

PATHWAYS FOR WISDOM

Building Bridges to Lifelong Learning



**ALL CLASSES ARE OPEN TO THE COMMUNITY!
SPRING 2025 CATALOG**

**PURDUE UNIVERSITY.
FORT WAYNE**

Division of
Continuing Studies

LEARN.PFW.EDU

ANSWERS TO FREQUENTLY ASKED QUESTIONS



**REGISTER
ONLINE**
learn.pfw.edu



**EMAIL WITH
QUESTIONS**
learn@pfw.edu

Classroom Locations — Information is emailed to students along with a link to the campus map.

Online Courses — Classes will be facilitated by a live instructor during scheduled course times. Participants should have a computer with a strong internet connection and a working computer camera and microphone. Class sessions are not recorded.

Parking — You do not need a permit to park in any student parking area on the Purdue Fort Wayne campus. However, “A” lots (green lines) are open parking after 5 p.m. and on weekends. For a campus map, go to pfw.edu/maps.

Books — Included unless otherwise stated in the course description online.

Students with Disabilities — If you would like information about special services and accommodations, you may contact the Disability Access Center at dac@pfw.edu or email us at learn@pfw.edu.

Inclement Weather — If bad weather forces the campus to close, classes will not meet. Make-up meetings will be scheduled as needed.

ALL COURSES OPEN TO THE COMMUNITY!

What is the difference between credit and noncredit?

Credit courses are for students interested in earning college units towards a degree. Students who take credit courses receive a letter grade at the end of the semester.

Noncredit courses are classes offered through the Division of Continuing Studies. They are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills, or enrich their understanding about a wide range of topics. Upon completion of a noncredit course, students will receive a grade of pass or no pass. Noncredit courses are not applicable toward a degree. Upon completion, students can earn a noncredit certificate of completion.

Who may attend a PFW Continuing Studies noncredit course?

Anyone 18 years of age or older.

Do I need to apply for admission to the university?

No. Admission to the university is not required to attend as a noncredit student. Students can register and pay online for noncredit courses.

When do I sign up for a course?

Register early. Courses are filled on a first come, first served basis. You must register online.

Can I get Financial Aid?

No. Federal Financial Aid is not available for noncredit courses. Students are responsible for the course registration fees and purchase of books and supplies (if applicable). Financial aid is not available for these materials.

Ways to Save



Look for Early-Bird Registration discounts on select sessions. Visit learn.pfw.edu to find out more and to register.

Are there any discounts offered?

▼ PFW Faculty and Staff:

20% discount

(Promo Code: FACULTYSTAFF)

▼ Mastodon Students and Alumni:

15% discount

(Promo Code: ALUM)

▼ Company with 3+ employees enrolled:

15% discount

(Promo Code: CORP)

Discounts apply to the main course fee only, not books or materials. Only one discount may be applied per registrant, per course, not to exceed \$100. Discounts are not applicable for courses under \$50, self-guided online courses, or instructor-moderated online courses. Other restrictions may apply. Promo codes are applied at check out.



Look for icons next to each class for location information.

SATISFIED EMPLOYEES MAKE SUCCESSFUL BUSINESSES

Research shows that employees who feel valued by their employers report higher job satisfaction. Promote a positive, supportive work environment for your team by enabling their professional development, and reap the benefits. Purdue Fort Wayne Continuing Studies offers:

- More than 75 course options, available in-person and online
- Employer billing options available upon request. Email learn@pfw.edu for details
- 15% off registration cost for 3+ employees enrolling in the same course

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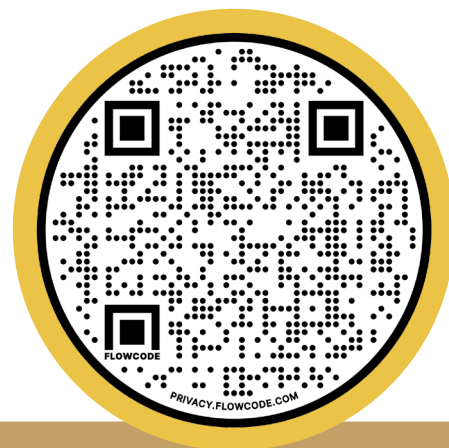
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Scan code or visit
LEARN.PFW.EDU
to explore classes

Applied Leadership Certificate

The Applied Leadership Certificate is designed to help leaders maximize their leadership influence. This comprehensive program is divided into four focused tracks, each designed to address critical aspects of effective leadership. Participants will gain insights and practical tools to enhance their impact, connection, adaptability, and sustained success within their organizations.



Track 1: Leading for Impact (January 13 and 27) | 25SBUS250

Impact is the result of leaders aligning individual and team expectations through shared awareness, ability, and agreement. This track focuses on developing strategies to create meaningful and measurable impacts within teams and organizations. Leaders will learn to foster a collaborative environment, set clear goals, and ensure alignment across all levels, driving collective success.

Track 2: Leading for Connection (February 10 and 17) | 25SBUS255

Connection is the result of leaders exhibiting emotional recognition and regulation, individually and with others. Participants will explore how to build and maintain strong, empathetic relationships with their team members.

Track 3: Leading for Change (March 17 and 24) | 25SBUS260

Change is the result of leaders maintaining focused effort around clearly defined strategy and desired results. This track equips leaders with the tools to navigate and drive change effectively, ensuring resilience and adaptability in the face of evolving challenges.

Track 4: Leading for Success (April 21 and 28) | 25SBUS265

Success is the result of leaders being highly disciplined to sustain a focused effort over time. Participants will learn the importance of consistency, strategic planning, and goal setting in achieving long-term success. This track provides practical tools for maintaining high performance and productivity, ensuring that leaders can guide their teams towards sustained excellence.



Mondays, 8:30 –11:30 a.m.
Dr. Brad Oliver, instructor
\$395 per track. Fee includes materials



Register online at
LEARN.PFW.EDU



Managing Remote Teams

For most companies, productivity is the primary measure of success. New approaches to communication are key to managing a remote team that is both productive and engaged. Explore critical topics of communication, collaboration, culture, and diversity; examine organizational structure and support; learn new techniques for recruiting, hiring, and onboarding remotely; and tackle team productivity, effective feedback, and conflict issues. Before you know it, you will find that you have a whole new toolkit to help keep your remote team happy, productive, motivated, and successful.



25SBUS215

Self-guided online
Scott Paxton, instructor
\$155 fee includes materials

Leveraging the Power of LinkedIn - NEW!

