charged for retaking the written test. The skills test may also be retaken for a fee of \$65.

***CPR not included in this schedule of hours. Any alteration of hours will affect completion date of class and scheduling of ISDH testing date. Hours subject to change according to instructor availability. Students must be on time for each class!**

WCC - Door 70

Mon-Thu: 5:00-9:00 P.M. (classroom) **Mon-Fri:** 7:30 A.M-4 P.M. (clinicals)

Tuition: \$550 + \$125 registration fee (Non-refundable)

Start Dates: 1/9, 2/20, 4/9

For additional information, please call 532-6156 or 532-5614.

Dental Assisting

The one-year dental assisting program provides entry-level employment and the beginning of a broader involvement in the field of dentistry. Our curriculum includes general studies, technical studies and practical experience. Specific program elements are oriented to chair-side dentistry, x-rays, instruments, dental materials and laboratory procedures. Work experience becomes a part of the program second semester. This is a valuable asset either as a primary career objective or as a temporary source of income while continuing your college education. Dental Assistants are in high demand and now you are on your way!

Enrollment Requirements: High school transcript or GED. Deposit of \$200 is required with application, which is applied toward tuition (non-refundable). Applications are numbered as received due to limited class size; send ASAP. Six weeks or 72 hours of clinicals are required for course completion; hours may vary as determined by clinical space.

Starting Date: 7/30 (Meeting dates follow the Warren Central H.S. Calendar.)

Mon-Fri: 12-2:50 P.M.

WCC Fee: \$3,300 *entire fee must be paid prior to start date.

Course Length: 2 semesters (180 days)

For additional information, please call

Mrs. Frey at 532-6153 or Mrs. Galbo at 532-6154.

Tai Chi for Health with Richard A. Cornell

Tai Chi was developed as a martial art/movement and breathing system that exercised all the joints and major muscle groups while circulating the chi, the internal energy. It is this circulation of the chi that prevents or mitigates disease and debility.

In **Tai Chi** you're always moving, but always under complete control. There's no overextension, no wasted effort. The whole body moves as one, with the body parts balanced in circular movement. Always moving, always rotating, always transforming into the opposite--the leg that bears the weight becomes "hollow" (weightless), the hand that was above circles below, while the other hand circles up to take its place. It's not just hand, arm, and leg motions: the movement is controlled by the waist, and the hand, arm, and leg motions lead or follow the turning of the body. The weight shifts continuously, evenly and under complete control throughout the form, coming to rest briefly but completely on one leg or the other as the next element of the form unfolds.

Tai Chi is performed slowly, evenly, and thoughtfully, with the emphasis on continuity of movement without break or pause. The Chinese use the metaphor of pulling silk from a cocoon: pull steadily, and the strand unravels; pull too fast or too slow, and it breaks.

Sun Tai Chi

Pacing is uniformly slow throughout the form, with no variation in speed during transitions. Continuity, without break or pause, is the key. The hand form is loose and open for the most part; fists are not clenched during punches.

The **Sun Tai Chi** form develops softness and strength at the same time.

WCC – Door 70

Section 1: Wed: 1/11 – 2/15 **Section 2:** Wed: 4/11 – 5/16

Basic 6 Movements: 6:30 to 7:30 P.M. - **Fee:** \$55.00

Advanced 6 Movements: 7:45 to 8:45 PM - **Fee:** \$55.00

Contact information: rickac1@sbcglobal.net or call 317-292-0996

To register call: 532-6156 or 532-5614

Introduction to Ballroom Dancing

Do you plan to dance at an upcoming wedding or social event, or do you just want to see what the interest is in ballroom dancing? Gain knowledge and confidence as you learn the basic steps of the waltz, rumba and swing. Posture and dance position will be emphasized as the basis for lead-and-follow techniques. Start dancing in this relaxed and fun program. Partners are recommended.

