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GENERAL INFORMATION
This publication and its provisions are not a contract between a student and Ivy Tech Community College. They are subject to change without notice at any time. Courses are not designed to lead to a technical certificate or an associate degree.

Locations
Courses are held in various locations within or near the cities listed. With enough interest, any course can be run from any of our regional community campuses. If a class is not offered in your area or if you have a suggestion for us, please give us a call.

Fees
Fees include the cost of the course, textbook, and materials unless noted.

Cancellation and Refunds
To cancel your registration, call (219) 981-4402 or (219)981-4430. No course refunds will be offered after the start date of the course.

Certifications and Licensing Exams
Ivy Tech cannot guarantee that no student will pass a certification exam. The goal of providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation as you prepare for the exam.

YOU CAN REGISTER FOR CLASSES BY:
1. Calling 219-981-4402 or 219-981-4430
2. Faxing information: 219-981-4431
3. Mailing to:
   Ivy Tech Community College
   Workforce and Economic Development
   1440 East 35th Avenue
   Gary, Indiana 46409
4. Coming to the WED office, Room T106
   Monday – Friday between the hours of
   8:00 a.m. – 5:00 p.m.

Uh Oh! We’re sorry, but we cancelled your class because we didn’t know you wanted to enroll. Sometimes, excellent courses with great instructors are cancelled when people wait just days to register for a class. To avoid any inconvenience to students, we cancel under-subscribed courses at least 48-hours ahead of time. Don’t hesitate—avoid disappointments—register early!

We do not send confirmation letters. If you are not notified prior to the start of class, assume that your registration is confirmed and the course will meet as scheduled.

Because of insurance purposes, the College policy states that “Children are not allowed in the classrooms.” Anyone violating this policy will be asked to leave the classroom.

You Can Teach!
Ivy Tech Community College Continuing Education is always looking for new class ideas and new instructors. Ivy Tech is searching for local experts to share their technical knowledge with others. If you would like to explore teaching a class, we are accepting resumes from individuals interested in part-time teaching assignments.

Interested In Teaching?
Josephine Blockson  Continuing Education Coordinator
Ivy Tech Community College – (219) 981-4430
jblockso@ivytech.edu

Classes missed because of teacher absences or school emergency closing will be rescheduled. Listen to your local radio station for accurate weather information.

WJOB AM 1230 (Hammond)
WKVI AM 1502 (Knox)
WZVN FM 107.1 (Merrillville)
WLOI AM 1540 (LaPorte)
WLTH 1370 (Merrillville)
WEFM 95.9 (Michigan City)
WAKE AM 1500 (Valparaiso)

Check online at: www.emergencyclosings.com or phone (312) 222-SNOW (local call).
BUSINESS
A to Z Grantwriting
A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.
$99
Dates available on
www.ed2go.com/nwivytech

COMPUTING
Computers for Beginners
This course prepares you with basic working knowledge of the microcomputer. Hardware and software terms and procedures are discussed. Successful completion of this course will prepare the student to pursue other software packages in depth.
$175
Gary | S | Oct 2 – Oct 23 |9AM-12PM
Valparaiso | S | Oct 30 - Nov. 20 |9AM-12PM

Introduction to QuickBooks 2010
QuickBooks is designed for the small to midsized business owner who enjoys Quicken’s ease of use but prefers a more traditional approach to accounting. Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.
$99
Dates available on
www.ed2go.com/nwivytech

QuickBooks 2009 for Contractors
In this six-week course, you'll learn how to use the Premier Contractor Edition of QuickBooks 2009 effectively to meet the accounting needs of your contracting business and run it more efficiently. Contractors have many unique bookkeeping needs, so we've designed this course from the ground up specifically for the construction industry. The lessons are clearly illustrated and include step-by-step instructions in plain language, giving you hands-on practice with the features you're sure to use on a daily basis.
$99
Dates available on
www.ed.2go.com/nwivytech

MS Word 2007 Basic
This course focuses on the basics and some intermediate skills required for using Word 2007 in the home or office. Topics covered in the basic level are creating, editing, printing, and saving document; navigating in a document; editing techniques; character and paragraph formatting; creating and using tabs; using spell check tool.
$175
Gary | S | April 2-April 23 |9AM-12PM

MS Excel 2007 Basic
This course focuses on the basics and some intermediate skills necessary to work with data in worksheets. Topics to be covered in the basics are introduction to the workbook environment; planning, designing, and formatting a worksheet; and working with charts.
$175
Gary | Sat | March 5- March 26 |9AM-12PM

MS PowerPoint 2007 Basic
Learn how to transform your ideas into professional compelling presentations. This class focuses on the basics and some advanced skills necessary to creating presentations in PowerPoint. Topics to be covered include orientation to the PowerPoint presentation screen, creating, modifying, enhancing and customizing a presentation.
$175
Gary | S | Feb.5- Feb. 26 |9AM-12PM
SAFETY

Alive at 25
Ivy Tech Community College is a training site for National Safety Council defensive driving courses. Alive at 25 specifically targets drivers between the ages of 16 and 24 – the group most likely to be involved in fatal collisions. This highly effective program encourages young drivers to take responsibility for their driving behavior. Information is presented in a non-lecture, interactive format with a certified trainer. This open enrollment course for new drivers will discuss effects of distractions, peer pressure, local and state laws, and techniques to maintain control.