Gain an in-depth, results-focused, overview of LinkedIn, including the following topics: Optimizing your LinkedIn profile, leveraging your network and understanding the importance of content, the role of the LinkedIn Company Page and LinkedIn Groups and Events. Attendees will leave with actionable information for using LinkedIn effectively and efficiently--and getting real-world results.



25SBUS110 • April 14 (1 session)
Monday, 5:30 – 7:30 p.m.
Anthony Juliano, instructor
\$140 fee includes materials
Registration deadline: April 11
This class qualifies for the Professional Certificate in Digital Media.



Productivity and Time Management - NEW!

Today's digital communication environment is supposed to make us more productive at work. Often, though, it can seem impossible to keep up. This class will focus on helping you create a system that makes the most of your time with email and other tools so you can be more productive and achieve the focus you need to communicate more clearly.

The course will cover the following topics:

- Week 1: Productivity Fundamentals
- Week 2: Developing Your Productivity System
- Week 3: Tools and Strategies
- Week 4: Taking Action: Turning Theory into Practice

After completing this class, attendees will be prepared to manage communication inputs, prioritize, and reach their personal and professional goals.



25SBUS220 • April 21 – May 12 (4 sessions)
Mondays, 5:30 – 7:30 p.m.
Anthony Juliano, instructor
\$285 fee includes materials
Registration deadline: April 11

Project Management Certificate Program

The Project Management Certificate Program is designed to provide you with the skills and knowledge needed to be a successful project manager. The course topics are closely aligned with the Project Management Institute's (PMI®) PMBOK® Guide and have been developed in collaboration with the Northeast Indiana Chapter of PMI's Professional Development group.



Project
Management
Institute.
Northeast Indiana

Benefits include:

- Learn step-by-step skills you can use immediately
- Further your career by gaining familiarity with the latest edition of the guide to the Project Management Body of Knowledge (PMBOK® Guide)
- Network with other project management professionals and make valuable contacts
- Receive ready-to-use project management templates
- Complete a Capstone Project to demonstrate your understanding of the key elements of project management. Student portfolios will be independently reviewed by a Project Management Professional (PMP®).



25SBUS505 • (6 meetings)
Bruce Hayes, instructor
\$875 fee includes materials

Visit LEARN.PFW.EDU
for more information

Leading Gen Y and Gen Z

The workforce now predominantly consists of Gen Y and Gen Z, as Baby Boomers retire by the thousands daily. These younger generations have distinct perspectives and motivations compared to Boomers and Gen X. Learn to identify the relationship between leadership behavior and organizational culture, how to utilize a participative leadership approach, and discover intrinsic and extrinsic ways to motivate employees. This course equips leaders to understand and effectively manage teams with Gen Y and Gen Z members.

Intended Audience: Anyone in a leadership role within their organization.



25SBUS138 • May 13 (1 meeting)
Tuesday, 8:00 a.m. – 4:00 p.m.
Stalin Encarnación, instructor
\$99 Fee includes materials
Registration deadline: May 7

SHRM-SCP® and SHRM-CP® Exam Prep

In today's changing HR landscape, it's becoming more important than ever that you not only have strong HR knowledge and skills but are also able to be a strategic business thinker, capable of tackling any issue thrown your way. Become the most qualified and valuable HR professional you can be with our 12-week Virtual SHRM Certification Preparation Course. With the SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®), you'll have the answers AND know what to do on the job. This course will broaden and update your knowledge and skills while delivering everything you need to pass the SHRM-CP® or SHRM-SCP® exam, all in an interactive group environment.



Our prep course provides the following benefits:

- Ensure that you understand and can apply the material tested on the exam
- Stay on track to earn your certification with a structured learning experience
- Discuss topics with peers from diverse backgrounds
- Network, share experiences, and discuss best practices with a diverse group of HR professionals



25SBUS321 • February 5 – April 23 (12 meetings)
Wednesdays, 6 – 8 p.m.
Kimberly Nash, instructor
\$1550 fee includes materials
Registration deadline: January 29



Certified Corporate Event Planner

Gain the skills needed to plan and design successful corporate events. Learn how to execute a successful corporate event and how to set budgets and charge for event planning services. This program will teach you critical planning methodologies, timelines, and project management best practices. Upon successful completion of the course, you will be awarded a Certified Corporate Event Planner certification from the Wedding Planning Institute.



25SBUS245

Self-guided online
 Monica Mowad, instructor
 \$995 fee includes materials

Technical Writing for Business

Learn the skills you need to succeed in the well-paying field of technical writing. Learn how to translate complex information into easily understood language and how to become a pro at combining the art of publishing with the science of technology. Learn technical writing conventions, interviewing skills, desktop publishing and formatting techniques, key tips for developing graphics and templates, documentation management, and how to publish documents.



25SBUS212

Instructor-moderated online
 Lynn Atkinson, instructor
 \$145 fee includes materials

Nonprofit Management and Grant Writing Certificate

Learn everything you need to know to be successful in the nonprofit sector. Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. Learn to prepare grant proposals that get solid results for your organization or charity.



25SBUS415

Instructor-moderated online
 \$485 fee includes materials



A to Z Grant Writing

Gain hands-on experience and knowledge to successfully begin writing grant proposals, including real-world scenarios, and the opportunity to improve your work by reviewing previous grant proposals completed by peers. Learn how to utilize trusted grant-research databases to locate funding opportunities, how to expedite and navigate the grant planning process and engage stakeholders, and how to outline information needed for the executive summary.

25SBUS115

Instructor-moderated online
 Beverly Browning, instructor
 \$199 fee includes materials

Certified Paralegal

This nationally acclaimed course is for legal professionals in any phase of their career. Learn how to conduct legal research, how to interview clients and witnesses, investigate complex fact patterns, prepare legal documents, and assist in preparing cases for courtroom litigation. After completing this course, students will be prepared to sit for and pass the Certified Paralegal (CP) exam - acknowledged by the American Bar Association as a mark of excellence. The course concludes with a capstone project and a portfolio review.



25SONL114

Self-guided online
 Casey Thompson, instructor
 \$2695 fee includes materials

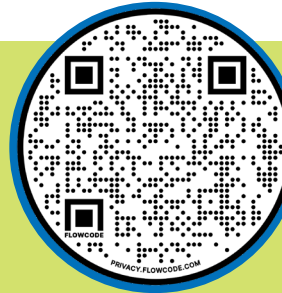


INDIANA

Small Business
Development Center

SMALL BUSINESS OWNER NORTHEAST INDIANA SBDC WORKSHOPS

Funded in part through a cooperative agreement with the U.S. Small Business Administration, the State of Indiana, and our many local partners. All opinions, conclusions, or recommendations expressed are those of the authors and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance by calling your local SBDC.



