WORKFORCE TRAINING
SUMMER 2011

TRABAJADORES INDUSTRIALIES | IC³ GLOBAL STANDARD 3 | CERTIFIED GLOBAL BUSINESS PROFESSIONAL
Ivy Tech Community College is proud to offer open enrollment courses that provide short-term and topic-specific courses to fulfill the professional development and industrial education needs of north central Indiana residents.

Courses are taught using a variety of methods including lectures, workshops, lab activities and online instruction. Some courses require prerequisites.

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Ivy Tech Community College is more than just the fastest-growing institution of higher education in Indiana. We’re also the state’s largest workforce training provider, offering nearly 20,000 certifications and one million hours of training annually.

Ivy Tech prepares workers for jobs in Indiana’s highest-priority fields, like health care, advanced manufacturing, logistics, and life sciences, ensuring that Indiana’s economy will stay strong long into the future.
Welcome to Ivy Tech Community College Department of Workforce and Economic Development’s summer schedule. Don’t just dream about a new career – make it happen at Ivy Tech’s locations in South Bend, Goshen/Elkhart County and Warsaw.

Through our coursework, you can develop professional skills to enhance your current job and earn an industry certification by taking preparation courses and then take the certification test at our Workforce Certification Center. You may also train for a brand new career. Any of our programs can be customized to fit a company’s individual needs either at your site or at ours.

We work with business, industry, and organizations to custom design programs that will enhance their employees’ skills. Courses are flexible enough to meet the needs of any schedule.

Our services include:

- Corporate Training
- Open Enrollment Courses
- Workforce Certification
- CLEP Center for college credit by exam
- Apprenticeship Programs
- ACT Center for training and assessment

We offer high quality training, assessment and consulting services at a reasonable cost, with flexibility and fast turnaround. Call us today.
4 EASY WAYS TO RESERVE YOUR SPOT IN CLASS

By Phone
If paying by credit card or company purchase order, call:

- Elkhart County (574) 830-0375, ext. 4442 (Jan Wilsey)
- South Bend/Mishawaka (574) 289–7001, ext. 5357 (Tanya Wichlacz)
- Warsaw / Plymouth (574) 267–5428, ext. 6145 (Claudia Carson)

By Fax
Fax your completed reservation form with credit card or company billing information to:

- Elkhart County (574) 389-8537 (Jan Wilsey)
- South Bend/Mishawaka (574) 236–7184 (Tanya Wichlacz)
- Warsaw / Plymouth (574) 267–8720 (Claudia Carson)

By E-mail
E-mail your name, address, phone number, Social Security #, course name, and method of payment to:

- Elkhart County: jwilsy@ivytech.edu
- South Bend/Mishawaka: twichlac@ivytech.edu
- Warsaw/Plymouth: ccarson@ivytech.edu

In Person
Sign up at the Workforce and Economic Development office at any campus location. Office hours are 8:00 am – 5:00 pm (Monday – Friday)

Workforce and Economic Development Locations:

<table>
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<th>Ivy Tech Community College</th>
<th>Ivy Tech Community College</th>
<th>Ivy Tech Community College</th>
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<tr>
<td>220 Dean Johnson Blvd.</td>
<td>3755 Lake City Hwy.</td>
<td>22531 C.R. 18</td>
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<tr>
<td>South Bend, IN 46601–3415</td>
<td>Warsaw, IN 46580–3901</td>
<td>Goshen, IN 46528</td>
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Off-campus locations:

Orthopedic and Advanced Manufacturing Training Center
955 Executive Drive
Warsaw, IN 46580
GENERAL INFORMATION

Ivy Tech Community College is proud to offer open enrollment courses that provide short-term and topic-specific content to fulfill the professional development and industrial education needs of north central Indiana residents.

Courses are taught using a variety of methods including lectures, workshops, lab activities, and online instruction. Some courses require prerequisites.

Fees

Fees vary and are based on the costs of the course, supplies and materials.

Parking fees

All students are now required to purchase a parking pass at the South Bend, Elkhart County and Warsaw campuses to be eligible to park in campus parking lots. Parking passes are $3 and can be purchased at the Business Office. If you choose not to purchase a parking pass and park on campus parking lots, you may be ticketed.

Books and Supplies

If a textbook is required, it is listed next to the price of the course in this schedule.

Refund and Cancellation Policy

- Refunds are calculated on scheduled class dates.
- Any time before the class starts, 100% refund.
- After class starts, 50% refund.
- 20% or more of contact hours completed 0% refund.
- No refund given to NO SHOW students.
- Credit courses follow college policies.
- All online courses are non-refundable.
- We reserve the right to cancel classes due to insufficient enrollment. You will be notified of class cancellations in advance via telephone and/or mail.

A Certified IACET Provider

Ivy Tech 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
Benefits of corporate training:
• Decrease costs
• Improve performance
• Update skills
• Create measurable outcomes

Why should I invest in training my employees?
A skilled workforce reduces overhead, increases productivity and makes your company more competitive. Statistics prove that companies that invest in training have higher worker retention rates. By investing now in training, you’ll save money tomorrow.

Why should I use Ivy Tech?
We service industry, small business, government and not-for-profit agencies. Because of our flexibility and the real world experience of our credentialed faculty, we are able to provide virtually any training for any client at all levels of the organization - your place or ours. Courses can be scheduled at any time - on the weekend, during the workday or whenever you need them.