$69
Please call for schedule classes.

DEFENSIVE DRIVING COURSE FOUR (DDC-4)
Ivy Tech Community College of Indiana has partnered with the National Safety Council (NSC) to offer the Defensive Driving Four (4) driver improvement programs in Northwest Indiana. Persons completing the course are eligible for a four point credit on their Indiana State driving record. Cost for year 2009 is $50.00. For more information please call 219-981-1111 ext. 2298

(Class starts at 8AM and ends at 12:30PM)
October 9, 2010
November 13, 2010
December 11, 2010
January 8, 2011
February 12, 2011
March 12, 2011
April 9, 2011
May 14, 2011

All clients must bring their license or state identification for identity to the class. If you register the day of class you must be here at 7:30 A.M., for class will start promptly at 8:00 A.M., therefore, please register before the day of class if all possible.

HEALTH COURSES

Dementia Care Specialist Certification (DPC)
To earn the DPC, healthcare professionals must have a minimum of 40 hours of course work from courses offered through this program. Required courses are as follows: Understanding Dementia, Effective Communication, Problem Solving, Activities of Daily Living, Physical health and Safety, Fundamentals of Dementia Care, Managing Activities, Directing an Alzheimer’s Unit, Strategies for Better Care Environments.

$700
Fall 2010
Valparaiso|S|Aug. 28 – Dec. 18 |9AM-5PM

Spring 2011
Valparaiso |S|Feb. 12 – April 16 |9AM-5PM

Medical Coding and Billing (Gatlin)
With medical care and health information management growing more complex and with increased scrutiny from health insurance, companies, regulators, courts and consumers, this online training certificate program is a starting point for individuals entering the medical coding field. Completion of the Medical Billing and Coding course prepares students to sit for the American Health Information Management Association (AHIMA) national certification exam, certified coding associate (CCA), as well as to compete for entry-level medical coding or billing positions.

$1,595
Dates available on
www.gatlineducation.com/ivytech/northwest

Going Green at Home
Step into a green lifestyle! In this course, you’ll learn how to reduce your carbon footprint by making simple changes that benefit the environment and your own health. And that’s not all- you’ll learn how to save money.

$99
Dates available on
www.ed2go.com/nwivytech
Pharmacy Technician
Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You'll gain the skills and knowledge to qualify for entry level positions in pharmacies, and you'll be prepared for national certification. This program pairs with an instructor for one-on-one assistance and may include a 40-hour externship. Please view complete details in the Description section. All materials are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.
$1995
Dates available on www.gatlineducation.com/ivytech/northwest

Inventory Management
This 45 hour course demonstrates the knowledge of inventory control concepts and how the inventory control function integrates with the higher level materials management organization.

Supply Chain/Logistics
A 45 hour course summarizing the procedures and issues involved in supply chain strategy and planning, and designing the supply chain network.

Gary | T-Th | [Aug. 3 – Dec 2] 9AM – 12, 1PM-4PM or 5:30PM-8:30PM
Gary | T-Th | [Jan. 4 – May 5] 9AM – 12, 1PM-4PM or 5:30PM-8:30PM

The Career Development Programs and the MSI are funded by a grant from the U.S. Small Business Administration (SBA). SBA’s Funding should not be construed as an endorsement of any products, opinions, or services. All SBA-funded projects are extended to the public on a non-discriminatory basis.

CERTIFICATION & PREPARATION
CAREER DEVELOPMENT PROGRAMS
Three Career Development Track Programs, all leading to a Career Development Certificate. (Fees for these programs can be covered by Small Business Administration Grant). All Career Development Track students receive training in three courses:

Business Fundamentals
A 45 hour non-credit course helping students identify the social, legal, and economic challenges of the business environment, be able to illustrate the impact of ethical practices on business performance and differentiate between the legal forms of business ownership and organizational structures.

Life Skills
This 40 hour course provides the participants with interpersonal skills necessary to succeed in positions within the supply chain field. Course topics include: personal behavior style, communication skills and conflict management.

Certified Logistics Associate
Leading to an industry recognized credential, this course is designed for front line workers in supply chain logistics.

Transportation
A 45 hour course describing the role and history of transportation in both public and private sector commerce, discussing the development and operation of carrier operation in motor carriers, railroads, water carriers, air carriers, pipeline, and international transportation and calculating costing and pricing in transportation.

