

LEISURE LEARNING ACTIVITIES

Designed for adults of all ages, these activities provide opportunities for personal enrichment and leisure-time learning and are operated on a cost-recovery basis, solely supported by nominal registration fees. Register early!

LANGUAGES

INTRODUCTION TO CHINESE (MANDARIN)

Believe it or not, Chinese is the most widely spoken language in the world today. If you are planning a trip to China, have a need to speak Chinese for your job, or simply want to speak Chinese, this fun, active learning class may be right for you. You will learn many important Chinese language skills including how to talk about yourself and your family, greet people, count, ask for directions, and order food in a restaurant. Required textbook is available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

Wednesday, 6:30 – 8:30 p.m. (10 sessions)

September 7 – November 9, 2011

Fee: \$99 (by August 31) / \$114 (after August 31)

Location: SIUE, Peck Hall, Room 1412

Instructor: Shu-Lin Englert

BEGINNING GERMAN

Willkommen! In this introductory class you will begin to explore the German language and culture. This class promises to be a fun, interactive learning experience. Required textbook is available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

Wednesday, 6:00 – 8:00 p.m. (10 sessions)

Sept. 14 – Nov. 30, 2011 (no class Oct. 5 OR Nov. 23)

Fee: \$104 (by September 7) / \$119 (after September 7)

Location: Collinsville High School, Room 140

2201 S. Morrison, Collinsville, IL

Instructor: Gabriele Steinhaff

INTERMEDIATE GERMAN

This class will build on grammar, with a strong focus on conversational skills; it will also examine the interaction of language and culture. It is a continuation of the spring 2011 intermediate class. New students should have a general knowledge of pronunciation, beginning vocabulary and basic sentence structure. Required textbook is available for purchase from the University Bookstore.

Thursday, 6:00 – 8:00 p.m. (10 sessions)

Sept. 15 – Dec. 1, 2011 (no class Oct. 6 OR Nov. 24)

Fee: \$104 (by September 8) / \$119 (after September 8)

Location: Collinsville High School, Room 140

2201 S. Morrison, Collinsville, IL

Instructor: Gabriele Steinhaff

BEGINNING ITALIAN LANGUAGE

This class is designed for individuals who have no previous experience with the Italian language. The class will introduce you to basic Italian grammar and conversation along with information about the Italian culture. Required textbook is available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class. *Space provided courtesy of Sts. Peter & Paul Parish.*

Wednesday, 4:00 – 6:00 p.m. (10 sessions)

September 21 – November 30, 2011 (no class Nov. 23)

Fee: \$74 (by September 14) / \$89 (after September 14)

Location: Manning Hall Library, Sts. Peter & Paul School

239 Morrison, Collinsville

Instructor: Barbara Klein

INTERMEDIATE ITALIAN LANGUAGE

This class is designed for individuals who have taken the *Beginning Italian Language* class or have some knowledge of basic Italian grammar. It will build on the basics while weaving Italian culture into the lessons. Required textbook is available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

Wednesday, 6:00 – 8:00 p.m. (10 sessions)

September 21 – November 30, 2011 (no class Nov. 23)

Fee: \$74 (by September 14) / \$89 (after September 14)

Location: SIUE, Peck Hall, Room 3415

Instructor: Fabia D'Amore-Krug

Check it out!

On-line registration available:

<https://aceweb.siu.edu/WConnect/ace/>

Want to pay by credit card?

On-line registration is the choice for you!

ADVANCED ITALIAN LANGUAGE

This class will focus on improving spoken, written and reading comprehension of Italian through discussions with excerpts of literature and history books. *Space provided courtesy of Sts. Peter & Paul Parish.*

Wednesday, 7:00 – 9:00 p.m. (10 sessions)

September 21 – November 30, 2011 (no class Nov. 23)

Fee: \$74 (by September 14) / \$89 (after September 14)

Location: Manning Hall Library, Sts. Peter & Paul School
239 Morrison, Collinsville