WCHS - Door 40

5 Sessions: 4/11 - 5/9 **Wed:** 6:30-8:00 P.M.

Fee: \$45

Zumba Dance

Zumba combines high energy and motivating music with unique moves and combinations that allow the Zumba participants to dance away their worries. It is based on the principle that a workout should be “fun and easy to do,” allowing Zumba participants to stick to the Zumba fitness program and achieve long-term health benefits. Zumba is a “feel-happy” workout that is great for both the body and the mind. Zumba is a fusion of Latin and international music-dance themes that create a dynamic, exciting and effective fitness system. It is a mixture of body-sculpting movements with easy-to-follow dance steps.

WCHS - Door 40

Thu: 6:45 - 7:45 P.M.

Fee: Students must pay for entire month

Section 1: 1/12 - 1/26 \$18 **Section 5:** 5/3 - 5/24 \$24

Section 2: 2/2 - 2/23 \$18 **Section 6:** 6/7 - 6/28 \$24

Section 3: 3/1 - 3/22 \$24 **Section 7:** 7/12 - 7/26 \$18

Section 4: 4/12 - 4/26 \$18

Step Interval

This total body workout is designed to increase your aerobic capacity while shaping and toning your muscles for maximum fat-burning FUN!!! Intense cardio segments are performed on and off the STEP, while weights and resistance tubing are used for strength intervals. This class appeals to all fitness levels as YOU control the intensity. Participants are encouraged to bring their own weights and balance balls.

GC/Gym

28 Sessions: 1/23 - 5/14

Mon & Wed: 6-7 P.M. **Fee:** \$155

Rub Your Feet, Improve Your Health Reflexology Class Outline

An experiential evening in the art of the centuries old healing discipline of reflexology led by Thomacine Haywood, founder of the IUPUI Reflexology Certification Program. Learn to give a reflexology session and experience it for yourself.

\$35 materials fee is required, non-refundable paid to instructor the first night of class by check or in cash. Fee includes oils/lotions, anti-bacterial hand wash, anti-bacterial foot spray, towels, reflexology manual by Thomacine Haywood, and deluxe laminated color foot reflex chart to optimize hands-on work during/after the class.

Introduction to Reflexology

I. What is Reflexology?

A. Zone Vs. Chinese Meridian Energy Channel Theory

B. All About Tootsies: Foot Reflexes Correspond to Human Anatomy

II. Take Off Your Shoes

A. Learning Reflexology Basics

B. Work on a Partner

C. Switch to Experience It Yourself

D. Homework: Try the Sequence on Three

WCC- Door 70 1 Session: 2/29 Wed: 6-9 P.M. Fee: \$49

Reflexology Facials

Thomacine Haywood, founder of the IUPUI Reflexology Certification Program, demonstrates how to give a reflexology facial in an unique fusion of reflexology and facials in the timeless tradition of the Orient.

You do not have to know reflexology to learn this easy-to-follow technique. Take the class with a friend and you will never have to go to the spa again for a high-end facial treatment. You will give someone a facial to practice the technique and receive a facial too, making this workshop both pampering and educational.

Featuring all-natural and organic products. No chemical peels or parabens in this treatment. And did we mention the cool, calming strokes of the Empress of China jade facial roller. You will become a pro at using it.

Cost: \$79 plus \$30 materials fee due by cash or check the night of the workshop. The materials include paper facials mask, all natural facial products and genuine jade facial roller.

Introduction to Reflexology Facials Class Outline

- I. What is Facial Reflexology?
 - A. Zone Theory and Facial Reflexology
 - B. Orientation to Facial Reflexology
- II. The Basics of Reflexology Facials
 - A. Materials and Preparation
 - B. The Sequence
 - C. Work on a Partner
 - D. Experience It Yourself
- III. Taking It Away from the Classroom
 - A. Materials Availability
 - B. Pros and Cons of Professional Offerings

WCC-Door 70

1 Session: 3/21 Wed: 6-10 P.M. Fee: \$79

Living Green with Feng Shui

Feng Shui is the ancient Chinese art of placement and design. Explore how you can make fun and inexpensive changes to your home and increase the flow of positive energy. Clear clutter to create space for new opportunities to enter your life. Great tips on money, health, relationships, elements of design, shape, and color.