Praxis Preparation (Online – ED2GO)
Are you a prospective teacher who needs to pass the Praxis I Exam? Have you already attempted the Praxis I and not been successful? If you answered yes to either of these questions, then this course is for you! You'll develop all the skills you need for the test as we review and prepare for everything it includes.

Easy Classroom Podcasting
Have you ever felt like you just can’t reach your students? They speak the language of technology while you speak the language of, well, teachers. But what if there was a bridge between the two? In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable
learning experience for your students. You’ll find their interest reignited when you start using their favorite formats: audio, images, and video. You won’t even need an iPod or a big budget to harness the power of podcasting in your classroom.

$99
Dates available on www.ed2go.com/nwivytech

Survival Kit for New Teachers
Feel a little trepidation before entering your classroom? You’re not alone! Whether you’re already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with proven tools, tips, and tricks to make your early years in the classroom a breeze.

$99
Dates available on www.ed2go.com/nwivytech

Certified Alcohol and Tobacco-Server Training Courses
Ivy Tech Community College of Indiana will provide training for the Certified Server Trainer Certificate. All employee and volunteer permit holders in the state are required to attend a certified server training program within 120 days of employment. The courses are held at each of our campuses listed.

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<tr>
<th>Fall 2010</th>
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<tbody>
<tr>
<td>October 5</td>
<td>East Chicago</td>
<td>6PM-8PM</td>
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<tr>
<td>October 16</td>
<td>Valparaiso</td>
<td>9AM-11AM</td>
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<tr>
<td>November 2</td>
<td>Michigan City</td>
<td>6PM-8PM</td>
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<tr>
<td>December 11</td>
<td>East Chicago</td>
<td>9AM-11AM</td>
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<tr>
<td>December 28</td>
<td>Gary</td>
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<th>Spring 2010</th>
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<td>January 11</td>
<td>Michigan City</td>
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<td>January 22</td>
<td>Gary</td>
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<td>April 28</td>
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INDUSTRIAL TRAINING

Truck Driving (CDL)
This industry has high demand. Just looking in the classified section of a newspaper will demonstrate the demand for this career field. This demand should only increase in the future. Some studies suggest that there could be a shortage of drivers in excess of 100,000, early in the next decade. Benefits include the following: Relatively short training period, estimated first year compensation up to $40,000. Ability to live in any region of the country. Tuition plans available, please call 219-981-4402 for information.

DRIVECO| Weekday| 9/13/10-10-08-10 |
|        |          | 10/04/10-10/29/10 |
|        |          | 10/25/10-11/19/10 |
|        |          | 11/15/10-12/10/10 |
|        |          | 12/06/10-12/31/10 |

DRIVECO| Weekend| 9/11/10 -11/14/10 |
|        |          | 11/20/10 - 02/01/11 |

LANGUAGES

American Sign Language
$95
Fall 2010 – Beginners I
Valparaiso | M. | Sept. 27 – Nov 1| 5:30PM- 7:30PM
Michigan City|Th.| Sept. 30 – Nov. 4|5:30PM-30PM

Spring 2011 – Beginners I
Valparaiso| M. | March 28 – May 2| 5:30PM- 7:30PM

Spring 2011 – Beginners II
Valparaiso| M. |Feb. 7 – March 14| 5:30PM- 7:30PM
Michigan City|Th.|Feb.10 – March 17| 5:30PM- 7:30PM

Conversational Spanish
Do you have friends, neighbors, or co-workers, who speak Spanish? Do you have a special trip planned? Make communication easier with basic conversational skills. This class will guide you through pronunciation, greetings and basic questions and answers. Vocabulary is emphasized over grammar and will be presented through common real-life situations.

$120

Fall 2010 Beginning
Gary |M|Sept. 27- Nov.15|5:30PM-8:30PM
Valpo|W|Sept. 29-Nov. 17|5:30PM-8:30PM

Spring 2011 - Intermediate
Gary |M|Feb.14 –April 4|5:30PM-8:30PM
Valpo|W|Feb. 16-April 6|5:30PM-8:30PM
Many businesses provide workforce training that pertain to their specific business. Workplace Spanish is the instructional method chosen by many to provide workplace foreign language literacy for their workers.

**Workplace Spanish for Healthcare – 24 hrs**
This program is designed for a wide variety of health care professionals including doctors, nurses, technicians, and administrative associates. The purpose is to help connect and communicate with Spanish speaking patients to treat illness and injury and process medical transactions efficiently and effectively. Books may be purchased prior to class start date.

$250

Gary | T/TH | Sept. 14- Oct. 7 | 6PM-9PM

**Workplace Spanish General Customer Service - 16**
Organizations can improve teamwork & productivity with Spanish training, but today’s adult workers don’t have the time to learn Spanish in the traditional way. That’s why Workplace Spanish is to help communicate, simply and effectively, at work, in Spanish. This program presents great opportunities and difficult challenges for employers who must communicate with Spanish-speaking employees, customers and citizens.