We offer:
• Workforce certification assessment
• Industrial technology expertise
• Customized programs
• Flexible scheduling

• On-site training
• Program evaluations
• Re-licensure
• Management development
• Quality training/consultation

Our training partners include:
• Achieve Global™
• Workplace Spanish™
• Ed2Go
• Gatlin Education Services
• ProTrain
• Everblue™ Training Institute

New programs this summer:
• IC³ Global Standard 3
• Certified Global Business Professional
• NFPA 70E Electrical Safety

Call one of our project managers for a free consultation:

Elkhart County
Suzanne Alfrey (574) 830-0375, ext. 4400

South Bend:
Prince Covington (574) 289-7001, ext. 5360
Amber Adkinson (574) 289-7001, ext. 6813

Warsaw/Plymouth:
Melissa Denton (574) 289-7001, ext. 5359
Computers for Beginners (COMP COM1)

For the absolute beginner! This course will give you a thorough understanding of computer concepts, windows, and file management. We’ll cover computer anxiety, important terms, parts of the computer, keyboard, and using the mouse. After this course, you will have the confidence to purchase a computer that meets your needs. No prerequisites.

Instructors: Suzanne Alfrey; BS Organizational Management, Bethel College; Global IC3 Standard 3 Authorized Instructor

Marque Belke; AS General Education; AS Liberal Arts - Mathematics; IC3 Global Standard 3 Authorized Instructor; IC3 2005 Certified; iCritical Thinking; CompTIA Strata IT Fundamentals; MOS Excel 2007

$110 (Text additional) – 8 Contact Hours, 0.8 CEUs

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IC³ Global Standard 3

The Internet and Computing Core Certification (IC³®) provides students and job-seekers with the foundation of knowledge they need to succeed in environments that require the use of computers and the Internet. The Global Standard 3 is an internationally recognized standard for digital literacy and reflects the most relevant skills needed in today’s academic and business environments.

In an increasingly digital world, where virtually every field and function is impacted by computers, IC³ certification can help you refine your aptitude in the most important and valuable areas. What’s more, IC³ helps teachers and instructors define their students’ proficiency and marketable skills as they enter the workforce. More information available at http://www.certiport.com.

See Page 15 – Workforce Certification Center to schedule an IC3 examination at our South Bend, Elkhart County or Warsaw campuses.
Computer Fundamentals – IC³ Global Standard 3 Preparation

Introduction to Computers (COMP COM4)

When you complete this course you will be able to use the start menu and taskbar, move and resize windows; create and manage files, folders, and libraries; edit file metadata; and search for content on the computer. In this class you will create shortcuts, use gadgets, and change system settings. Finally, you will browse the Web with Internet Explorer 8, add sites to your favorites lists and RSS feeds. Prerequisites: Must be familiar with personal computers, keyboard, and mouse.

Instructors: Suzanne Alfrey; BS Organizational Management, Bethel College; Global IC3 Standard 3 Authorized Instructor
Marque Belke; AS General Education; AS Liberal Arts - Mathematics; IC3 Global Standard 3 Authorized Instructor; IC3 2005 Certified; iCritical Thinking; CompTIA Strata IT Fundamentals; MOS Excel 2007

$150 (Text additional) – 12 Contact Hours, 1.2 CEUs

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PC Security and Maintenance (COMP SEC1)

Just like your automobile, your computer needs to be on a maintenance schedule. This class is easy to understand with step-by-step instructions and hands-on learning. Does technical support intimate you? You will learn how to effectively communicate with technical support, as well as, install, update, and uninstall software and hardware on your computer.

Prerequisites: Must be familiar with personal computers, keyboard, and mouse.

Instructors: Suzanne Alfrey; BS Organizational Management, Bethel College; Global IC3 Standard 3 Authorized Instructor

Marque Belke; AS General Education; AS Liberal Arts - Mathematics; IC3 Global Standard 3 Authorized Instructor; IC3 2005 Certified; iCritical Thinking; CompTIA Strata IT Fundamentals; MOS Excel 2007

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Living Online - IC³ Global Standard 3 Preparation

Microsoft Outlook 2007 (Level 1) (WORK OUT1)

Do you know all of the features of Outlook 2007 and how they can help organize your life? You will gain knowledge of how to share your calendar, schedule, and update and cancel meetings. Is your inbox overwhelming? You will become competent at sending, attaching files, responding and categorizing messages. After completing this course you will have the self-confidence to utilize all of the features in Outlook. Prerequisites: Must be familiar with personal computers, keyboard, and mouse.

Instructors: Suzanne Alfrey; BS Organizational Management, Bethel College; Global IC3 Standard 3 Authorized Instructor
Marque Belke; AS General Education; AS Liberal Arts - Mathematics; IC3 Global Standard 3 Authorized Instructor; IC3 2005 Certified; iCritical Thinking; CompTIA Strata IT Fundamentals; MOS Excel 2007

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Introduction to Networking (COMP NET2)

This course explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. A brief introduction to networking history provides context, explaining how networks have become so important to businesses and individuals. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers. Upon completion of the course, you will be capable of performing basic computer networking tasks, such as DSL connectivity or configuring connections to an Internet Service Provider. Prerequisites: Must be familiar with personal computers, keyboard, and mouse.