Instructor: Barbara Klein

JAPANESE FOR BEGINNERS

This class is for students with little or no previous experience with the Japanese language. Students will learn basic introductions, greetings and vocabulary helpful in describing common items and experiences. Pronunciation will be practiced and basic Japanese conversation will be introduced along with learning about Japanese culture. Required textbook and optional textbook are available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

Thursday, 7:00 – 8:30 p.m. (10 sessions)

September 15 – November 17, 2011

Fee: \$74 (by September 8) / \$89 (after September 8)

Location: SIUE, Peck Hall, Room 3417

Instructor: Sachiko Kobayashi

CONVERSATION IN JAPANESE

This class is for students with some experience with Japanese conversation or for those who have had a previous Japanese language class. The majority of in class time will be spent speaking Japanese. Conversations for everyday situations will be discussed and practiced. Each session will focus on one topic including: food, travel, weather, and health. Students will also learn to read and write the kana alphabets (Hiragana and Katakana); some kanji (Chinese characters) will also be learned. Required textbook and optional dictionary are available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

Wednesday, 7:00 – 8:30 p.m. (10 sessions)

September 14 – November 16, 2011

Fee: \$74 (by September 7) / \$89 (after September 7)

Location: SIUE, Peck Hall, Room 3417

Instructor: Sachiko Kobayashi

SAVINGS OPPORTUNITIES AVAILABLE!

Pay our Early Bird Fee when registering & paying registration fee at least one week in advance!

Ask about savings for Lifelong Learning Members!

RUSSIAN WITHOUT RUSHING! (INTRODUCTION TO RUSSIAN)

A short course in Russian, based on the recognition of the similarity between American and Russian words, will encourage the students to realize that Russian is a familiar stranger. Students will learn to read and speak a sufficient amount of the language to carry out a simple conversation. Authentic materials and lots of interaction will make this course a lot of fun! Required textbook is available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

Saturday, 9:00 – 11:00 a.m. (8 sessions)

September 10 – October 29, 2011

Fee: \$79 (by September 3) / \$94 (after September 3)

Location: SIUE, Peck Hall, Room 1412

Instructor: Natalya Pruitt

BEGINNING CONVERSATIONAL SPANISH

In this class learn essential Spanish to communicate, including: greetings, and other vocabulary words, phrases, action verbs and commands. The course is centered on verbal communication. Students will also begin to develop their ability to write, read and speak in Spanish. Students will also learn about the culture of various Hispanic communities. The class will allow students to meet new people and practice informal conversations. Required textbook is available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

Tuesday, 6:30 – 8:00 p.m. (6 sessions)

September 13 – October 18, 2011

Fee: \$44 (by September 6) / \$59 (after September 6)

Location: SIUE, Peck Hall, Room 3415

Instructor: Alina Schnietz

INTERMEDIATE SPANISH

This course is designed for individuals with a strong basic knowledge of the Spanish language. The aim of this course is to further the student's ability to communicate effectively in Spanish. The course will also provide the student with a greater understanding of Spanish culture. Required textbook is available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

Monday, 6:00 – 7:30 p.m. (6 sessions)

September 12 – October 17, 2011

Fee: \$44 (by September 5) / \$59 (after September 5)

Location: SIUE, Peck Hall, Room 2409

Instructor: Ana Harris

MUSIC

PIANO FOR BEGINNERS

Learn piano now! This group class will introduce note reading, rhythm, basic chords, simple pieces and improvisation; students progress at their own pace.

Wednesday, 6:30 – 7:30 p.m. (14 sessions)

August 31 – December 7, 2011 (no class November 23)

Fee: \$89 (by August 24) / \$104 (after August 24)

Location: SIUE, Dunham Hall, Room 0160

Instructor: Andrew Sawchak

PIANO II

This intermediate class is designed for students who have completed the beginners' class, or who have elementary knowledge of the piano keyboard. It will allow students the opportunity to learn advanced piano skills and continue to perfect their style. Students *may* select a specific piece of music to learn.