$250

Gary | T/TH | Oct. 5-28 | 6PM-8PM

**Workplace Spanish for Travelers and Tourists – 16**
Learn the key terms and phrases that will get you better treatment, attention and respect when traveling to Mexico, the Caribbean, Central and South America. Speaking even a little Spanish promotes good will, better service, and a more pleasant trip. Books may be purchased prior to class start date.

$250

Gary | T/TH | Nov. 2 – 25 | 6PM-8PM

**Workplace Spanish for the Courts – 24 hours**
Basic communication design to help you cut through the language barrier so you will be able to communicate with Spanish-speaking plaintiffs and defendants and their families in a simple, effective manner.

$250

Gary | T/TH | Oct 12-Nov. 4| 6PM-9PM

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**TRAINING COURSES**

**Ed2Go Online Learning**
Ivy Tech Community College and Ed2go offer a wide range of highly interactive courses that you can take entirely over the internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Courses include computer applications, digital photography and video, web graphics and multimedia, healthcare, nutrition and fitness, personal enrichment, and more. Go to www.ed2go.com/northwest for a complete listing of courses and prices.

**Gatlin Education Online Learning**
Ivy Tech Community College and Gatlin Education Services brings you up-to-date online career training in high demand fields. Our self-paced courses are available 24-hours a day. Courses are available in healthcare and fitness, business and professional, IT and software development, management and corporate, media and design, hospitality and gaming, and skilled trades and industrial. All you need is Internet access, a computer, and a desire to learn. A team of online professionals, flexible scheduling, and educational textbooks provide a relevant, interactive learning experience. Costs and class hours vary. Programs usually take three to six months to complete. Go to www.gatlineducation.com/ivytech/northwest for a complete listing of courses and prices.
MANAGEMENT & SUPERVISORY INSTITUTE
(MSI)
EQUIPPING SUPERVISORS
WITH 21ST CENTURY SKILLS!

Frequently, supervisors are current employees with strong skills who have been promoted. Just as frequently, businesses neglect to equip them with the next level of skills needed to lead the workforce and organization to a higher level. MSI trains supervisors to model behavior that will create organizational change! It provides supervisors with the following:

- An understanding of their own behavioral style, and how it affects their performance.
- A ‘big picture’ perspective of business operations.
- Exposure to the tools that facilitate increased productivity.
- An overview of HR law, which allows them to understand the impact of their decisions in the business.
- Confidence to handle conflict, and coach and motivate employees.
- Meeting facilitation skills for the achievement of maximum results.

Fees for this institute can be covered by Small Business Administration grant. If you would like to know more about the MSI program and how you can apply and start training your management staff, contact Beatrice Owen at (219)981-4422 or Shakir Jones at (219) 980-7720, or bowen1@ivytech.edu or sjones56@ivytech.edu

Gary | T-Th | Sept. 7 – April 8 | 1PM-4PM
Gary | T-Th | Sept. 1 – March 30 | 8AM–4:30PM
Development Dimensions International

Development Dimensions International (DDI) asked 4,559 leaders and 944 human resources representatives in 42 countries to estimate the impact that strong talent management and development processes had on some key business measures. Those companies with strong talent processes outpace their competitors significantly. The following graphic shows this impact.

Dave Hernandez of *Ivy Tech Community College* has formed a partnership with DDI to bring you world-class training for leaders. This content and delivery are flexible, so you get a customized response to meet the needs of your organization.

**TRAINING THAT GETS RESULTS**

Whether it’s improved leader or workforce performance or better bottom line results, DDI’s training works. Here are just a few statistics based on client evaluations:

- Bank of America increased by 29 percentage points the number of leaders rated as “excellent.”
- HCA improved employee retention by more than 42 percent and realized a 26.7 percent improvement in cost savings at its nine-facility TriStar Health System.
- Mattel improved frontline leaders’ “soft skills” knowledge by more than 40 percent, and realized a human capital return on investment of 350 percent.
- McKesson Information Solutions posted a decline in turnover for 23 consecutive months, dropping from 20.4 percent to 4.8 percent.
- At Sundstrand Aerospace, production time was reduced by up to 70 percent, labor costs fell by 34 percent, and production cost savings reached $2 million in one year.

Hundreds of colleges like ours also offer DDI content to their business and industry clients. Here are some of their comments:

“The reputation and credibility DDI brings to industry is the reason we sold leadership training to a large international organization.” **Paulette Millette, Director, Continuing and Community Education, York County Community College (ME)**

“We have so many solutions to choose from for the customer. We like the options of the Assessment Center, 360° tool, modules and online learning to create blended solutions.” **Kathy Yeager, Business Solutions Director, Center for Business and Technology, Johnson County Community College (KS)**

“Most of our clients are familiar with DDI’s excellent reputation.” **Linda Garcia, Director, Corporate Services, Tarrant County College (TX)**

“These are the ways DDI’s content differs from other content in the marketplace:

- DDI learning methods are much more robust – far more class participation and active learning pieces than competitors.
- DDI courses have fabulous job aids and tools.
- DDI courses cover far more topics and areas than competitive products.
- It is much easier to measure implementation of new skills and behaviors using DDI because you can easily measure how often a participant uses the tools.
- DDI has far more robust research, support, white papers, facilitators’ forum, and online performance support tools.”