Instructors: Suzanne Alfrey; BS Organizational Management, Bethel College; Global IC3 Standard 3 Authorized Instructor
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Key Applications - IC³ Global Standard 3 Preparation

Microsoft Word 2007 (Level 1) (COMP MSW1)

This course is a must for beginners looking to update their skills in Word 2007. After an introduction to Word’s window components, students will learn how to use the help system and navigate documents. Participants will learn important terms, editing functions, formatting, special text options, and mail merge. The course also covers spell checking, underlining, bolding, centering text, copying and pasting text, and printing documents. Upon completion of this course you will ready to advance to Level 2. Prerequisites: Introduction to Computers or equivalent experience required.

Instructors: Suzanne Alfrey; BS Organizational Management, Bethel College; Global IC3 Standard 3 Authorized Instructor
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Microsoft Excel 2007 (Level 1) (COMP MSE1)

Microsoft Excel is the standard spreadsheet program for today’s working world. You will begin by reviewing the new Office Ribbon interface. By the end of this class you’ll possess the skills to enter and edit data, select cells and ranges, print worksheets, create formulas and functions, and format cell contents. You will also discover how to change the appearance of worksheets and the magic of Excel charting. Prerequisites: Introduction to Computers or equivalent experience required.

Instructors: Suzanne Alfrey; BS Organizational Management, Bethel College; Global IC3 Standard 3 Authorized Instructor

Marque Belke; AS General Education; AS Liberal Arts - Mathematics; IC3 Global Standard 3 Authorized Instructor; IC3 2005 Certified; iCritical Thinking; CompTIA Strata IT Fundamentals; MOS Excel 2007

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*No class July 4
Microsoft PowerPoint 2007 (Level 1) (COMP MSP2)

This version of PowerPoint is very different from previous versions because of its new interface in which a ribbon replaces the menu bar and toolbars. You’ll find out how to create dazzling slide presentations consisting of slides that contain text, objects, animation, slide transitions, sounds, charts, outlines, media clips, clip art, and hyperlinks. You’ll learn how to work with the new PowerPoint Ribbon, task panes, the clip organizer, and how to access Microsoft’s Web site to download clip art and templates for your presentations. You’ll see how to make global changes to your slides with the Slide Master. Finally, you’ll discover how to save your presentations so you can share them online or copy them onto CDs. Prerequisites: Introduction to Computers or equivalent experience required.

Instructors: Suzanne Alfrey; BS Organizational Management, Bethel College; Global IC3 Standard 3 Authorized Instructor

Marque Belke; AS General Education; AS Liberal Arts - Mathematics; IC3 Global Standard 3 Authorized Instructor; IC3 2005 Certified; iCritical Thinking; CompTIA Strata IT Fundamentals; MOS Excel 2007

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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. $82

Introduction to Microsoft Publisher 2007

In this hands-on, project-oriented class for beginners, you’ll learn how to design, create and publish a wide variety of stunning documents using Microsoft Publisher 2007—one of the most affordable and comprehensive desktop publishing packages available. You’ll find out how Publisher’s built-in layouts and templates can help you quickly complete virtually any desktop publishing project. Then you’ll see the many ways you can modify those templates in order to create impressive and truly original works of your own. You’ll gain valuable experience in designing and publishing newsletters, brochures, and Web sites. If you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts.

Discover how Microsoft Publisher can take you to levels of design expertise! $82
WORKFORCE CERTIFICATION CENTER

The South Bend, Elkhart County and Warsaw campuses of Ivy Tech have established Workforce Certification Centers to serve as the College’s focal point for certification testing. Resources available at the Center will enable residents in our service area to earn industry-recognized workforce certifications that provide job-ready skills valued throughout the state. These certifications are valuable economic credentials that validate an individual’s knowledge and provide a means for employers to assess the real-world technical skills of prospective employees.

Tests given at the Workforce Certification Testing Center:

- **CLEP** (College Level Examination Program) - Receive college credit by taking this exam. The most popular examinations are those taken for Ivy Tech courses ENG 111 and MAT 118. (Call the Ivy Tech Workforce Certification site nearest you for a complete list of course equivalents.)
- **IC3** - Internet and computer core certification.
- **MOS** – Microsoft Office Specialist. This certification proves proficiency in the Microsoft Office Suite.
- **Additional Certifications** - American Culinary Federation written exams, Federal Aviation Administration Pilot exams, Automotive Service Excellence exams and information technology certification examinations such as Microsoft, CISCO, AVAYA, Certified Internet Webmaster (CIW), CompTIA and many other certifications.

Testing Times:

- **Elkhart County**: Mondays, Tuesdays and Wednesdays from 8 am – 12 pm, Tuesday from 1 - 4 pm.
  
  Call Marque Belke at (574) 830-0375, ext. 4484 for more information.

- **South Bend**: Tuesdays and Wednesdays from 8:30 am – 5:30 pm, Fridays from 8:30 am – 5:00 pm and the second Saturday of each month from 8:30 a.m. - 1:00 pm or by appointment.
  
  Call Brenda Strope at (574) 289-7001, ext. 1235 for more information.

- **Warsaw**: Monday – Wednesday 9:00 am – 2:00 pm, Thursdays from 9:00 am – 12:00 pm or by appointment.
  