Wednesday, 7:30 – 8:30 p.m. (14 sessions)

August 31 – December 7, 2011 (no class November 23)

Fee: \$89 (by August 24) / \$104 (after August 24)

Location: SIUE, Dunham Hall, Room 0160

Instructor: Andrew Sawchak

SPECIAL INTEREST

ENAMELING

Enameling, the art of fusing glass onto metal is one of the oldest decorative techniques in the metalsmithing field. This class will provide a comprehensive overview of the art of enameling. Classes will begin with the fundamentals of enameling which will be applied throughout the class. This class will focus on but not be limited to applying these fundamentals toward use on vessels and other large scale work. Both traditional kiln and torch firing techniques will be demonstrated. New techniques will be added throughout the class building on previous techniques. Classes will start with a short lecture showing examples of the technique followed by demonstrations. The remainder of each class will be dedicated toward individual exploration and independent projects. Alternative materials will include: liquid and painting enamels, underglazes, overglazes, watercolor enamels, lumps, chips, threads and beads and the techniques will range from traditional sifting and inlaying to etching and silkscreening processes. Kits will be available for purchase from the instructor for \$45 and additional materials will be available to purchase a la carte throughout the duration of the class. Suggested textbook is available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

Wednesday, 6:00 – 9:00 p.m. (12 sessions)

September 14 – December 7, 2011 (no class Nov. 23)

Fee: \$189 (by September 7) / \$204 (after September 7)

\$45 optional kit fee (payable to instructor at 1st class)

Location: Art & Design Building, Room 1113

Instructor: Michael Parrett

GOOGLE TOOLS AND TRICKS

Learn how to utilize Google's freely available tools for both personal and professional use. During the sessions, various Google tools will be introduced with example application and hands-on experience, enriching you with endless options.

Thursday, 6:00 – 7:30 p.m. (5 sessions)

September 8 – October 6, 2011

Fee: \$59 (by September 1) / \$74 (after September 1)

Location: SIUE, Alumni Hall, Room 1203

Instructor: Binod Pokhrel

BUSINESS

QUICKBOOKS I: STEP-BY-STEP

This 2-day class is specifically designed to introduce the QuickBooks accounting software program and will offer hands-on practice to new users or those who have limited experience with QuickBooks. **DAY 1:** Getting started, setting up a new company, working with lists, bank accounts, checks, transfers, asset accounts, liabilities, and equity accounts, entering sales information, receiving payments, and making deposits, and paying bills. **DAY 2:** Analyzing financial data, setting up inventory, tracking and paying sales tax, an overview of payroll, preparing estimates and progress invoices, tracking time, and customizing invoices and forms. Computer input and practical training is included for every topic. (A one hour lunch break will be taken each day.)

Wednesday and / or Friday, 8:30 a.m. – 2:30 p.m.

DAY 1: August 10, 2011 **DAY 2:** August 12, 2011

Fee for both days: \$134 (by Aug 3) / \$149 (after Aug 3)

Fee for one day only: (must indicate DAY 1 or DAY 2 at registration time): \$74 (by Aug 3) / \$89 (after Aug 3)

Location: SIUE, Alumni Hall, Room 1203

Instructor: Susan Young, CPA

NOTICE REGARDING REQUIRED TEXTBOOKS!

All required textbooks are available for purchase from the University Bookstore. NOTE: Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.

QUICKBOOKS II: INTERMEDIATE FOR BUSINESS

This QuickBooks software training class is for users with familiarity with QuickBooks and some knowledge of business accounting terminology. The class will include hands-on training in the following areas: maximizing your program navigation, solving problems with items and inventory, lists, streamlining and building better efficiency with your chart of accounts, understanding un-deposited funds and saving time reconciling bank deposits, preparing job estimates, using payroll and timesheets, choosing between and customizing sales receipts and invoices, avoiding problems with accounts payable tracking, understanding purchase orders, maximizing the tracking functions of your checking account, reconciliation of accounts, credit cards, funds transfers, survey of major reports, providing useful reports for managing your company including: profit and loss detail including classes, balance sheets, and graphs. Required textbook is available for purchase from the University Bookstore. Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class. New QuickBooks Users should consider "QuickBooks Step-by-Step" as a suggested pre-requisite for this class. (A one hour lunch break will be taken.)