Each workshop is one meeting. Multiple date options available!

Scan code to register for workshops

Launching Your Own Business

Take your first step towards small business ownership. Based on the premise that every successful business is built on a solid foundation, this workshop will help you evaluate your business idea and prepare you to create a sound business plan, manage expectations, and increase chances of accessing capital for your new business.

Wednesdays

February 12, March 12, April 9, May 14, June 11, July 9 (5:30 – 7:00 p.m.)

March 26, May 21 (11:00 a.m. – 12:30 p.m.)

\$25 fee includes materials

Business Plan Fundamentals

How does your business plan stack up? To implement growth strategies or start a new business, entrepreneurs use business plans to manage the direction and expectations of their business. This workshop covers the basic elements and includes tips for writing a business plan to fuel success.

Mondays

April 21, July 21 (5:30 – 7:00 p.m.)

\$25 fee includes materials

Finding Funding

Where is the money? This workshop reviews a variety of funding sources and local programs. The workshop is intended for individuals starting a business, as well as owners of existing businesses who are investigating financing options.

Mondays

March 17, June 16 (5:30 – 7:00 p.m.)

\$15 fee includes materials

Marketing Strategies for Business

The heart and soul of a business is its marketing plan. This workshop highlights the critical elements of market research and provides tips and resources for developing sound marketing strategies. Attendees will learn the basics for evaluating products and services, pricing, market potential, and competitive analysis.

Mondays

February 17, May 19 (5:30 – 7:00 p.m.)

\$15 fee includes materials

Visit isbdc.ecenterdirect.com for more information and to register.



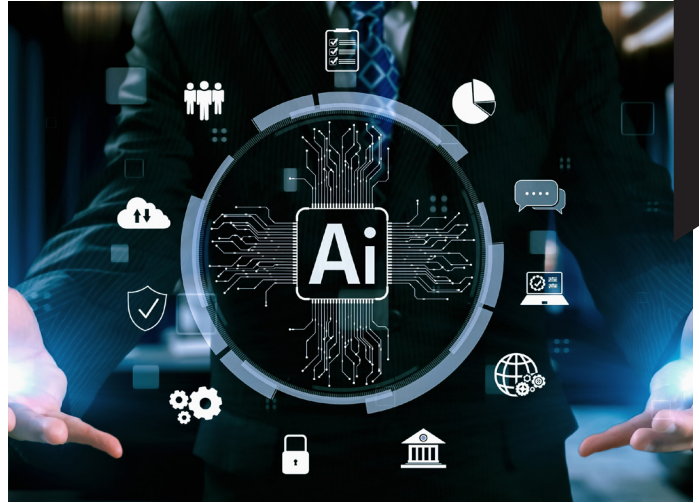
Blogging and Podcasting 101

Learn how to create your very own blog and podcast using the tools already available on most computers. Through hands-on exercises, discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. Creating a blog and podcast is much easier than most people ever imagined. Students will also learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action.



25SCMP235

Instructor-moderated online
Richard Mansfield, instructor
\$140 fee includes materials



Introduction to AI and Machine Learning - NEW!

Gain foundational knowledge on artificial intelligence (AI) and machine learning. Begin with the science behind AI computer systems, which can perform tasks that typically require human intelligence, and AI ethics, applications, and more. Then learn about machine learning, the problem it is trying to solve, and specific techniques and applications used in supervised, unsupervised, and semi-supervised learning.



25SCMP215

Instructor-moderated online
David Iseminger, instructor
\$230 fee includes materials

Video Game Design and Development

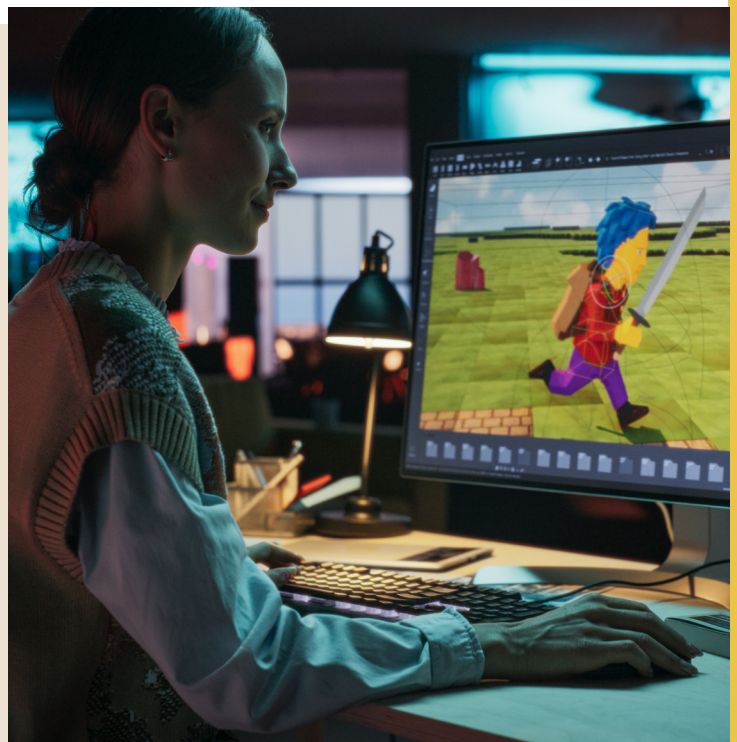
In this comprehensive training course, learn skills that open doors to the growing video game industry. By the end of the course, students will have designed and created their own video game for the PC and will stand ready to join a team working on projects with larger scope or pursue independent development.

Using a comprehensive and analytical approach to game development, this course teaches students how to effectively implement technical game ideas, assuming no prior training or experience. The curriculum is divided into four major areas of study: programming languages, mathematics skills, game asset creation, and modern real-time game engines. It will conclude with an independent study phase where students design, document, and create their own game using the programming and game art skills learned in the core classes.



25SCMP589

Self-guided online
\$2295 fee includes materials



AutoCAD Basics - NEW!

This course will introduce you to the fundamentals of using AutoCAD for Computer-Aided Design (CAD). Create drafting symbols, kitchen and bath fixtures, a floor plan, and bring everything together on a deliverable printed sheet. If you need to get an introduction to AutoCAD, this AutoCAD course for beginners will get you up and running. This class is hands-on, real-world applicable, and includes optional projects.

Software Access: AutoCAD software is provided for the duration of the course upon enrollment.