  Call Michael Longenecker at (574) 267-5428, ext. 6130 for more information.
SUPERVISION/BUSINESS

Presentation Skills for the Workplace (SABU PSW1)

Nervous about presenting in front of your supervisor or coworkers? This course stresses the importance of preparation and practice in delivering presentations. Participants will explore the seven aspects of dynamic presentations, including speaker, message, audience, channel, feedback, noise and setting. Several exercises are included to allow participants the opportunity to put knowledge into practice. Because this course requires most participants to step outside of their comfort zone, a safe, positive environment is created within the classroom. This course is designed for front-line and middle-level managers and supervisors.

Instructors: Prince Covington, MBA in Accounting, Finance and Management, American Intercontinental University

$120 (Text additional) – 8 Contact Hours, 0.8 CEUs

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Maximizing Technology for Time and Task Management (WORK TIM1)

Technology has provided us with a great number of advancements, and access to a large amount of information and data. However, it seems that we have less time than ever to successfully complete necessary tasks. In this course, participants will discover technology tools for better managing our time and tasks.

Instructors: Prince Covington, MBA in Accounting, Finance and Management, American Intercontinental University

Mo Vincic, Master of Divinity, Asbury Theological Seminary; BA in Mathematics, Bethel College

$120 (Materials included) – 8 contact hours, 0.8 CEUs

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First-line Supervision (SUPV SUP2)

Participants in this course will learn a diverse set of technical, human relations and conceptual skills that will help them with challenges in the workplace. Topics include handling an increasingly diverse work force; empowering employees; encouraging teamwork; hiring and firing; training and enhancing employee performance; encouraging health and safety; and improving productivity and quality. Participants will build these skills and internalize concepts by working through a variety of experiential exercises, including case studies, role-playing activities, short vignettes, self-assessments and personal growth exercises.

Instructors: Prince Covington, MBA in Accounting, Finance and Management, American Intercontinental University

Melissa Denton, MS Organizational Psychology, Walden University; BS Business Management, Tri-State University

$200 (Text additional) – 16 Contact Hours, 1.6 CEUs

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Achieving Productivity through People (SUPV MDP2)

In any business working process, increasing employee productivity is a constant challenge. Employees work together with great interest only if the environment around them is good. If the working climate is unproductive, then the employee displays a negative attitude and adopts inappropriate behavior like checking social networking sites while in the office. In order to get the business back on track, you need to increase employee productivity by providing them with a positive working environment.

Instructors: Prince Covington, MBA in Accounting, Finance and Management, American Intercontinental University

Melissa Denton, MS Organizational Psychology, Walden University; BS Business Management, Tri-State University

$200 (Text additional) – 16 Contact Hours, 1.6 CEUs

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Communication Skills for Supervisors (SUPV CSS1)

Effectively communicating to your employees results in a more efficient operation and positively contributes to the bottom-line objectives of any company, business or basic interaction. As a manager, your communication skills are critical in directing the actions of your employees. This basic managerial skills course will enable you to become a better manager for yourself and for your organization. You will learn how to communicate effectively, which will enable you to “work through others” to get the job done.

Prince Covington, MBA in Accounting, Finance and Management, American Intercontinental University

Melissa Denton, MS Organizational Psychology, Walden University; BS Business Management, Tri-State University

$200 (Text additional) – 16 Contact Hours, 1.6 CEUs

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Managing and Resolving Conflict (SUPV CMG)

If not managed, conflict may have a negative impact on your team in the following areas: decreased productivity; lack of trust; cliques; secrecy and reduced information flow; morale problems; consumption of massive amounts of time; and decision making paralysis. On the other hand, if used positively, conflict within a team can increase motivation; enhance problem solution identification; increase group cohesiveness; increase the knowledge and skill level of the team; and contribute to the attainment of a goal and as an incentive for growth.

Instructors: Jennifer Lee Bauwens-Byers, MS Social Work, Indiana University; BA Psychology, Indiana University

Prince Covington, MBA in Accounting, Finance and Management, American Intercontinental University

Melissa Denton, MS Organizational Psychology, Walden University; BS Business Management, Tri-State University

$200 (Text additional) – 16 Contact Hours, 1.6 CEUs

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Crisis Intervention in the Workplace (WORK CRI1)

Crisis intervention training is designed to manage the behavior of confrontational, disruptive or potentially out-of-control persons. The program is committed, first and foremost, to using all the verbal intervention strategies available to defuse potentially dangerous situations. The majority of the training is focused on increasing abilities and confidence in intervening effectively at the verbal level.

Instructor: Jennifer Lee Bauwens-Byers, MS Social Work, Indiana University; BA Psychology, Indiana University

$200 (Materials included) – 16 contact hours, 1.6 CEUs

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How to Manage Difficult People (SUPV MDP1)

If you supervise an employee who has problems or creates problems, you know how disruptive it can be for you and everyone else, including the employee. Not all problems are behavior and performance problems—sometimes employees have personal issues that affect their work. In those cases effective supervisors want to ensure that no workplace problems develop. Supervisory intervention is the solution to problems even before they start.

Instructors: Prince Covington, MBA in Accounting, Finance and Management, American Intercontinental University

Melissa Denton, MS Organizational Psychology, Walden University; BS Business Management, Tri-State University

$200 (Text additional) – 16 Contact Hours, 1.6 CEUs

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Certified Global Business Professional

The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional (CGBP) Credential provides a benchmark for competency in global commerce. The CGBP designation demonstrates your ability to conduct global business. If you’re experienced in international trade, the certification provides recognition of your knowledge. If you’re just beginning a career in international business, the certification establishes your commitment to professional development.