Class taught by Lorrie Collins, Ph.D., student of Grand Master Trained and Certified in Feng Shui Lin Yu. CLASS SIZE IS LIMITED!

WCC - Door 70

Section 1: 4/12 Thu: 6:30-8:30 P.M.

Fee: \$35

One-Stroke Decorative Painting

One stroke painting is a technique created by Donna Dewberry. With this technique, you learn to blend, shade and highlight all in one stroke. No painting experience is necessary. Please give a 48 hour notice when signing up for the class. The class is taught by Marilyn Tentler, Level 2 OSCI. A materials fee of \$6.00 is due to the instructor at class time. For students new to this art class, loaner brushes are available or may be purchased from the instructor for a fee of \$20.00.

WCC – Door 70

4 Sessions - Fee: \$30 per session

2/15, Wed: 6:00 – 9:00 P.M. Winter Scene on Slate

3/15, Thu: 6:00 – 9:00 P.M. Sunflowers on Canvas

4/11, Wed: 6:00 – 9:00 P.M. Violets on Ceramic

5/10, Thu: 6:00 – 9:00 P.M. Spring Flowers on a Wood Plaque

Beginning Crochet

Learn the basics of crochet and you will be able to make yourself, or that special someone, a hand-made gift. You will learn how to work stitches, rows, and rounds; how to join pieces; how to change colors; how to determine gauge and sizing; and how to read patterns. You will need to bring one skein of light-colored, cotton yarn (sugar and cream) and one G or H hook. Class is taught by Rita Osborne.

WCC - Door 70

6 Sessions: 2/14 - 3/20 Tue: 6:30-8:30 P.M.

Fee: \$50

How to Play Golf

Learn how to play golf through a series of five outdoor group sessions conducted by a local golf professional. Beginners will start playing with the proper techniques while intermediate players will be able to correct those frustrating bad habits. Classes meet in small-group format. Orientation meeting will be held at Whispering Hills Golf Course, 10751 Brookville Road.

WHGC

5 Sessions: Starts 4/10

Thu: 6 P.M. Fee: \$90

Golf Academy Class

Play better golf in 2012. Whispering Hills Golf Course will be hosting a golf improvement academy for the regular golfer. Focus will be on player improvement without major swing changes. Concentration on practice productivity, helpful drills, short-game strategies, and putting will be developed in these five sessions.

Whispering Hills Golf Course, 10751 Brookville Road, Indianapolis, 46239

5 Sessions: Starts 4/12 Thurs: 6 P.M.

Fee: \$115

Basic Sign Language 1

Learning sign language is a challenging and rewarding experience. This course is designed for the beginner and will introduce relevant conversational signs, receptive skills and finger spelling. Bring a friend! Class is taught by Sally Park.

WCC - Door 70

8 Sessions: 1/31 - 3/20

Tue: 6-8 P.M.

Fee: \$79

Spanish 1

The Hispanic population is growing in Indianapolis! So let's have fun learning conversational Spanish with a native Spanish speaker. You will learn words and vocabulary related to real-life situations and Hispanic culture. No text is required and all materials will be provided.

WCC - Door 70

8 Sessions: 6-8 P.M.

Section 1: Mon & Wed 2/1 - 2/29 **Section 2:** Tue & Thu 2/28- 3/22

Fee: \$79

Spanish 2

A continuation of Spanish 1, for those who want to continue to learn more.

WCC - Door 70

8 Sessions - 6-8 P.M.

Starts: Tue & Thu 4/10 - 5/3

Fee: \$79

Learning Microsoft Windows XP

A basic course for the beginner or user who needs to learn more about how to manage the computer, browse the internet safely, or attach files to e-mails. Textbook is included in course fee.