**25SCMP460**

Self-guided online
\$1595 fee includes materials

**QuickBooks™ Online: Introduction and Intermediate**

Learn to use QuickBooks™ Online to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

Software Access: When your course starts, you will be directed to access and utilize the free QuickBooks™ Online practice site to complete the lessons. No subscription or purchase is needed.

**25SCMP248**

Instructor-moderated online
Scott Paxton, instructor
\$249 fee includes materials

Register online at
LEARN.PFW.EDU

**CompTIA™ A+ Certification Training**

This course will prepare you for CompTIA™ A+ certification. You can earn this certification after you pass two exams. The CompTIA™ A+ Certification Exam 220-1001, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA™ A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures.

CompTIA™ A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter your location or hardware utilized.

**25SONL323**

Self-guided online
Andrew Beal, instructor
\$2195 fee includes materials





Excel

Microsoft® Excel®: Data Analysis with PivotTables

Prerequisite: Functional knowledge of basic Excel®.

Are you overwhelmed by large sets of data in spreadsheets? Do you want to easily analyze and visualize data without getting lost in the numbers? PivotTables work like magic for data analysis to make number crunching easy. Learn how to use this tool to transform messy data into clear, meaningful information.



25SCMP315 • May 14 (1 meeting)
Wednesday, 5:30 – 8:30 p.m.
Todd Raines, instructor
\$89 fee includes digital materials
Registration deadline: May 10

Microsoft® Excel®: Working with Functions

Prerequisite: Functional knowledge of basic Excel®.

Learn to use the various calculations and consolidation functions that Excel® has to offer. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. When you have questions about your data, you need to know how to get Excel® to provide the answers for you.



25SCMP500 • June 11 (1 meeting)
Wednesday, 5:30 – 8:30 p.m.
Todd Raines, instructor
\$89 fee includes digital materials
Registration deadline: June 6

Microsoft® Excel® 2021: Part 1

By applying the robust functionality of Excel® to your organization's raw data, you will be able to gain a level of insight into that data that would have been nearly impossible two decades ago. Excel® can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. This course aims to provide you with the foundational Excel® knowledge and skills necessary to begin that journey.

25SCMP716

February 5 – 19 (3 meetings)
Wednesdays, 5:30 – 8:30 p.m.
Todd Raines, instructor
\$230 fee includes digital materials
Registration deadline: January 31

Microsoft® Excel® 2021: Part 2

Prerequisite: Microsoft® Excel® Part 1 or functional knowledge of basic Excel®.

This course builds upon the foundational knowledge presented in the Excel® Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization able to compete at a high level.

25SCMP717

March 5 – 19 (3 meetings)
Wednesdays, 5:30 – 8:30 p.m.
Todd Raines, instructor
\$230 fee includes digital materials
Registration deadline: March 1

Microsoft® Excel® 2021: Part 3

Prerequisite: Microsoft® Excel® Part 2 or functional knowledge of basic Excel®.

This course builds upon the foundational knowledge presented in the Excel® Part 1 and 2 courses and will teach you to create advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. Upon successful completion, students will be able to perform advanced data analysis, collaborate on workbooks with other users, forecast data, and automate workbook functionality.

25SCMP718

April 9 – 23 (3 meetings)
Wednesdays, 5:30 – 8:30 p.m.
Todd Raines, instructor
\$230 fee includes digital materials
Registration deadline: April 4



If you have never taken an online course, taking the course in-person is encouraged.

Intro to Photoshop® CC

Photoshop® is the world's most popular photo-editing program in Creative Cloud (CC). Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop® for image creation and editing. Learn to edit your own photographs to get rid of dust and scratches, fix the color, correct image exposure, colorize parts of an image, and how to create simple digital paintings. Master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. This course provides hands-on, project-oriented instructions that will teach you how to use Photoshop® Creative Cloud with confidence.

Software Requirements: Adobe Photoshop® CC, Adobe Creative Cloud, or any version of Adobe Creative Suite CC that includes the Adobe Photoshop® CC or Photoshop® only (not included in enrollment).



25SCMP220

Instructor-moderated online
Beverly Richards Schulz, instructor
\$235 fee includes digital materials
This class qualifies for the Professional Certificate in Digital Media.



Intro to Illustrator® CC

Learn the powerful tools of Adobe Illustrator® CC, the industry standard vector drawing and illustration program. From creating line art and logos to graphic layouts and finished illustrations, this course will cover the fundamental tools needed to use this program productively. Discover advanced illustration techniques to gain confidence in your ability to create stunning graphics and open the door for employment and freelance opportunities.

Software Requirements: Adobe Illustrator® CC, Adobe Creative Cloud, or any version of Adobe Creative Suite CC that includes the Adobe Illustrator® CC or Illustrator® only (not included in enrollment).



25SCMP225

Self-guided online
\$235 fee includes digital materials
This class qualifies for the Professional Certificate in Digital Media.

Intro to InDesign® CC

Adobe InDesign® is the industry-standard desktop publishing through Creative Cloud (CC). Learn to create eye-catching print and digital materials through interactive class projects. Explore the best ways to create different types of material, how to reuse items such as colors and artwork, and how to produce publications for different page sizes and devices. Discover how to use this popular page layout software to design and create professional-quality letterhead, business cards, brochures, forms, interactive PDF files, an eBook, and more.

Software Requirements: Adobe InDesign® CC, Adobe Creative Cloud, or any version of Adobe Creative Suite CC that includes the Adobe InDesign® CC (not included in enrollment).



25SCMP240

Instructor-moderated online
Doug Sahlin, instructor
\$235 fee includes digital materials
This class qualifies for the Professional Certificate in Digital Media.

Intermediate InDesign® CC

If you have ever struggled to complete a project in InDesign® or wondered how to save time and increase efficiency in your work, this is the course for you. Get hands-on training and experience using many of the more advanced tools and features of this powerful program. Discover how to use program features to produce professional brochures, forms, and documents, and produce publications for different page sizes and devices. By the end of the course, you will feel comfortable designing and planning your own workflows and templates; you will also know the most efficient and effective ways to take your InDesign® publications to the next level.

Software Requirements: Adobe InDesign® CC, Adobe Creative Cloud, or any version of Adobe Creative Suite CC that includes the Adobe InDesign® CC (not included in enrollment).



25SCMP250

Instructor-moderated online
Doug Sahlin, instructor
\$235 fee includes digital materials
This class qualifies for the Professional Certificate in Digital Media.

Six Sigma Certificate Programs



Manufacturing Extension
Partnership

Six Sigma combines a detailed roadmap (DMAIC: Define, Measure, Analyze, Improve, and Control) with powerful statistical tools to attack and resolve your most critical business issues. Successful Six Sigma projects produce measurable results and help increase a company's skill in process optimization and continuous improvement.