The Certified Global Professional Online Program was created by academics, industry practitioners and professionals who assisted in the development of the credential, and it’s facilitated by instructors with extensive backgrounds related to the material. The Certified Global Business Professional Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Global Management

Review essential management skills in an international business context. You'll learn about setting a mission and vision for a global business enterprise; developing a global business plan; conducting research in an international environment; understanding the nuances of cultural, legal, political, and regulatory differences; and using technology to support global trade.

Global Marketing

This module focuses on marketing, including assessing the external environment, performing strengths-weaknesses-opportunities-threats (SWOT) analyses, conducting international market research, developing a marketing plan and budget, determining the global marketing mix (product, price, placement, and promotional strategies), and conducting competitor analyses.

Supply-chain Management

This module delves into all aspects of managing supply-chain logistics, including transportation modes; taxes, duties, and quotas; trade agreements; packaging requirements; use of intermediaries; documentation requirements; legal and regulatory requirements; insurance; trade conventions; and the offshore procurement process.

Trade Finance

This module will provide you with an overview of essential skills for managing financial transactions in international trade. Topics covered include political and economic risks; foreign exchange tactics and risks; credit and payment risks; optimal terms of payment; arranging financing; and setting the business's overall financial plan. Upon registering, you’re given an initial twelve months to complete this program.

$2,495 (All materials and textbooks included) - 400 contact hours
ALLIED HEALTH AND SAFETY

CPR – Basic Life Support

This course is designed to teach adult, pediatric and infant CPR skills, including ventilations with a pocket mask, a bag-mask device and oxygen; use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). This course is intended for healthcare providers including physicians; nurses; paramedics; emergency medical technicians; respiratory therapists; physical and occupational therapists; physician’s assistants; aides; medical or nursing assistants; and other allied health personnel or allied health students in training. This course is also ideal for healthcare workers seeking employment that requires credentialed CPR certification.

Instructors: Tim Hellyer, MA, Aurora University; Program Chair, Paramedic Science

$60 (Materials included) – 4 contact hours, 0.4 CEUs

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Introduction to Natural Health and Healing- Online

Would you like to learn more about natural health but don’t know where to start? If so, then this is the course for you! We’ll discuss the various stages of health and illness, and you’ll discover that true health means wholeness of the mind, body and spirit. You’ll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health. We’ll also explore naturopathy, which seeks ways for the body to heal itself. You’ll find out about proper breathing techniques that enhance health, and you’ll learn the value of hydrotherapy, diet, biorhythms and fasting. We’ll also examine using the power of the mind for healing the body--discussing brain function tests, visualization and relaxation therapies. Then we’ll delve into vitamins, minerals, antioxidants, free radicals and the basic requirements that constitute a healthy diet. You’ll learn to develop menus that improve health. We’ll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T’ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies and much more. By the end of this course, you’ll have begun taking charge of your own health and healing!

$82 (All materials included)
Certificate in Integrative Health - Online

Increasingly, today’s consumers are seeking health care providers who focus on wellness and natural healing. As a result, the exciting and rewarding field of integrative health is growing rapidly.

In this 12-lesson Certificate in Integrative Health program, designed for both health care professionals and consumers, you’ll learn the fundamentals of this person-centered and person-empowered approach to health care. You’ll cover topics including holistic stress management; health and the human spirit; energy healing; elements of meditation; healing environments; Chinese medicine; Ayurvedic medicine; humor and health; music therapy and sound healing; integrative nutrition; therapeutic massage and bodywork; and healing effects of physical activity.

As you explore the diverse systems that fall under the umbrella of integrative health, you’ll gain an awareness of the philosophies of health and healing that unite all of these systems. You’ll discover the benefits of emphasizing wellness; building a strong relationship between provider and client; promoting self-healing; and using nutritional approaches and other natural healing techniques. Above all, you’ll gain a new respect for human individuality and the healing power of the integrative health approach.

$475 (All materials included) – 67 contact hours

Home Health Aide w/Medical Terminology

A Home Health Aide (HHA) may also be known as a Home Caregiver or Residential Assistant (RA). An HHA provides basic, personal care and health-related services to a variety of individuals (patients) who require more assistance than family and/or friends are able to provide. HHAs are part of a category of occupations that is commonly referred to as “direct care workers.” The services/care that a Home Health Aide provides depends upon their specialty area. If you’ve ever thought about becoming a home health aide, our in-depth curriculum could help you learn important fundamental, practical skills involved in a career as a home health aide. For each patient, an HHA is responsible for recording services performed, as well as the patient’s condition and progress. They also record and report any changes in a patient’s condition to the case manager or supervisor and also discuss observations with them. Includes 80 hr Medical Terminology course.

$2,195 (All materials and textbooks included) - 220 contact hours
Food Safety Manager Certification Training

- Proven as effective as a college classroom course of study.
- Entire course cost less than most classroom course materials alone.
- Offers a certification pass warranty.
- Is the most widely accepted, by regulatory agencies, on-line food manager’s certification training in the country (Please check with your local and state agencies to see if the program is accepted).
- Works even with the slowest dial up connection

TAP Series Food Safety Manager

Online Certification Training

The high quality of presentation and simple-to-use format is what makes this course so effective. In the study that achieved the 100% pass rate some of the study participants had to have the examination read to them. The program was so easy to use that even these participants finished the entire course by themselves. This program contains hours of video, audio, and interactive learning games, and all of the text and narration are available in English and Spanish. The student is given the freedom to take as much time as needed, making this one of the best courses in food safety management available.