Tuesday, August 16, 2011, 8:30 a.m. – 4:30 p.m.

Fee: \$94 (by August 9) / \$109 (after August 9)

Location: SIUE, Alumni Hall, Room 1203

Instructor: Susan Young, CPA

IRS TAX PREPARER'S EXAMINATION PREP COURSE

As of 2011, the Internal Revenue Service (IRS) is requiring successful completion of their new exam in order to become a paid tax preparer. This three day class teaches the topics included in Test 1, as required by the IRS. Each day of class is composed of six hours of instruction and two hours of pre-testing regarding the U.S. Individual Income Tax Returns and approximately 45 associated tax forms. A complete listing of topics and specific forms is available by contacting 618-650-3210. This class is a perfect survey course for anyone considering tax preparation as a potential career, those people who need to apply for a Preparer Tax Identification Number (PTIN), and as a refresher course for current tax preparers. ***FEE is an INTRODUCTORY RATE!***

SECTION 1:

Monday, Wednesday, & Friday, 8:00 a.m. – 5:00 p.m.

September 19, 21, & 23, 2011

Fee: \$199 (by September 5) / \$214 (after September 5)

Location: SIUE, Morris University Center, Illinois Rm.

SECTION 2:

Monday, Tuesday, & Wednesday, 8:00 a.m. – 5:00 p.m.

October 3, 4, & 5, 2011

Fee: \$199 (by September 26) / \$214 (after September 26)

Location: SIUE, 200 University Park, Room 1104

SECTION 3:

Friday, Saturday, & Sunday, 8:00 a.m. – 5:00 p.m.

November 4, 5, & 6, 2011

Fee: \$199 (by October 28) / \$214 (after October 28)

Location: SIUE, Engineering Bldg., Room 1012

Instructor (all sections): Susan Young, CPA

Continuing Education Units (CEUs) Available

Noncredit classes may be eligible for CEUs.

Additional \$10 fee per class will be assessed for General University CEUs awarded.

For more information call Cheryl at 618-650-3210

TEST PREPARATION

ACT REVIEW

This activity consists of a pre-test, and four 3-hour sessions focused on math skills, vocabulary/grammar, science, and general test-taking strategies. Textbook, practice tests and handout materials included. Bring calculator and #2 pencils.

Saturday, 9:00 a.m. – 12:00 p.m. (5 sessions)

Section 1: September 17 – October 15, 2011

Location: Edwardsville High School, Rooms 115-116

Section 2: Oct. 29 – Dec. 3, 2011 (no class Nov. 26)

Location: SIUE, Peck Hall, Room 1302

Fee: \$144 (by early bird deadline) / \$159 (after deadline)

(Early bird deadline: 1 week prior to the start of class)

Instructor: Learning Edge Staff

Updates to this schedule can be found at our on-line registration site:

<https://aceweb.siu.edu/WConnect/ace/>

FOOD SANITATION

APPLIED FOOD SERVICE & SANITATION FOR NEW CERTIFICATION

This 15-hour course will focus on the latest published set of codes for food handlers adopted by the IL Department of Public Health. Completion of this course qualifies the student to become certified with a National and Illinois State Certification. The required textbook will be furnished at the first day of class. The required test will be given on the 2nd day.

Choose 1 set of dates: (1) Sept. 2-3, (2) Oct. 7-8, (3) Nov. 4-5, OR (4) Dec. 2-3, 2011

Time: 8 a.m. – 5:30 p.m. (Fri.) / 10 a.m. – 6:00 p.m. (Sat)

Location: SIUE, Lovejoy Library, Room 3021

Course Fee: \$129 (by early bird deadline) / \$144 (after)

Textbook Fee: \$80

Instructor: Synthia Mimms

RENEWAL COURSE FOR CERTIFIED FOOD MANAGERS

This 5-hour course will cover updates to the Illinois Department of Public Health's Food Service Sanitation Code and the Illinois Food, Drug & Cosmetic Act. Specifically, information regarding food borne illnesses will be reviewed. No textbook purchase is required. Handouts will be provided.