Six Sigma Green Belt Certification - with Minitab

Purdue University Six Sigma Green Belts are trained in a subset of Black Belt tools and methodologies. Green Belts assist Black Belts with major projects and can independently lead minor projects. At many companies, Green Belts have a part-time continuous improvement role. The Green Belt training is for employees at all levels of an organization. Participants will leave the training with a thorough understanding of the DMAIC process, data collection techniques, and the statistical methods used in Six Sigma projects. All registrants will receive their class materials electronically via a USB drive.



25SMFG323

March 26 – April 17 (6 meetings)
Wednesdays, 8 a.m. – 4 p.m.
\$2200 fee includes digital materials
Registration deadline: February 27

Six Sigma Black Belt Certification - with Minitab

Learn the DMAIC (Define, Measure, Analyze, Improve, and Control) process aided by the advanced statistical methods used in Six Sigma projects. Includes Green Belt. Purdue University's Six Sigma Black Belt training and certification program offers a cost-effective method to train and certify in Six Sigma techniques. You will be provided with a 6-month (non-renewable) license to Minitab Software. All registrants will receive their class materials electronically via a USB drive.



25SMFG324

March 26 – May 9 (12 meetings)
Wednesdays, 8 a.m. – 4 p.m.
\$3600 fee includes Green Belt Certification and digital materials
Registration deadline: February 27

ISO 9001:2015 Internal Auditor Training

In this two-day workshop, students will gain the knowledge and skills needed to audit quality systems to the ISO 9001:2015 standard. Course topics include updates to the ISO 9001 standard, requirements, auditing principles, and conducting effective audits. Students will also review auditing tools and techniques and have ample opportunities to get answers to questions on conducting ISO audits. The course fee includes one copy of the ISO 9001:2015 standard.

Intended Audience: Personnel involved in conducting or supporting ISO internal audits.



25SMFG215

March 18 & 19 (2 meetings)
Tuesday & Wednesday, 8 a.m. – 4 p.m.
\$575 fee includes materials
Registration deadline: March 11



Advanced Manufacturing/Lean



Manufacturing Extension
Partnership

Purdue Fort Wayne leverages the resources of Purdue University by teaming up with their TAP/MEP to offer the Lean Manufacturing Series and certificate programs. The MEP Center for Indiana is the Purdue University Technical Assistance Program (TAP), which is part of a national network of manufacturing experts ready to help regional businesses succeed in a big way. These courses may be taken individually and applied toward completion of a certificate.

Technical Assistance Program TAP is a NIST MEP Network Affiliate purdue.edu/TAP/MEP.

Learn why Lean makes work rewarding and at the same time profitable and enduring. Upon successful completion of this series, each attendee receives a Purdue University Advanced Manufacturing Lean Practitioner I Certificate. This certificate is based on the National Institute of Standards and Technology's (NIST) prescribed tools and training methods, a widely accepted national standard in workforce development, and is offered in Indiana only through Purdue University. Take all five workshops in each series to earn the certificate.

Intended audience: Manufacturing personnel, including technicians, engineers, and managers.

Lean Practitioner I Certificate

Principles of Lean Manufacturing & Lean Culture

Apply Lean concepts such as standardized work, batch-size reductions, and pull systems. Experience how Lean improves quality, delivery, performance, reduces time and Work-in-Process (WIP), and increases profits. With the use of simulation, transform a plant into a Lean assembly facility and learn how to identify the 8 wastes in manufacturing.

The 5S System: The Visual Workplace

Learn how the 5S System reduces waste in the mounting plate assembly area of a simulated production facility. Participants learn the concepts of the 5S System and then apply them to transform the workplace.

Value Stream Mapping

Use the powerful Value Stream Mapping tool to create a current state map for Acme Stamping, a real-world firm featured in a detailed case study. Use the VSM icons and learn the common language of Lean as you draw your map and analyze the current state to find the nonvalue add activities.

Quick Changeover/Set-up Reduction

Learn to reduce and eventually eliminate setups and changeovers in production scheduling and planning, making processes highly flexible. QCO can be done anytime and is a powerful key element to make Lean work. The workshop will present the steps to achieve this goal. A shop floor workbook is included.

Total Productive Maintenance (TPM)

Gain knowledge of Overall Equipment Effectiveness (OEE) and how it relates to capacity. Apply TPM principles and techniques to equipment in a hands-on simulation and experience how applying TPM can achieve dramatic improvements in uptime and increased capacity.

25SMFG300 • April 8 – May 6 (5 meetings)

Tuesdays, 8 a.m. – 4 p.m.

Dane Bohnert, instructor

\$1475 fee includes all five workshops and digital materials

Registration deadline: April 1

To register for individual workshops, visit learn.pfw.edu.



Lean Practitioner II Certificate

Cellular Flow Manufacturing

Discover how to link and balance operations to reduce lead times, minimize WIP, optimize floor space usage, and improve productivity using a five-step process for designing and implementing work cells.

Inventory Management Using Pull-Kanban

Control resources in a production process by replacing only what has been consumed. Apply principles of Pull System/Kanban in a lifelike simulation and demonstrate how principles can be applied to a variety of situations.

Problem Solving Using PDCA, A3, and Root Cause Analysis

Participants will learn about the Plan, Do, Check, Act (PDCA) problem-solving method. In addition, participants will learn about problem solving tools and activities, including A3, root cause analysis, process mapping, cause and effect diagrams, and others.

Standard Work & Error Proofing Techniques

Standard Work: Implement standardization and standard work in your workplace and eliminate waste from production processes.

Error Proofing: Use simple, usually low-cost devices, fixtures, and procedures to reduce/eliminate errors before defective parts are created.

Kaizen Event Facilitation

This continuous improvement methodology combines Lean Manufacturing tools such as the 5S System of Workplace Organization and Standardization, Cells, Pull/Kanban, Set-Up Reduction, and Line Balancing. Each tool incorporates team empowerment, brainstorming, and problem-solving to rapidly make improvements to a product or process.

25SMFG400 • May 13 – June 10 (5 meetings)

Tuesdays, 8 a.m. – 4 p.m.

Dane Bohnert, instructor

\$1475 fee includes all five workshops and digital materials

Registration deadline: May 6

To register for individual workshops, visit learn.pfw.edu.



CPR/AED/First Aid

The American Heart Association Basic Life Support (BLS) CPR & AED Training Class is designed to teach the skills of CPR for victims of all ages, including ventilation with a barrier device, a bag-mask device, use of an automated external defibrillator (AED), and relief of foreign body airway obstruction (FBAO). A CPR certification card will be distributed following successful completion of the class.