$107 (including certification exam)
MANUFACTURING AND QUALITY

Mathematics for Industry

This course provides math skills in a machine shop environment. Students will learn a solid foundation of the mathematical tools required to solve more complex mathematical operations. This course will focus on algebraic concepts and the steps involved in adding, subtracting, multiplying and dividing as well as the order of operations. This course will introduce various forms of numbers such as fractions, decimals, percents, radical signs, absolute value signs, exponents, and ratios.

Instructor: G. Vince Wellman, experienced shop mathematics and mechanical print reading instructor

$300 (Text additional) – 24 Contact Hours, 2.4 CEUs

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Print Reading with Geometric Dimensioning and Tolerancing (GD&T)

This course provides an introduction to reading and interpreting machine shop symbols and mechanical drawings used in trades and crafts. It focuses on dimension, shape, fabrication and assembly and applies basic mathematics to the solution of print and performance problems. Also includes geometric dimensioning and tolerancing as a symbolic language used on engineering drawings and computer generated three-dimensional solid models (CAD) for explicitly describing nominal geometry and its allowable variation.

Instructor: Robert Harris, Certified NIMS CNC Machine Operator Training instructor, 25 years experience CNC programming and machining

$300 (Text additional) – 24 Contact Hours, 2.4 CEUs

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Basic Electricity

The study of electrical laws and principles pertaining to DC and AC circuits is the focus of this course. Topics covered include current, voltage, resistance, power, inductance, capacitance and transformers. Students will use standard electrical tests, electrical equipment and troubleshooting procedures. Safety procedures and practices are also emphasized.

Instructor: Monty Timm, Program Chair Industrial Technology, Ivy Tech Community College

$300 (Text additional) – 24 Contact Hours, 2.4 CEUs

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National Electric Code (NEC)

This course is designed to assist master and journeyman electricians who are preparing to take the National Block licensing examination. This course reviews the National Electrical Code for 2008, including electrical concepts and applications. This course includes practice performing electrical calculations and locating articles using the codebook.

Instructor: Stephen Koch, B.S. Management and Administration; UAW journeyman electrician

$500 (Text additional) – 48 Contact Hours, 4.8 CEUs

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NFPA 70E ELECTRICAL SAFETY

This comprehensive, 8-hour training program on the 2009 NFPA 70E Electrical Safety in the Workplace meets the training requirements of the NFPA 70E and OSHA subpart S. All attendees who successfully pass a written examination will be issued a completion certificate.

Main Course Learning Goals:

- Understand the importance of an effective electrical safety program
- Understand what it takes to be considered a “Qualified Person”
- Describe the effects of electricity on the human body
- Discuss the hazards of an arc flash event
- Select the proper PPE for arc flash protection
- Explain how to care for and inspect electrical safety equipment prior to use
- Be familiar with methods of shock protection including the use of approach distances, insulating, and shielding materials
- Understand the procedures necessary to place equipment in an Electrically Safe Working Condition for maintenance

Instructor: Kevin D. Reside, National Safety Director / Arc Flash Specialist, National Safety Technology, LLC.

$585 (Text additional) – 8 Contact Hours, 0.8 CEUs

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CNC Machine Operator Program with National Institute for Metalworking Skills (NIMS) Certification

The CNC Machine Operator Program provides training in the technology and terminology of industry via interactive, virtual simulations and hands-on learning activities. This program is designed to produce workers with job-ready, machine operation skills.

Upon successful completion of this course participants will be expected to take two (2) National Institute of Metalworking Skills examinations*. Two credentials are available: 1) NIMS CNC Mill Operator Skills Level 1 Credential and 2) NIMS CNC Lathe Operator Skills Level 1 Credential. The NIMS credentials are portable, certifying that a person can perform the work of a CNC Machine Operator according to recognized national standards that have been industry validated.

Individuals interested in the CNC Machine Operator Program must complete a pre-admission assessment.

Instructors: Robert Harris, experienced instructor, CNC programmer and machinist
Mark Hoeflinger, experienced instructor, 28 years tool and die and injection mold maker

$2,975 (Textbooks and materials included) - 140 contact hours, 14.0 CEUs

The CNC Machine Operator Program contains the following core objectives:

- Basic Measurement
- Print Reading I (Multi-View Drawings)
- Print Reading II (Sectional Drawings and Fasteners)
- Precision Measurement Tools
- Dimensional Gauging
- Print Reading III (GD&T)
- Orientation Tolerances
- Form Tolerances
- Location Tolerances
- Machining Processes
- Drill Operation
- Internal Machining Processes
- Milling Machine Operation
- Milling Production
- Turning Operation
- Turning Production
- Introduction to CNC Machining
- CNC Mill Operation
- CNC Program Operation
- CNC Turning Operation
- CNC Grinding Operation
- CNC Machine Troubleshooting and Maintenance
- Introduction to SPC
- Control Charts

* Ivy Tech Community College does not guarantee that participants in the CNC Machine Operator Program will pass the National Institute of Metalworking Skills examinations.