WCC - Door 70

8 Sessions: 2/2 - 3/1

Tue & Thu: 6-9 P.M.

Fee: \$125

Introduction to Microsoft Office

An overview of the programs and features of MS office, with concentration on the three primary programs: Word, Excel, and PowerPoint. You will learn how to create, open, modify, and save files and documents. You will practice basic formatting and document editing in Word; create an Excel spreadsheet and produce a graph; and combine documents and Excel data into a PowerPoint presentation. You will learn some of the methods of integrating processes across programs. Comprehension workbook included in course fee. Must have working knowledge of Windows.

WCC - Door 70

10 Sessions: 4/10 - 5/10

Tue & Thu: 6-9 P.M. **Fee:** \$135

A+ Certification

Are pop-up windows ruining your online experience? Is your computer running at a turtle-like speed? Then you could possibly have a virus, trojan or worm. Don't know what all this means? Then you need to sign up for the A+ certification class! This course will provide you with the knowledge of how computers work. You will learn how to check and clean the computer for viruses, malware, Trojans and spyware. You will learn how to repair computers and work toward A+ certification. The A+ certification class will open doors for computer technology careers. Employers are looking for employees with A+ certification! The certification test is available at the end of the course for an additional fee. (Working knowledge of computers preferred.)

**Register early! Only 20 students may register for this class!*

WCC - Door 70

100 Hours: 4/9- 7/9

Mon & Wed: 5:30-9:30 P.M. **Fee:** \$450

Call 532-6156 or 532-5614 for additional information.

Organize or Agonize

Out of balance? Unproductive? This online class includes mentoring and tricks to achieve breakthroughs. Topics include: Choice-Not-Chance; Dealing with procrastination; Handling mind traffic; life, family and balance; effective day-planner use; Desk stress; Clutter; Putting out fires; and Getting your house and family organized. Complete the lessons on your own timetable. Course runs for six weeks and requirements include intermediate PC skills.

Online start dates: 1/17, 2/14, 3/6, 4/3, 4/24 and 6/12

Fee: \$99

Knowledge is Power: Women and Finances

Are you financially unprepared? Here's your chance to get your financial house in order. This class provides mentoring and step-by-step techniques and strategies. Attitude and money ...Reducing debt ...Understanding stocks, bonds and mutual funds ...Crafting your own financial plan are just some of the things you'll learn about. This is an online classroom which runs for six weeks and is self-paced. Complete the lessons on your own timetable. Requirements include intermediate PC skills.

Online start dates: 1/17, 2/14, 3/6, 4/3, 4/24 and 6/12

Fee: \$89

How to Start a Home-based Business

Tired of working for someone else? Want to have your own business? Stop dreaming and start doing. This online course provides mentoring and step-by-step strategies for getting your business up and running quickly.

Topics include:

- Conducting market research
- Incorporating for less than \$50
- Naming your business
- Buying a franchise
- And much more

Course runs for six weeks and is self-paced. Requirements include intermediate PC skills.

Online start dates: 1/17, 2/14, 3/6, 4/3, 4/24, and 6/12

Fee: \$89

Buying a Business: The Inside Track

Tired of someone else calling the shots and limiting your earnings? Is it time for you to own your own business? This class will teach you how to buy the right business for you.

Topics include:

- Finding a flexible seller
- Doing a financial analysis
- Pricing the business
- Negotiating techniques
- Managing cash flow

Course runs for six weeks and is self-paced. Requirements include intermediate PC skills.

Online start dates: 1/17, 2/14, 3/6, 4/3, 4/24, and 6/12

Fee: \$99

How to Start an Internet Business

Don't get left behind in the internet explosion. There are thousands of people earning good money from their Internet businesses. Why not you? This online step-by-step class will show you how to do it.

Topics include:

- Identifying profitable web businesses
- How to conduct market research
- Getting your website online
- How to bring traffic to your site
- Adding shopping carts

No additional fees or purchases will be necessary to complete your project. Course runs for six weeks and is self-paced. Requirements include intermediate PC skills.