The American Heart Association Heartsaver First Aid Training Course: The course trains participants in first aid basics for the most common first aid emergencies, including how to recognize them, how to call for help, and how to perform lifesaving skills.

25SHLT105A

February 3 (1 meeting)
Monday, 5:30 – 8:30 p.m.
(First Aid training not available at this meeting.)

25SHLT103A

February 28 (1 meeting)
Friday, 11:30 a.m. – 3:30 p.m.

25SHLT103B

March 17 (1 meeting)
Monday, 5:30 – 9:30 p.m.

25SHLT105B

April 7 (1 meeting)
Monday, 5:30 – 8:30 p.m.
(First Aid training not available at this meeting.)

25SHLT103C

April 25 (1 meeting)
Friday, 11:30 a.m. – 3:30 p.m.



American Heart Association®



CPR/AED/First Aid - \$80 (4 hours)
CPR/AED only - \$60 (3 hours)
Fee includes materials

Medical Billing and Coding

Medical billers and coders are in high demand. This course will prepare you for success in this rewarding career as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose an exam voucher for the professional certification that best aligns with your interests and career goals.



25SHLT140

Self-guided online
\$2995 fee includes materials



Certified Pharmacy Technician

Pharmacy technicians assist and support licensed pharmacists in providing healthcare to patients. Jump start your career towards working as a Pharmacy Aide, Pharmacy Technician, Certified Pharmacy Technician, Health Technician/Technologist, Medical Laboratory Technician, Medical Records Clerk/Technician, or a Nursing Assistant. You will get hands-on practice in retail pharmacy procedures through an online lab module. You will also have the opportunity to apply for a 100+ hour externship. Upon successful completion of the course, you will receive access to the Pharmacy Technician Certification Exam (PTCE) practice tests to help you study for your certification exam.



25SHLT235

Self-guided online
\$2995 fee includes materials

Registered Behavior Technician Training - **NEW!**

As a Registered Behavior Technician (RBT®), you can seek professional opportunities in a variety of growing industries not limited to psychiatric technicians and aids, behavioral disorders and mental health, and education. This RBT training course includes Applied Behavioral Analysis (ABA) and provides you with the required 40-hour training needed prior to scheduling an Initial Competency Assessment with your employer.



25SHLT325

Self-guided online
\$995 fee includes materials

Spanish for Medical Professionals I

This simple and enjoyable course will give you the basic tools you need to bridge the communication gap with clients and patients. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. Whether you're new to the language or just want a refresher, this medical Spanish class can help you.



25SHLT335

Instructor-moderated online
Tara Bradley Williams
\$149 fee includes materials

Spanish for Medical Professionals II

Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields, as well as Spanish grammar. In this course, you will review the basic body parts and organs and also explore vocabulary and phrases related to insurance and expressions for patient assessments, exams, and communicating pain.

Prerequisite: Understanding of basic Spanish or Spanish for Medical Professionals I.



25SHLT336

Instructor-moderated online
Tara Bradley Williams
\$149 fee includes materials

Medical Interpreter (Spanish/English)

Help translate a wide range of medical information - including medical conditions, treatment options, follow-up appointment details, billing, and insurance to Spanish-speaking patients. This training course prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed.

Prerequisite: You must speak English and Spanish fluently. There is no requirement regarding formal education in either language, but you must be able to speak both Spanish and English without any hesitations.



25SHLT376

Self-guided online
Nestor Wagner, instructor
\$2695 fee includes materials



American Sign Language: Beginning I

In this introductory course, students will learn how to sign basic phrases and sentences. Students will learn how to introduce themselves, colors, numbers, locations, activity words and so much more. By the end of the course, students will gain an understanding of the world of Deaf culture and be able to communicate effectively using sign language.



25SLNG100

Instructor-moderated online
Erin McHenry, instructor
\$135 fee includes materials

American Sign Language: Beginning II

In this next-level course, students will continue to build phrases and sentences with the vocabulary acquired during American Sign Language: Beginning I, as well as some new vocabulary. Students will practice phrases and sentences by recording their own signing and uploading their videos for review. Students will also continue to explore the world of Deaf culture.



25SLNG102

Instructor-moderated online
Erin McHenry, instructor
\$135 fee includes materials



Spanish for Everyone: Part 1 - NEW!

This beginner-level course introduces learners to the language and culture of Spain and the Spanish-speaking Americas. Students will build foundational skills in grammar, vocabulary, and basic conversation, with lessons tailored to their interests. Short reading texts and cultural insights will deepen understanding of the Spanish-speaking world.



25SLNG124

March 10 – April 14 (5 meetings)
No class March 31
Mondays, 6:00 – 8:00 p.m.
Anna Voelker, instructor
\$145 fee does not include required textbook
Registration deadline: March 3



Spanish for Everyone: Part 2 - NEW!

Building on the foundations of Part 1, this course delves deeper into Spanish language proficiency. Part 2 emphasizes conversational practice, expanded vocabulary, and more advanced grammatical structures. With a focus on meaningful communication and cultural insight, this course equips learners to connect with Spanish-speaking communities in personal, professional, or travel settings.

25SLNG125

May 12 – June 9 (5 meetings)
Mondays, 6:00 – 8:00 p.m.
Anna Voelker, instructor
\$145 fee does not include required textbook
Registration deadline: May 5

↓ Online versus in-person Spanish options ↑

Spanish: Beginner I

This course is designed for anyone who wants to learn Spanish pronto. Students will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, students will be able to go into any Spanish speaking situation and converse in Spanish.



25SLNG126

Instructor-moderated online
Dan Mickels, instructor
\$140 fee includes materials



Spanish: Beginner II

This course is a continuation of the instruction provided in Spanish: Beginner I. Students that enroll in Spanish: Beginner II will see an immediate improvement in their Spanish fluency from the very first lesson.

25SLNG127

Instructor-moderated online
Dan Mickels, instructor
\$140 fee includes materials

Spanish: Beginner III

This course is a continuation of the instruction provided in Spanish: Beginner II. In this advanced-level course, guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help students speak and understand Spanish in a snap.