**Chris Ross, General Manager, NANA (AK)**

“Our college has been working with DDI since 1998… The material is something I feel proud to offer and I believe in the concepts it delivers. It works!” **Cathy Swindell, Industrial Relations Officer, Central Carolina Community College (NC)**

For additional information, please contact Dave Hernandez
Workforce & Economic Development
(219) 982-4443 office
(219) 242-0504 mobile
Center for Workforce Certification

Are your skills changing with the times? Or is it time you changed your skills?

One of the most rapidly growing and evolving segments of today’s business world is that of information technology (IT). With the development of new technologies almost on a daily basis, the demand for new workers, and updated skills for those already in the industry increases constantly. Needless to say, workers with those skills are always readily available, and are in constant demand.

Because of the rapid transition in the skills necessary for many jobs, many of the leading companies in the IT industry, such as Microsoft, CISCO, Novell, and others have developed training and testing programs to better provide skilled workers for the businesses who ultimately use their products and provide their services. Along the same line, employers recognize that individuals with these certifications have an objectively proven level of skill in a specific area of expertise in a chosen profession. Employers feel that the certifications validate the worker’s knowledge in the area, and provide a means by which the employer can assess a more “real-world” level of technical skill. These certifications represent job competencies that are recognized not only locally, but also throughout the country and even the world.

To meet the ever-increasing demand for certified workers in Indiana, Ivy Tech Community College has created Workforce Certification Centers statewide. Northwest Indiana’s Workforce Certification Centers are located on the following campuses of Ivy Tech Community College, Northwest Region: Gary, Michigan City, and Valparaiso.

These centers for workforce certification offer the most up-to-date training and certification testing in:

- Microsoft – such as MCSE (Microsoft Certified Systems Engineer), and MOS (Microsoft Office Specialist)
- Comp TIA – such as A+ and Network+
- Cisco – such as CCNA (Cisco Certified Network Administrator)

To provide additional convenience to a busy community of learners, select certification training is also offered via Computer-Based instruction and distance learning.

Certification testing, licensing, and assessment are offered variously at each of our campuses, including:

ACT Testing (ASWB, ADA, NMT, ASE, FSOT BOC),
Indiana Department of Homeland Security (EMT), Certiport (Microsoft Office), Pearson Vue, Promissor (Indiana Real Estate Commission, Indiana State Board of Cosmetology Examiners, ICC, Illinois Insurance), Pan Testing (Indiana Dept. of Insurance, Indiana Secretary of State (Loan Broker), Jones/NCTI), CLEP (College-Level Examination Program®), Psychological Services Bureau, Assessment Technologies Institute (TEAS), and many more.

For information about classes and testing, contact our office toll free at (866) IT-CENTR or for more information about the center, please contact the Workforce Certification Manager, Mark Lewers by email at mlewers@ivytech.edu or by phone 219-981-4442.
**BPI Building Analyst/Envelope-Shell Home Star Certification**

**Course Overview:** The BPI Combination course combines Building Analyst and Envelope-Shell training to provide a dual certification for individuals as energy auditors and envelope-shell professionals. This dual certification provides specialization in thermal envelope and pressure boundary. Students will learn the fundamentals of energy and energy transfer, energy systems within a home, the "home as a system" concept, common construction errors that reduce comfort and efficiency, and ways to enhance a home envelope's thermal and pressure boundaries through insulations & air sealing techniques.

**Course Objectives:**
1. Understand the fundamentals of building science.
2. Know the basic energy systems that impact a home’s energy consumption and durability.
3. Identify common building envelope problems that reduce efficiency, air quality, comfort, and occupant health & safety.
4. Conduct an energy audit/comprehensive home assessment. Check for combustion safety, indoor air quality issues and possible energy efficiency improvements.
5. Conduct safety testing on combustion appliances.
6. Define building shell and understand how it relates to a home’s energy consumption.
7. Explain diagnostic equipment for evaluating a building’s thermal envelope and pressure boundary.

**Course Materials:** Everblue’s BPI Building Analyst & Envelope-Shell Handbook, Field Training Experience, and Practice Questions

**Prerequisites:** None

**Audience:** Career Seekers, Weatherization Professionals, HVAC Professionals, Insulation Professionals, HERS Raters, Home Inspectors, General Contractors, Home Builders, Engineers, and Architects.