Online start dates: 1/17, 2/14, 3/6, 4/3, 4/24, and 6/12

Fee: \$99

Telecommuting - Working from Home

Tired of dropping the kids off and then fighting bumper-to-bumper traffic, only to suffer through another stress-filled day on the job. What if you could join the 16 million telecommuters who work from home each day?

Topics include:

- Telecommuting jobs in demand
- What pay/benefits to expect
- Identifying telecommuter-friendly companies
- Marketing yourself
- Spotting the scams

Course runs for six weeks and is self-paced. Requirements include intermediate PC skills.

Online start dates: 1/17, 2/14, 3/6, 4/3, 4/24, and 6/12

Fee: \$89

What Everyone Should Know About the Law of Attraction

You're already experiencing the Law of Attraction, with jobs, money, relationships and happiness in your life. Are you satisfied with the results? Chronic thoughts you hold in your mind tend to become your experiences. What you think becomes your beliefs, which become your perceptions of life, which then become your experience. This mind-and-heart-opening class teaches you the "Secret" of how to stop attracting things you don't want and start attracting things you do want. It will gently lead you through the steps of directing your thoughts to bring energy, joy and prosperity into your life. Read lessons, participate in exercises, hold discussions with fellow students, plus receive personal coaching from the instructor.

Course runs for six weeks and is self-paced.

Online start dates: 1/17, 2/14, 3/6, 4/3, 4/24, and 6/12

Fee: \$99

How to Earn a Living Freelancing

Do you fear being downsized? Millions of people prosper as independent contractors. How successful could you become? This online class provides mentoring and step-by-step techniques and strategies.

Topics include:

Who hires freelancers? - What skills do you need? - Finding the work - The hot markets - How to market yourself - How to establish your fees - Tax deductions -How to get started - How to incorporate for less than \$50! **This is not a construction class.** Read lessons, participate in exercises, and hold live, interactive discussions with the instructor and fellow students in your online classroom. Course runs for six weeks and is self-paced. Complete the lessons on your own timetable. Requirements include intermediate PC skills.

Online start dates: 1/17, 2/14, 3/6, 4/3, 4/24, and 6/12

Fee: \$99

For additional course offerings visit www.GrowthEdu.com

“Come and be a Person’s Last Best Friend.”

VistaCare Hospice invites you to volunteer and be a person’s last best friend with free orientation training to follow. VistaCare Hospice provides you the opportunity to interview first. The interview allows you to ask questions and enables us to determine if your passion, vision and commitment is a good fit for serving a terminally ill patient during the last journey of their lives. Applicants who continue to the orientation process will attend the 2 orientation training sessions that follow. Both orientation sessions must be attended in order to become a ‘Professional VistaCare Hospice Volunteer’ who wants to serve as a person’s last best friend. There are no lifting requirements, no hands-on care and no prior medical experience necessary. You will then receive a certificate stating that you are a VistaCare Professional Hospice Volunteer! Your opportunity is here. You will be making a real difference on the last journey of a terminally ill person’s life. You may also have an opportunity to help family members occasionally as well. The journey of dying is difficult enough; doing it alone is not acceptable. Please call Gail Deatline, Manager of Volunteer Services or VistaCare at (317) 788-0300 or by e-mail at gail.deatline@vistacare.com or www.volunteerindy.com to set up your interview today. Applicants must be at least 18 years of age with a valid driver’s license. Contact us today to reserve your free spot.

WCC - Door 70

Interview: 4/9 7:00-8:00 P.M.

Orientation 1: 4/16 5:45-9:15 P.M.

Orientation 2: 4/23 5:45-9:15 P.M.

ONLINE LEARNING



WALKER CAREER CENTER

Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Courses are all open-enrollment and self paced
- All materials, workbooks, and software are included
- Payment plans available

Wind Energy Apprenticeship

Wind energy companies are growing exponentially to meet America's demand for clean, renewable, domestic energy. This entry-level Wind Energy Apprenticeship Online Training Program prepares you for a career in the wind energy industry.