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WELDING CERTIFICATION PREPARATION

This course covers various welding processes, including but not limited to GMAW, SMAW and GTAW. Participants will learn safe techniques for welding as they prepare to qualify and/or certify for one of several available American Welding Society credentials. Participants will also enhance their welding skills by practicing in all positions and on various thicknesses of metal. A list of needed supplies will be provided at registration.

Instructors: Chris Morr, welding program coordinator, Warsaw Community Schools, CWI/CWE
Janice Stevens, BS Mechanical Engineering, Michigan State University; AAS Welding Technology, Kirtland Community College; CWI/CWE

$1,250 (Text and supplies additional; one (1) AWS welding certification examination included) - 60 contact hours, 6 CEUs

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For American Welding Society (AWS) certification exam information, contact:
Elkhart County: Suzanne Alfrey (574) 830-0375, ext. 4400
South Bend: Prince Covington (574) 289-7001, ext. 5360
Warsaw/Plymouth: Melissa Denton (574) 289-7001 ext. 5359

QUALITY ASSURANCE

Lean Six Sigma Green Belt

Designed to teach the principles of Lean and Six Sigma quality improvement for reducing waste and variation, participants in the class will learn concepts, tools and statistical applications common to the deployment of Lean Six Sigma. Following the DMAIC model, (Define, Measure, Analysis, Improve and Control), this course prepares participants to be functioning members of structured Lean Six Sigma teams. This course covers the body of knowledge necessary for preparing individuals to sit for the ASQ Certified Six Sigma Green Belt exam.

Instructor: Wayne Scherry, ASQ, CQE, CQA, CQM/OE, CSSGB, CSSBB, Lead Auditor, Project Manager-Phase 1

$ 600 (Text additional) – 42 contact hours, 4.2 CEUs

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(Lean Six Sigma Green Belt also available online – See Page 32 – Protrain).
GREEN SUSTAINABILITY

**BPI Building Analyst/Energy Auditor Certification**

This course is intended for individuals that want to become BPI Building Analysts in the residential building industry. Participants 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, weatherization techniques, and how to conduct an energy audit. Participants will analyze how systems and home attributes such as air leaks, insulation, barriers (air, thermal and moisture) and heating and cooling ducts affect occupant health; safety and comfort; energy efficiency; and durability. Solutions and/or weatherization techniques will be proposed for each problem identified. This course will include classroom and field training using analysis tools including a blower door, manometer, carbon monoxide tester, natural gas detector and flue gas detector. The instructor will also review other tools commonly used ; by energy auditors and weatherization professionals including infrared cameras and duct blasters.

$1,695 - 38 Contact Hours, 3.8 CEUs

**LEED Green Associate**

This course supplements individual preparation for anyone interested in passing the Leadership in Energy and Environmental Design (LEED®) Green Associate Exam. After an introduction to the exam format and computer based testing, your instructor will give an overview of how the LEED® rating system works. Next, the participants will examine the core concepts of green building as they relate to each of the rating systems. Finally, your instructor will explain what you need to study after leaving this class to increase your chances of passing the exam. Sample questions and memorization worksheets will be presented and discussed throughout the course.

$695 - 14 Contact Hours, 1.4 CEUs

**BPI Heating Specialist Training**

This BPI Heating Specialist certification course includes 5 days of classroom and field training as well as the BPI Heating Professional written and field exams. This course covers heating system science; load and system sizing; ventilation system design and installation; and system diagnostics.

**Course Objectives:**

1. Understand the different types of heating systems in a home
2. Calculate airflow and maximum leakage for forced air distribution systems
3. Conduct distribution system efficiency calculations

**Benefits:** The BPI Heating Specialist certification is an advanced credential for energy auditors seeking opportunities to remain competitive in a growing job market. Individuals specializing in this area can increase chances for employment because of their specialization in heating systems.

$1,695 – 35 Contact Hours, 3.5 CEUs

**For more information on Green Sustainability programs and certification preparation courses, contact;** Elkhart County: Suzanne Alfrey (574) 830-0375, ext. 4400
South Bend: Prince Covington (574) 289-7001, ext. 5360
Warsaw /Plymouth: Melissa Denton (574) 289-7001 ext. 5359
WorkSmarts™

ENHANCE CAREER DEVELOPMENT BY TAKING THE INITIATIVE AND PUTTING COMMON SENSE INTO COMMON PRACTICE. WORKSMARTS™ WILL ENCOURAGE EMPLOYEES AND SUPERVISORS TO SHARE IDEAS, ASK QUESTIONS AND INTERACT WITH OTHERS, ULTIMATELY PROMOTING JOB EFFICIENCY AND SATISFACTION!

HOW TO GET ALONG, GET NOTICED, AND GET AHEAD

WORKSMARTS™ LEARNING OBJECTIVES:

• Understand the “unspoken truth” that attitude and personal behaviors are vital to long-term success
• Shift a negative attitude into a positive attitude
• Describe proactive behaviors
• Cope with change more effectively
• Be encouraged to set goals
• Understand the importance of being cooperative and respectful
• List ways to communicate clearly and listen actively

WORKSMARTS™ IS IDEAL FOR NEW EMPLOYEE ORIENTATION OR TRAINING INITIATIVES ON:

• Attitude
• Interpersonal Skills
• Professionalism
• Respect
• Personal Accountability
• Career Development

ABOUT THE PROGRAM:

WorkSmarts™ is designed to show what it really takes to fit in and succeed in an organization. It gives the inside scoop in a clear and friendly manner—covering the unspoken truths we all wish we had known from day one.