**Benefits:** The BPI Building Analyst certification gives the immediate opportunity for employment with certain utility or energy companies, as well as, the opportunity for self-employment as a contracted energy auditor. The addition of the Envelope-Shell certification allows individuals to participate in many incentive programs for energy auditors, as well as, allows a company to become fully-accredited by BPI upon hiring an individual with this dual certification.

**Job Outlook:** The job outlook remains strong for energy auditors as weatherization assistance programs gain momentum across the United States. The O*Net Occupational Finder projects a 21% growth in the demand for energy auditors by 2016. Jobs include energy auditors, weatherization technicians, electricians, plumbers, heating & air specialists, and general laborers.

**Length:** 6 days (45 Contact Hours)

**Cost:** $2295 ($995 Tuition + $700 Field Testing + $600 Exam)

**Credential:** BPI Building Analyst & BPI Envelope-Shell Professional

**Time:** 8:00 A.M. – 5:00 P.M

**Dates:** October 4, 2010 – October 9, 2010
Monday - Saturday

**Location:** Valparaiso Campus - Classroom D-128
Industrial Technology Maintenance Pre-Learner Program
For United States Steel Corporation (USS)
A student in the Industrial Technology Maintenance Pre-Learner training program will study to become a Maintenance Technician with an electrical or a mechanical emphasis. The Technical Certificate degree program is designed to help the student obtain enough knowledge to become employable at United States Steel in production or maintenance. Highlights of the program include:

- No experience in Industrial Manufacturing – No problem. USS will accept this Technical Certificate program as “experience” during the interview selection process for entry-level employment in production and maintenance.
- Completion of this program does not guarantee employment with USS
- If hired at US Steel, additional coursework in maintenance will be provided
- In addition to learning the technical skills of the job, a student will learn problem-solving, interpersonal skills, and sound judgment which are attributes and abilities looked for in Steel Mill Maintenance jobs
- Full-time students can expect to complete the Technical Certificate program in one to two years

Regionally Determined Courses – Chose Electrical or Mechanical – 15 Credits

### Electrical Maintenance – Choose 5 courses
- Motors and Motor Controls*
- Electrical Circuits*
- Programmable Logic Controllers I*
- Programmable Logic Controllers II
- Computer Fundamentals for Technology
- Industrial Solid State Fundamentals
- Special Topics/Electrical Troubleshooting*
- Electrical Wiring Fundamentals/NEC Code

*Preferred courses for employment with USS

### Mechanical Maintenance – Choose 5 courses
- Rigging
- Coupling and Alignment*
- Fluid Power Systems
- Pumps*
- Machine Maintenance and Installation*
- Advanced Industrial Mechanics I*
- Pipe Fitting Basics
- Introduction to Machining*

*Preferred courses for employment with USS

Technical Certificate – MAINTENANCE

### General Education – 7 credits
- Fundamentals of Public Speaking
- Critical Thinking
- Concepts in Mathematics or Intermediate Algebra

### Technical Core – 3 credits
- Introduction to Print Reading

### Concentration – 6 credits
- Fluid Power Basics
- Basic Electricity

Please contact:
Karen Orosz
Manager Workforce and Economic
219-981-4947
korosz@ivytech.edu
**Introduction to Programmable Logic Controllers (PLCs)**

**Distance Education Non-Credit Program**

This course includes your very own PLC Instructional Component Set specifically designed to provide self-study learners a hands-on training experience.

**Description:** Programmable logic controllers (PLCs) are increasing in use and all PLC technicians must be familiar with the fundamentals of programming, application, and troubleshooting. This class provides a solid foundation in PLC theory, installation, programming, operation, and troubleshooting.

**Spring 2011**

**Dates:** Mon. Feb.7, – Sat. April 30,

**Location:** At Home on Your Own Computer

**Prerequisites:** None

**Cost:** $862.00

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**Intermediate Programmable Logic Controllers (PLCs)**

**Distance Education Non-Credit Program**

**Description:** This course enhances the Introduction to Programmable Logic Controllers I course. Introduces the basic theory, operation, and programming of programmable logic controller's simulation software that emulates processes on the shop floor. Demonstrates programming examples, set-up examples and troubleshooting, as well as PLC timing, counting, arithmetic and logic and sequencers.

**Logix Pro PLC Simulator with Lab Manual**

This online/instructor-led course with reference text, lab manual and (RSLogix ) software focuses in part on the study and application of Allen-Bradley programmable logic hardware (MICROLOGIX 1000 _10 POINT_Started-PAK) and Rockwell programming software (RSLogix 500). Students learn PLC hardware components, system configuration, relay ladder logic concepts, binary arithmetic and logic concepts. Rockwell programming software (RSLogix 500) software permits the student the ability to practice and complete homework assignments without the need for expensive hardware and software associated with the classroom.