Certified Mediator

This online Certified Mediator program will give you just the start you're looking for in mediation. Offered in partnership with Mediators without Borders®, this online program offers a highly comprehensive mediation education that can help you advance in your present job, add a sought after skill to your resume, or set up a private practice as a Certified Mediator.

Webmaster

This Webmaster Online Training Program will prepare you for a career designing, developing, and maintaining Web sites.

MCAS Office 2007 & Windows Vista

The Microsoft Certified Application Specialist (MCAS) Online Training Program is a performance-based certification program approved by Microsoft to assess and validate computer skills using the Microsoft Office 2007 suite of programs: Excel, Word, PowerPoint, Access, and Outlook, as well as Windows Vista.

Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/walker

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

MORE COURSES AVAILABLE AT OUR WEBSITES

www.gatlineducation.com/walker

www.ed2go.com/walker

Driver Education

Students will learn the skills of safe driving in our state-approved driver training program. Students will participate in 30 hours of classroom instruction, six hours of actual driving and 12 hours observing other students drive. Participants must be 15½ years of age by the date of the first class. All students must take a driving and written test at their nearest license branch upon course completion.

WCC - Door 70

Classroom: 6-8 P.M. Mon-Thu (Driving schedule assigned at time of registration.)

Section 3: 1/9 - 2/21

Section 5: 4/30 - 6/13

Section 4: 2/27 - 4/28

***Section 6:** 5/29 - 7/8

Fee: \$355

Call 532-6150 for additional information. Personal checks are not accepted.

*Section 6 is a morning class from 7 A.M. - 9 A.M.

Small Engine Repair

Learn to troubleshoot and repair common 2-cycle and 4-cycle gasoline engines. Instructor will teach you to diagnose engine problems step-by-step. Students will be given an opportunity to work on small engines of their choice.

WCC - Door 70

8 Sessions: 2/1 - 3/21

Wed: 6-9 P.M.

Fee: \$200

REGISTER EARLY!
**ONLY 15 PARTICIPANTS
ALLOWED PER SECTION!**

Call Wendy Wagner at 532-6156 or
Janetta Johnston at 532-5614 to register!

Welding 1

Students 18 and older can develop their skills in Oxyacetylene welding and cutting on 1" thick steel or less. Shielded metal welding, MIG, and TIG welding will also be offered to students. You must provide your own welding gloves, boots, and proper clothing. Be ready to start welding the first night of class.

WCC - Door 70

15 Sessions: 1/19 - 3/15 **Mon & Thu:** 5:30-8:30 P.M.

Fee: \$300

Welding 2

Welding 2 is designed for those who have taken a beginning course in welding or those who have experience in the field. This course will provide a continuation of skills covered in the beginning course, leading to more advanced welding. You must provide your own welding gloves, boots, and proper clothing. Welding will start the first night of class.

WCC - Door 70

15 Sessions: 1/19 - 3/15 **Mon & Thu:** 5:30-8:30 P.M.

Fee: \$300

Precision Machine Technology 1

Precision Machine Technology 1 will cover the fundamentals of machine tool operation. Machine tool theory will be discussed in the classroom with ample time being spent in the lab for actual “hands-on” experience. Much time will be spent on the use of precision tools such as micrometers, vernier calipers, gauge blocks and dial indication gauges.

WCC - Door 70

25 Sessions: 2/14 - 5/24

Tue & Thu: 5:30-9:30 P.M.

Fee: \$500

Precision Machine Technology 2/ Intro to CNC

Machine Technology 2/Intro to CNC is designed for those who have taken a beginning course in machine tool technology or who wish to increase their skill level in the practical application of metal-working processes. This course will provide a continuation of machining theory and a focus on the hands-on skill development covered in Precision Machine Technology 1, leading to an awareness of advanced metal-working processes including surface grinding, heat-treating and the introduction of CNC processes and machining theory.