Choose 1 date: (1) Sept. 3, (2) Oct. 8, (3) Nov. 5, OR (4) Dec. 3, 2011 / **Time:** 10:00 a.m. – 3:00 p.m.

Location: SIUE, Lovejoy Library, Room 3021

Fee: \$79 (by early bird deadline) / \$94 (after deadline)

Instructor: Synthia Mimms

GARDENING SERIES: These activities are offered as a partnership between The Gardens at SIUE and the Office of Educational Outreach and all ***PROCEEDS BENEFIT THE GARDENS' FUTURE EDUCATIONAL PROGRAMS!***

(NOTE: Early bird savings do NOT apply to 1-day Gardening Series workshops / seminars.)



All Gardening seminars are held at The Garden Center, 6 Arboretum Lane (from highway 157 take University Drive to the stoplight; proceed on Cougar Lake Road. Turn left onto Arboretum Lane.

Free parking is located close by.

INTEGRATED PEST MANAGEMENT FOR HOME GARDENS

Presentation of novel pest issues (diseases, weeds, etc.) for home gardens and landscapes. Various management methods, including chemical and non-chemical approaches, will be discussed. This presentation will include a tour of The Gardens at SIUE. Wear comfortable clothing that is appropriate for the weather conditions.

Saturday, September 17, 2011, 9:00 – 11:30 a.m.

Location: The Garden Center, 6 Arboretum Lane

Fee: \$5 / \$3 (Friend of The Gardens at SIUE)

Instructor: David "Izzy" Israelitt

RAW DESSERT MADE EASY

Raw Apple Pie! The goal for this class is to help you take the fresh unprocessed food you already enjoy and expand your options into easy desserts. When you prepare food without cooking, you spend less time in the kitchen. Eating more greens, vegetables and fruits is the easiest way to maintain optimal health and weight. Better nutrition will not only help prevent disease and overweight, but will also slow the aging process and increase energy.

Thursday, October 20, 2011, 6:00 – 8:00 p.m.

Location: The Garden Center, 6 Arboretum Lane

Fee: \$24 / \$22 (Friend of The Gardens at SIUE)

Instructor: June Tate, Raw Foods Chef

FLORAL DESIGN: EASY ROUNDY-MOUNDY, A CIRCULAR DESIGN

The first design taught in most floral design schools is the circular design or as I call it, the roundy-moundy. It's easy to do and the basis for many other designs. It is very versatile and can be used for your dining table, entrance table, bedroom, wedding centerpiece, or anywhere inside or outside your home. As a design it demonstrates repetition, is pleasing to observe, and is harmonious. After you learn this design, you will be able to do several other designs, such as the oval, vertical, horizontal, and triangular.

It's easy! It's fun! And you will be able to do it because we learn each step one at a time. A handout will be furnished to help you remember the steps after you get home and try the design again.

Please bring a sharp knife, scissors, and / or hand clippers. The holder, flowers, foliage, and other needed materials will be furnished for the \$20 materials fee.

Saturday, October 29, 2011, 1:00 – 4:00 p.m.

Location: The Garden Center, 6 Arboretum Lane

Fee: \$14 / \$12 (Friend of The Gardens at SIUE)

Instructor: Myrah Marks, Floral Designer, Custom Floral

WHO MAY ENROLL? As a public service activity of the University, leisure learning activities are open to adults and teenagers, 16 years of age and older, (unless otherwise noted) throughout southwestern Illinois and the St. Louis Metropolitan Area. Registrations are taken on a first-come, first-serve basis. Contrary to popular belief, you do not have to be a student, alumni, or employee of Southern Illinois University Edwardsville to enroll!