**Spring 2011**

**Dates:** Mon. February 7, – Sat. April 30,

**Location:** At Home on Your Own Computer

**Prerequisites:** None

**Cost:** $700.00
With nearly half of US workers expected to retire within the next decade, companies across Indiana are turning to Ivy Tech to help recruit and train future employees.

**Steelworker for the Future**

The Steelworker for the Future craft training program empowers you in two ways: It pays you to earn a quality degree, and it makes you employable upon graduation. This 2?-year program includes 4 semesters of classroom training, plus 24 weeks of on-site training. During the on-site portion of the program, you'll apply what you learn in class and earn credit toward your degree. Plus you'll earn enough in wages to pay for your tuition.

As a graduate of the Steelworker for the Future program, you'll receive an Associate of Applied Science degree as either a mechanical or an electrical technician. But more importantly, you'll have the tools you need to shape your own future. Check out our site at:

Go to: [www.steelworkerforthefuture.com](http://www.steelworkerforthefuture.com)

**Process Operations Program (P/Tech)**

Northwest Indiana's industries need trained technicians in Process Operations. The Process Operations program is a cooperative venture between Ivy Tech Community College and BP.

You will learn the control, monitoring and troubleshooting of equipment used in the production of gasoline, airplane fuel, gas, plastic soft drink bottles, glass jars and bottles, pharmaceuticals, and electricity. As a skilled process operator, you will work in an industrial environment.

You can earn a technical certificate or two-year associate degree. Upon completion of your education, you will have the technical skills required for entry-level positions.

**Careers in Energy**

Northern Indiana Public Service Company (NIPSCO), Ivy Tech Community College and a consortium of utilities in Indiana are offering courses and programs aimed at increasing the knowledge needed for long-term employment in the electric and natural gas industry.

As a program participant, you can obtain career development certificates in industrial technology with specialties in electric line construction, power plant technology and natural gas technology. These certificates will help prepare you for careers as an electric lineman, substation electrician, plant mechanic, power plant operator, gas serviceman and more.

Visit the School of Technology at Ivy Tech and read more about our technology degree programs.

Or contact:

Bill Thon  
Executive Director  
Workforce and Economic Development  
Ivy Tech Community College Northwest  
1440 E. 35th Avenue  
Gary, IN 46409  
219-981-4828  
[ftohon@ivytech.edu](mailto:ftohon@ivytech.edu)
PERSONAL ENRICHMENT COURSES

Ballroom Dancing for Beginners
Dance like a star by learning the most popular social dances. Learn new steps and combinations in Foxtrot, Waltz, rumba, Swing, and Cha-Cha. Impress your friends, spend quality time with your partner, and get a great workout...all while you learn American Social Ballroom Dancing.
$175 per couple
Gary | F | Sept. 17-Nov.19 | 8PM-9PM
Gary | F | Feb. 11 – April 15 | 8PM-9PM

Intermediate Ballroom Dancing
Catch the excitement with the next level of American Social Ballroom Dancing, Review, refine, and learn new patterns in Foxtrot, Waltz, Swing, Cha-Cha & Mambo/Salsa. Just in time for the Holidays. Be part of this interactive learning experience that will enhance your life.
$175 per couple
Gary | F | Sept. 17-Nov.19 | 6PM-7PM
Gary | F | Feb. 11 – April 15 | 6PM-7PM

Advance Ballroom Dancing
For couples with previous American Social Ballroom Dance experience (at least 2 years or more). Enhance your American Social Dance steps & style in this advanced level. Learn additional new dances while becoming more confident in your existing dance skills.
$175 per couple
Gary | F | Sept. 17-Nov.19 | 7PM-8PM
Gary | F | Feb. 11 – April 15 | 7PM-8PM

Cake Decorating
Don't pay someone else a lot of money for a wedding cake, make it yourself! Cake decorating basics, wedding cakes, construction, and design class.
$125 per person
Gary | S | Oct. 9-Oct. 30 | 9AM-1PM

Pastry Treats – Desserts
Treats that can brighten any holiday gathering. Learn how to prepare desserts for that special holiday party or holiday gift. Highlighting Valentines Day Desserts.
$125 per person
Gary | S | Feb. 5-Feb. 26 | 9AM-1PM

Meal Time Express-30-Minute Cooking
Too busy to cook, join us for Meal Time Express. Simple innovative recipes' that's prepared in 30 minutes or less from appetizers to desserts and everything in between. The object of this class is to prepare fast and fabulous nutritional meals. This will include exciting flavors, nutritional facts, and simple cooking methods. These flavorful healthful meals will entice your family at the dinner table night after night.
$125.00
Gary | S | March 5 - March 26 | 9AM-1PM

Tailgate Favorites
It is football season and tailgating before and after the game has become a great tradition. Learn how to grill and cook using a variety of equipment, and learn great BBQ secrets.
$75.00 per person
East Chicago | S | Sept. 18 | 9AM-12PM