WCC – Door 70

25 Sessions: 2/14 – 5/24

Tue & Thu: 5:30 – 9:30 P.M.

Fee: \$500

Warren Aquatics Center

WCC - Door 14

Open/Lap Swim: \$3 per visit or monthly pass for \$45

Lap Swim: Tue & Thu 5:30-7 A.M., Mon-Thu 5:30-7 P.M.

Learn to Swim: Classes offered year around for children ages 3 and over. Visit www.WarrenAquaticsClub.com for updated class schedules and cost.

Call 869-4660 or email WCSwimLessons@comcast.net to register.

Warren Aquatics Center

WCHS - Door 16

Competitive Swim Club at Warren Central High School for all ages.

April - July.

Visit www.WarrenAquaticsClub.com or call 869-4661 for skill requirements, fees and practice schedules.

Fieldhouse Walking/Running Indoor Track

The indoor track provides residents an opportunity to use walking as a way to achieve better health, develop a level of physical activity, help lower blood pressure and reduce stress.

Who: Open to all Warren Township residents ages 18 and older. Must show valid driver's license with proof of address.

Fee: \$25 per year for Warren Township residents. \$30 for family package.

Where: Warren Central High School Fieldhouse,
9500 East 18th St., enter at Door 14.

Hours of Operation (Subject to change) Mon-Wed: 6-8 P.M.

For more information, please call Randy Johnson at 869-4674.

IUPUI Grad School Program

Is grad school beckoning and you're not sure which program to pursue? Perhaps you're not positive grad school is right for you? Did you know you can be a graduate non-degree student and explore your options? This class is geared toward students who have a Bachelor's degree and are considering graduate school. We'll discuss non-degree status and examine other paths including certificates, Master's and Ph.D. programs. Additionally, we'll develop strategies to help you succeed in reaching your higher education goals. Take the first step by registering for this 90-minute seminar and discover that your goals are closer than you think.

WCC - Door 70

1 Session: 3/22

Thu: 6:30-8 P.M.

Fee: \$15

WCC SPRING/SUMMER 2012 CALENDAR

Martin Luther King Jr. Holiday	January 16
Night School Credit Classes Begin	January 23
Open House/Career Fest	February 16
President's Day	February 20
Spring Recess (No Evening Classes)	March 26-April 6
Night School Classes End	May 22

(No Evening Classes)

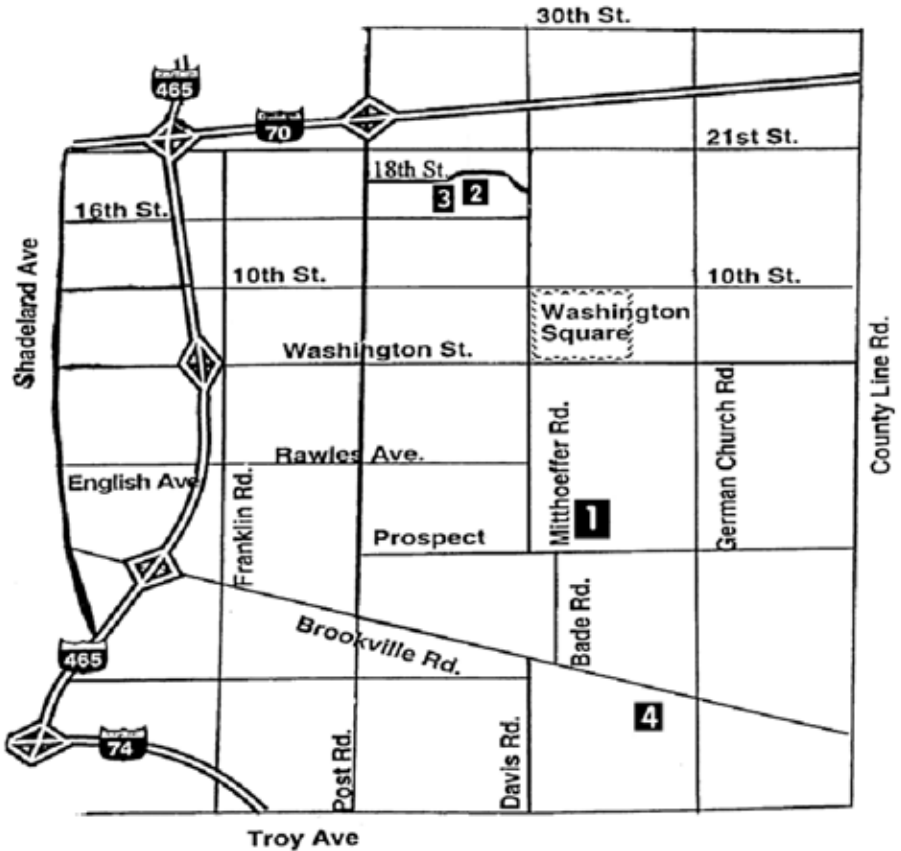
Martin Luther King Day, Open House/CareerFest and President's Day