25SLNG128

Instructor-moderated online
Dan Mickels, instructor
\$140 fee includes materials

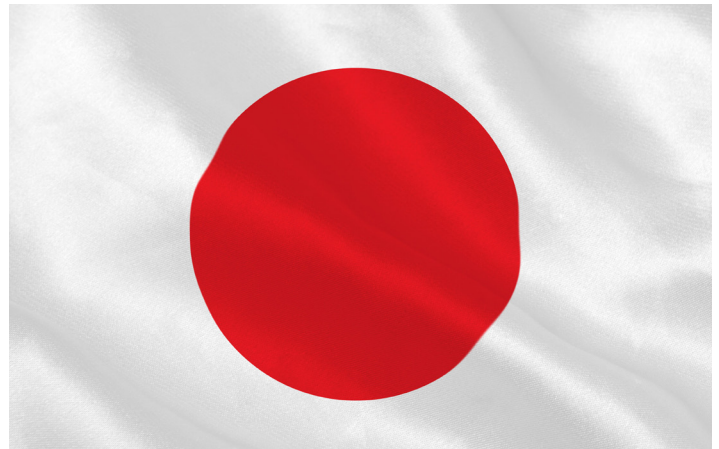
**Japanese Conversation
Classes for Adults**

**Japanese Conversation:
Introduction**

Students will focus on reading and writing Hiragana and Katakana letters, mastering simple phrases, learning about basic Japanese culture, and having fun playing educational games. Japanese culture and conversation studies will revolve around seasonal themes.

25SLNG184

Saturdays, 10:30 a.m. - 12:20 p.m.



Continue building on your Japanese conversation skills with these advanced courses.

All Japanese conversation classes run the following dates:

**Japanese
Conversation:
Beginner I**

25SLNG177

Saturdays, 8:30 – 10:20 p.m.

**Japanese
Conversation:
Beginner II**

25SLNG179

Saturdays, 10:30 a.m. – 12:20 p.m.

**Japanese
Conversation:
Beginner III**

25SLNG180

Saturdays, 1:00 - 2:50 p.m.



Spring A
January 11 - March 29 (12 meetings)

Spring B
April 5 - June 28 (12 meetings)
No class May 24.

\$240 fee does not include required textbook

**We also offer Japanese Saturday School: Calligraphy.
See webpage for details.**



**Korean Language and Culture for Beginning
and Intermediate Learners**

In this class, students will learn the Korean alphabet, known as Hangul, and how to read, write, and speak Korean. Students will have the opportunity to experience Korean culture and gain an understanding of various practical aspects of life in Korea. For more information, please contact: koreansaturdayschool@gmail.com



25SLNG415

February 1 - April 26 (12 meetings)

No class April 5.

Saturdays, 10:00 a.m. - noon

\$180 fee does not include required textbook



Photography

Fundamentals of Portrait Photography

Discover the fundamentals of portrait photography to improve your photos. Topics such as posing, exposure, ratios, and lighting will be discussed. Learn the basics of how to operate studio lighting equipment and how to create effective portraits in an outdoor situation. Students taking this course may use all types of cameras, including cell phones, but DSLR cameras are recommended.



25SPER232

April 9 – May 7 (5 meetings)
Wednesdays, 6:30 – 8:30 p.m.

Jim Gabbard, instructor

\$209 fee includes materials

Registration deadline: April 2

This class qualifies for the Professional Certificate in Digital Media.



Art & Design



Interior Design Basics - **NEW!**

Our all-new course will introduce the fundamental principles and elements of interior design. Students will explore the creative and technical aspects of interior design, gaining the basic concepts necessary to create functional and aesthetically pleasing interior space. Throughout the course, students will learn about color theory, lighting design, furniture selection, material selection, and decorative elements. Emphasis will be placed on understanding how these elements work together to create cohesive and harmonious interiors.



25SPER196

February 3 – 24 (4 meetings)

Mondays, 6:00 – 8:00 p.m.

Lisa Morton, instructor

\$129 fee includes materials

Registration deadline: January 29

Watercolor Painting and Collage

Take a journey into watercolor experimentation and creative collage making. Learn various techniques, such as salt painting, dry and wet coloration, and the use of texturizing materials for creating abstract works of art. Students will then cut apart and use the texture pieces to collage onto a large format piece of watercolor paper.



25SPER416

February 4 – 25 (4 meetings)

Tuesdays, 6:00 – 8:00 p.m.

Dr. Laurel H. Campbell, instructor

\$135 fee includes materials

Registration deadline: January 21

Fiber Arts

Discover the vast world of fiber arts. Learn embroidery techniques to create a finished piece of art that can either be framed or used as a throw pillow cover. The second half of the course will be dedicated to needle felting and students will learn how to make felt beads and small pouches on which they can embroider seed beads.



25SPER417

March 18 – May 13 (8 meetings)

No class April 1

Tuesdays, 6:00 – 8:00 p.m.

Dr. Laurel H. Campbell, instructor

\$215 fee includes materials

Registration deadline: February 25



Ceramics: Bowls

This class will focus on making a variety of functional bowls intended to be used for serving and eating food. Participants will learn to throw, trim, decorate and glaze pottery made during the class and have the chance to practice what they learn. Demonstrations and one-on-one instruction will be included. Participants will have the opportunity to donate some of the bowls made to the PFW Empty Bowls Charity Fundraiser. Open to all levels, no prior experience required.



25SPER663

February 4 – March 11 (6 meetings)
Tuesdays, 6:00 – 9:00 p.m.
Seth Green, instructor
\$319 fee includes materials
Registration deadline: January 28

Ceramics: Vases - Thrown and Combined Forms

If you are looking to improve your wheel-throwing skills and making larger pottery forms, this is the perfect class for you! This class will focus on the technique of making large vases by combining multiple wheel-thrown parts. Participants will have the opportunity to make, glaze, and finish vases as well as make other pottery forms during open lab times.



25SPER667

April 8, 15, 17, 22, 29, and May 6
(6 meetings)
Tuesdays and Thursdays, 6:00 – 9:00 p.m.
Seth Green, instructor
\$319 fee includes materials
Registration deadline: April 1

Ceramics: Pitchers - **NEW!**

Learning to throw pitcher forms will be the focus of this class. Demonstrations will include making slab-built and pulled spouts as well as handles. Participants will have the opportunity to practice these new skills and make their own pitchers to glaze fire to completion.



25SPER673

May 13, 27, June 3, 10, 17 and 19 (6 meetings)
Tuesdays and Thursdays, 6:00 – 9:00 p.m.
Seth Green, instructor
\$319 fee includes materials
Registration deadline: May 6

Gardening

Free Houseplants through Propagation - **NEW!**

Grow new plants from your existing ones using techniques like cutting, division, and offsets. Witness live demonstrations of propagation methods, receive tips for identifying which plants can be propagated, and learn how supplemental lighting can keep plants thriving. You will work in a group to divide a plant, re-pot the division, and be able to take a plant home. Perfect for all plant lovers, this class will help expand your collection and nurture your indoor garden with confidence.