Seafood
Learn how to prepare a great seafood dinner by learning the basic principles of structure, handling, and cooking to utilize the many varieties of seafood.
$75.00 per person
East Chicago | S | Oct. 16 | 9AM-12PM

Appetizers
Thanksgiving appetizers make the perfect, light snack before the big dinner. Learn how to prepare great appetizers to compliment your Thanksgiving dinner.
$75.00 per person
East Chicago | S | Nov. 13 | 9AM-12PM

Desserts
Festive treats can brighten any holiday gathering. Learn how to prepare great desserts for that special holiday party or holiday gift.
$75.00 per person
East Chicago | S | Dec. 11 | 9AM-12PM

Taste of Italy
Mama Mia! Learn how to cook an authentic, artisanal Italian dish like real Italians have done for centuries. This hands-on class will teach you the basic fundamentals of classic Italian cuisine.
$75.00
East Chicago | S | Jan. 15 | 9AM-12PM
Taste of Latin America
Latin America tends to use different spices that generally gives Latin American cuisines a distinct flavor. Recipes and techniques vary from region to region, but this hands-on course will teach you how to bring one of their most popular dishes to your dinner table.

$75.00
East Chicago | S | Feb. 12 | 9AM-12PM

Taste of Asia
The food of Asia is popular, the world over and it is no wonder why. The meals are simply prepared and have fantastic presentation with tastes that mingle with subtle complexity. Each country has its history cooked into its dishes, but they also have a great deal in common. Learn to create a great meal with techniques you can use over and over.

$75.00
East Chicago | S | Feb. 12 | 9AM-12PM

Taste of Mediterranean Cuisine
The Mediterranean diet is as diverse and varied as the languages and countries that surround the Mediterranean Sea. Fresh fish recipes, Greek gastronomy and Spanish paellas are just some of the tasty recipes. Join the class to obtain a hands-on healthy cooking experience.

$75.00
East Chicago | S | April 9 | 9AM-12PM

Golf for Beginners
Introductory instruction on the game of golf. Fundamentals such as grip, stance, and ball placement are provided. Skill components including putting, chipping, pitching, irons, and woods. Course also includes discussion of etiquette, rules, and course management and course experience. Class size limited to 8 students.

$150
(Includes: Handouts, range balls, & loaner clubs)
Valparaiso – Creekside Golf Course
2355 Clifford Road

Winter 2011
Using indoor nets, classroom and a 9 hole round on the simulator:
T | Feb 8, 15, and 22 | 6PM – 8PM
W | March 3, 10, and 17 | 6PM – 8PM

Spring 2011
M | May 2, 9, and 16 | 6PM – 8PM

Stepping and Line Dancing
$110 per person

Fall 2010 -Beginners
Gary | Th | Sept. 9-Oct 14 | 5PM-7PM

Intermediate
Gary | Th | Sept. 9-Oct. 14 | 7PM-9PM

Spring 2011 - Beginners
Gary | Th | March 10 – April 14| 5PM-7PM

Intermediate
Gary | Th | March 10 – April 14| 7PM-9PM

Zumba Fitness Dance Class
The word “Zumba” is a fusion of a Colombian word meaning “fast moving” with the Latin word “rumba”, meaning “party”. Zumba is a Latin dance inspired fitness class, with easy-to-follow moves that anybody can do, according to organizers. The routines feature interval-training sessions that tone and sculpt your body while burning fat.

Fall 2010
Gary | M&W | Oct. 11 – Nov. 10 | 6PM-7PM

Spring 2011
Gary | M&W | Feb. 7. – March 9 | 6PM-7PM
OUR TRAINING PARTNERS FOR NORTHWEST INDIANA

WorkOne Gary
3522 Village Circle
Gary, IN  46408
Phone: 219-981-1520 or 981-4100
Fax: 219-884-5148

WorkOne LaPorte
Sagamore Center
300 Legacy Plaza West
LaPorte, IN  46350-5876
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Fax: 219-362-1198

WorkOne Express Valparaiso
3100 Ivy Tech Drive
Valparaiso, IN  46383
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Fax: 219-462-3945

WorkOne Hammond
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Hammond, IN  46320
Phone: 219-933-8332
Fax: 219-933-8370

WorkOne Express Crown Point
1166 N. Main Street
Crown Point, IN 46307
Phone: 219-661-8985
Fax: 219-661-8916

WorkOne Express East Chicago
4818 Indianapolis Blvd.
East Chicago, IN  46312
Phone: 219-398-2601
Fax: 219-392-8637

IACET CERTIFIED PROVIDER

Ivy Tech Community College has been reviewed and approved as a Certified Provider of continuing education and training programs by the International Association for Continuing Education and Training [IACET Certified Provider #102670]. Courses are taught through a variety of methods including lectures, workshops, and lab activities. There are no admissions requirements for enrollments in Continuing Education courses unless specified. For more information call 219-981-4402.