GENERAL INFORMATION

REFUNDS: Refund requests must be made before the first class meeting.

DISCONTINUED CLASSES: All courses listed in this catalog are tentative subject to class enrollment.

CIVIL RIGHTS STATEMENT: The Walker Career Center has a policy of providing equal opportunity. All courses and facilities are open to all students regardless of race, color, gender, handicapping conditions or national origin.



BUILDING KEY

- | | |
|--|---|
| 1. GC - Grassy Creek Elementary
11300 E. Prospect | 3. WCHS - Warren Central High School
9500 E. 18th St. |
| 2. WCC - Walker Career Center
WCHS Campus (Door 70) | 4. WHGC - Whispering Hills Golf Course
10751 E. Brookville Rd. |

SPRING/SUMMER 2012 REGISTRATION FORM

REGISTER BY MAIL OR PHONE: Complete the form below and send it with charge information to:

Walker Career Center, Attn. Wendy or Janetta,
9651 E. 21st St.,
Indianapolis, IN 46229.

or call 532-6150 during the hours listed below.

REGISTER IN PERSON: At the Walker Career Center main office

Mon-Thu: 8 A.M.-7 P.M.; Fri: 8 A.M.-3:30 P.M.

***Sorry, no personal checks accepted.**

Name: (Last) _____

(First) _____ (Middle initial) _____

Address _____

Address _____

City _____ Zip _____

Home Phone: _____

Work Phone: _____

Course: _____

Time: _____ Day: _____ Sec: _____

Course: _____

Time: _____ Day: _____ Sec: _____

Total Class Fees: _____

Card # _____

Name on Card _____

Card Expires _____ - _____



Mastercard



Visa

Course Fees Must Be Paid At The Time Of Registration!

*May fax with a credit card to 317-532-6199.

SAVE ON GAS!



Most
Courses Are Only
\$89

LEARN ONLINE!

Enroll in an online course today!

www.ed2go.com/walker

Gift Certificates Available!

A gift certificate for a class at the Walker Career Center is a perfect gift for someone you care about. Gift certificates come in dollar amounts of \$10 or more.

Order certificates by phone at 317-532-6150 or visit the Walker Career Center office, Monday through Thursday between 8:00 A.M. and 7:00 P.M.

Learn
from the
comfort of
home!

>Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/walker
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Walker Career Center

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology:

A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

Learn More...

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

Visit our Online Instruction Center today!

www.ed2go.com/walker
or call:

(317) 532-6150

Courses Start as Low as:

\$89

Requirements:

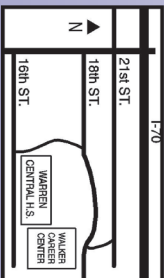
All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

**MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER**

www.ed2go.com/walker

**MSD of Warren Township
Walker Career Center**

9651 East 21st Street
Indianapolis, IN 46229
(317) 532-6150



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