As successful employees have learned—sometimes the hard way—career success often depends on where your head is at and how you act, rather than what you know. It’s our attitude, our approach, and our interactions with others that can matter most and set us apart as extraordinary employees. Simply put, it’s about putting common sense into common practice.

Using a comfortable “between you and me” approach, this program encourages employees to take initiative by adopting four straightforward strategies and promotes the idea that if employees really give their best effort daily—rather than worrying about how to get ahead—they will see results immediately.

THE FOUR WORKSMARTS™ STRATEGIES:

• Be Positive and Proactive
• Be Accountable and Flexible
• Be Cooperative and Respectful
• Communicate and Actively Listen

Your WorkSmarts™ workshop is available in a half-day (3.5 hour) or full (7-hour) agenda. Pricing is quoted for up to 25 employees and includes workshop administration, instruction, participant materials and self-study workbook plus an activity evaluation.

HALF-DAY WORKSHOP: $795  FULL-DAY WORKSHOP: $1,399

For more information, or to schedule your WorkSmarts™ program, contact:

JEAN PERRIN  •  574-289-7001, EXT. 5358  •  JPERRIN@IVYTECH.EDU
WORKPLACE SKILLS

Conversational Spanish

Increase your ability to communicate with the area’s growing Spanish-speaking population. This course features pronunciation, grammar, introductions, greetings and etiquette. Be at ease during your next business trip to a Spanish-speaking destination.

Instructor: Susannah (Suzie) Bueno, BS Secondary Education, Indiana University; Certified Legal Interpreter for the State of Indiana; Bridging the Gap Interpreter Trainer

$ 300 (Textbook additional) – 24 contact hours, 2.4 CEUs

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Trabajadores Industrialies (English for Manufacturing) **NEW**

This course is designed for manufacturing, assembly, packaging, warehousing, materials handling, farming and agricultural companies that want to train their Spanish-speaking associates in basic workplace English. No grammar, no rules and no prior English training are necessary.

Instructor: Susannah (Suzie) Bueno, BS Secondary Education, Indiana University; Certified Legal Interpreter for the State of Indiana; Bridging the Gap Interpreter Trainer

$300 (Textbook additional) – 24 contact hours, 2.4 CEUs

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NO TIME? GO ONLINE . . . LEARNING ON-THE-GO

Gatlin Educational Services

Gatlin Educational Services online career-training certificate programs prepare students for developing expertise in their desired career fields and/or prepare them for industry certification exams. Although each course is self-study, they all have an instructor assigned to answer student questions and help solve problems. Each program has specific learning outcomes related to industry standards. Students can enroll by calling or by going online. Financial assistance is available to those who qualify.

How to Get Started:

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Warsaw/Plymouth: (574) 267-5428 ext. 6145 or visit http://www.gatlineducation.com/ivytech/warsaw

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Ivy Tech is proud to announce an offering of new online programs in partnership with ProTrain. Most courses have 12-month online access as well as mentors available live online 24x7 to provide support in a variety of courses.

Courses are available in the following areas:

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- “Smart Home” Technology
- GED Preparation

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Warsaw/Plymouth: (574) 267-5428 ext. 6145 or visit http://www.ed2go.com/ivytechwar
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Dr. Thomas G. Coley, Ed.D Chancellor
Jean E. Perrin, M.S., Executive Director, Workforce and Economic Development
Melissa Denton, M.S., Assistant Director, Workforce and Economic Development

South Bend

Prince Covington, Project Manager (574) 289-7001, ext. 5360
Amber Adkinson, Project Manager (574) 289-7001, ext. 6813
Brenda Strope, Project Manager, Workforce Certification (574) 289-7001, ext. 1235
Jean Whetstone, Enrollment Manager, Apprenticeship (574) 289-7001, ext. 5400
Cristy Cummins, Administrative Assistant (574) 289-7001, ext. 5356 or 6812
Tanya Wichlacz, Administrative Assistant (574) 289-7001, ext. 5357
Izza Jatala, Administrative Assistant (574) 289-7001, ext. 1013
Tasha Thomas, DOL Grant Assistant (574) 289-7001, ext. 5392
Rebecca Hire, Administrative Assistant (574) 289-7001, ext. 5392
Reynolds Balmer, Assessment Coordinator (574) 289-7001, ext. 6377
Don Noyer, Exam Proctor (574) 289-7001, ext. 5357

Elkhart County

Suzanne Alfrey, Project Manager (574) 830-0375, ext. 4400
Jan Wilsey, Administrative Assistant (574) 830-0375, ext. 4442
Kelli McClanahan, DOL Grant Assistant (574) 830-0375, ext. 4427
Marque Belke, Exam Proctor (574) 830-0375, ext. 4484

Warsaw

Claudia Carson, Administrative Assistant (574) 267-5428, ext. 6145
Mary Jean Thorn, Administrative Assistant (574) 267-5428, ext. 6145
Michael Longenecker, Exam Proctor (574) 267-5428, ext. 6130
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  Elkhart: 574-830-0375, extension 4400  
  Warsaw: 574-267-5428, extension 6129