25SPER204

February 18 (1 meeting)
Tuesday, 6:00 p.m. – 8:30 p.m.
Steve Koontz, instructor
\$46 fee includes materials
Registration deadline: February 11

Growing Plants from Seed - **NEW!**

Get a head start on spring by learning how to grow strong vegetable and flower seedlings from seeds. You'll learn planting techniques, the best lighting for healthy growth, and how to prepare your seedlings for outdoor planting. Each student will plant seeds in a take-home growing dome, making it easy to start your garden at home.



25SPER207

February 25 (1 meeting)
Tuesday, 6:00 p.m. – 8:30 p.m.
Steve Koontz, instructor
\$46 fee includes materials
Registration deadline: February 18

Organic Food Gardening

Home-grown food costs less, is healthier, tastes better and is conveniently closer to home. This session will provide an overview of how you can organically cultivate many commonly grown foods. We will dive into seed starting, irrigation, garden placement and planning, and more.



25SPER226A
 March 5 (1 meeting)
 Wednesday, 1:00 – 4:00 p.m.
 Registration deadline: February 26



25SPER226B
 March 19 (1 meeting)
 Wednesday, 6:00 – 9:00 p.m.
 Registration deadline: March 12

Marissa Renz, instructor
 \$38 fee includes materials

Healthy Garden Soil

Dirt is cheap; good soil is priceless. Many ingredients make a healthy garden, but good soil is the most valuable ingredient. This workshop will dig deeper into our Indiana soil, offering eco-friendly tips and tricks to enhance and improve your soil for long-term growth.



25SPER206A
 March 12 (1 meeting)
 Wednesday, 1:00 – 4:00 p.m.
 Registration deadline: March 5



25SPER206B
 March 26 (1 meeting)
 Wednesday, 6:00 – 9:00 p.m.
 Registration deadline: March 19

Marissa Renz, instructor
 \$38 fee includes materials

Gardening for Native Pollinators

There are over 4,000 native pollinator species in North America that depend upon our gardens and landscapes for food and resources, just as we depend on them. Gain an overview of our native pollinators and discover techniques that we can use to lure them to work for us in our gardens, while also providing season-appropriate habitats for them in our outdoor spaces.



25SPER401
 April 9 (1 meeting)
 Wednesday, 6:00 – 9:00 p.m.
 Marissa Renz, instructor

\$38 fee includes materials
 Registration deadline: April 2



Birding Your Yard

The bird is the word! Birds are an integral part of any garden or natural space. What steps can we take to invite them into our outdoor spaces? This workshop will offer eco-friendly and sustainable techniques to enhance your bird gardening experience.



25SPER225
 April 23 (1 meeting)
 Wednesday, 6:00 – 9:00 p.m.
 Marissa Renz, instructor

\$38 fee includes materials
 Registration deadline: April 16



Call of the Wild: The New Role in Home Landscaping

From improved soil quality and water filtration, to providing resources for humans, pollinators, butterflies, and birds, we can harness the growing power of plants in our own backyards. Gain a brief overview of the many benefits of native plants and how we can incorporate them into beautiful gardens, while also creating healthy and functional ecosystems.



25SPER200
 May 7 (1 meeting)
 Wednesday, 6:00 – 9:00 p.m.
 Marissa Renz, instructor

\$38 fee includes materials
 Registration deadline: April 30



Extension - Allen County



Farmers Market Certificate

This program helps farmers market managers and market vendors improve their business success. During the four sessions you will learn how to navigate food safety regulations, understand legal issues of markets, improve market stability, offer food assistance programs, and manage conflict. Participants will receive either the Market Manager Toolkit or the Market Vendor Toolkit publication. Scan QR code or visit <https://bit.ly/fmc2025> to register.



April 1 – 22 (4 meetings)
Tuesdays, 6:30 – 8:30pm
Instructor-moderated online
\$75 fee includes materials

Master Gardener Training

Learn about various horticultural topics including ornamental plants, growing fruits and vegetables, soil health, invasive species, plant pests, and more. Sessions are led by multiple experts and professionals. The program aims to train volunteers to spread horticultural knowledge throughout the community. Upon completing the course, there will be a written exam to become a master gardener intern. Interns can then volunteer in the community to become master gardeners.

Scan QR code for more information, including registration details can be found at <https://bit.ly/mgspring2025>



January 28 – May 6 (15 meetings)
Tuesdays, 6:30-8:30pm
\$185 fee includes materials



February 10 – May 12 (14 meetings)
Mondays, 6:30 – 8:30pm
\$185 fee includes materials

Special Interest



Improv & Acting 101 - NEW!

This class will cover the basics of improv and stage acting, giving students the tools to feel confident performing in front of an audience. Class will consist of improv games and exercises for the first few sessions, followed by a focus on scripted scene work. Students will explore different characters and learn how to craft the arc of a scene, both scripted and improvised, all within a collaborative and supportive environment.



25SPER104

February 11 – March 18 (6 meetings)
 Tuesdays, 6:30 – 8:00 p.m.
 Gloria Minnich, instructor
 \$96 fee includes materials
 Registration deadline: February 4

Sip and Savor: Tea Essentials

Students will be guided by The Olive Twist, retail olive oil store owner, Lori Berndt on a fun and educational journey to learn about this aromatic beverage enjoyed all around the world. Students will experience multiple tea tastings, savor foods that pair well with the teas, and receive tea samples to take home all while learning the origins of tea, differences between tea varieties, how to ensure tea quality, health benefits of tea and more!



25SPER648A

May 8 (1 meeting)
 Thursday, 6:00 – 7:30 p.m.
 Registration deadline: May 1



25SPER648B

May 20 (1 meeting)
 Tuesday, 6:00 – 7:30 p.m.
 Registration deadline: May 13



Lori Berndt, instructor
 \$49 fee includes materials

Write Fiction Like a Pro

Develop the same story structuring skills the pros use. Understand how your passion, theme, premise, and characters help you create the structure of your story, and discover how viewpoint, dialogue, pacing, and many other techniques are used to build scenes and move your story from beginning to end. Each assignment helps develop your own original novel or story. As you apply each technique, your story will take shape, with a clear path from beginning to end. Before you know it, you will be prepared to write fiction like a pro.



25SPER303

Instructor-moderated online
 Steve Alcorn, instructor
 \$140 fee includes materials



PURDUE UNIVERSITY FORT WAYNE

2101 East Coliseum Boulevard
Fort Wayne, Indiana 46805-1499

EA/EOU

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