PLEASE REGISTER EARLY! Classes will be cancelled if insufficient enrollment occurs. You can help us insure that the class in which you are interested will be held by registering early. **NOTE: Textbooks are non-returnable; you may wish to purchase only after there is sufficient registration to hold the class.**

FOUR EASY WAYS TO REGISTER:

- **On-Line:** Visit our website at <https://aceweb.siu.edu/WConnect/ace/> and register quickly and easily.
- **By Mail:** Complete the registration with **check payable to SIUE**, and mail to: Office of Educational Outreach, Box 1084, SIUE, Edwardsville, IL 62026-1084.
- **By Telephone:** Call the Office of Educational Outreach, (618) 650-3210, to register; payment by check **MUST** be received **PRIOR** to the start date of the class (es) for which you are registering.
- **In Person:** Come to the Office of Educational Outreach, Rendleman Hall, Rm. 1330, Monday-Friday, 8 a.m. – 4:30 p.m.

CANCELLATION & REFUND POLICY: The Office of Educational Outreach reserves the right to cancel or postpone activities and substitute qualified instructors when necessary. If **we** cancel an activity for any reason, you may select another activity or receive a **FULL** refund. An attempt will be made to notify you by phone when it is necessary to cancel an activity. If **you** cancel no later than five (5) business days prior to the activity start date, you are eligible for a full refund or you may select to have your registration fee transferred to another activity. Otherwise, no refund will be issued. If you can't come, send a friend!

PARKING INFORMATION: If you are not a current student or employee of the University, you are eligible for a special parking permit for leisure learning activities that meet on campus. These permits will allow you to park in a lot close to your classroom while the activity is in session. The permits are available for \$20 and must be purchased a minimum of 2-weeks prior to the first class session. Parking is also available at parking meters which are available around the perimeter of Lots A, C, E and F. A pay lot is located west of the University Center (Lot B); special parking permits do not cover parking in Lot B. **All parking is free on weekends.**

* **How to Register Online:** Go to <https://aceweb.siu.edu/WConnect/ace/>, our office's online registration site.

- Under "Courses" choose "View the list of currently scheduled courses".
- Under "Course Schedule - by Group" click on "NON-CREDIT CLASSES".
 - The non-credit classes will appear in alphabetical order by course name. You can also select "sort listing by" *date* or *fee* to find your class. To choose your class, click on the "code" line to the left of the class name.
- Screen 1 – To begin registration, click "enroll yourself".
- Screen 2 – "Log on". If this is your first time registering online, but you have taken a noncredit class previously, your Login will be the email address that you submitted with your registration. The Password will be your first initial, last initial, zip code with no spaces. (Example: John Smith from Edwardsville, IL would use JS62025.) Click Log-on. You will be prompted to change your password.

If you have NEVER taken a noncredit class, you will need to click "create an account" and follow the prompts.

If you have forgotten your password, follow the screen prompts to retrieve it. ***If you receive a message that you have multiple accounts, arrow back to the previous page and try entering your password again.***

- Screen 3 – Confirm that you have chosen the correct course and the appropriate fee and then click "Finish Registration" **OR you may also add more class registrations at this time and follow the prompts.**
- Screen 4 – You should automatically be directed to the credit card payment page. If this does not occur, click "Submit".
- Screen 5 – Enter the credit card information and click "Continue Checkout".
- Screen 6 – Review your charges and click "Submit Payment".
- Screen 7 – Your credit card information will take a moment to process and you will see a confirmation screen. A separate email will also be sent to confirm your payment.

OFFICE OF EDUCATIONAL OUTREACH / LEISURE LEARNING ACTIVITIES / REGISTRATION FORM – FALL 2011

Please complete in full:

NAME: Last Name First Name

ADDRESS: Street City State / Zip Code

CONTACT INFO: Daytime Phone Evening / Alternate Phone E-Mail Address

Please register me for the following Leisure Learning Activities:

Activity Section (if appropriate) Fee

Activity Section (if appropriate) Fee

_____ Yes, I need a Special Parking Permit. (Add \$20 to the total class fees.) **No permit needed for week-end classes or for classes offered at off campus locations, The Gardens at SIUE, or 200 University Park.**

VEHICLE INFO: Make Model License Plate Number / State

_____ **TOTAL AMOUNT DUE. Please make checks payable to SIUE. Send completed form with payment to: Office of Educational Outreach, Box 1084, SIUE, Edwardsville, IL 62026-1084.**

