IVY TECH COMMUNITY COLLEGE
ACCELERATED CERTIFIED TRAINING CATALOG

STRATEGY NO. 1
You or Your Company

Need Training

Turn the Page

Computer Skills
Foreign Languages
Real Estate
Leadership
Customer Service
Certifications
And Much More!

IVYTECH.EDU/ACTNOW

FALL 2008
As Indiana’s largest provider of workforce programs for business and industry, Accelerated Certified Training is uniquely positioned to help you succeed. We offer training in Computers and Information Technology, Human Resources, Manufacturing and Industrial Skills, Safety, Quality, Healthcare, Finance, and a variety of other areas.

Whether your goal is to be promoted, get a new job, or just increase your skills, Ivy Tech Community College Accelerated Certified Training has decades of expertise to help you find the training you need.

Ivy Tech can partner with your company or team to accelerate your workforce. See pages 21-25 for details about our Corporate Services offerings.

Learn how Accelerated Certified Training can accelerate your personal success. Call 812-374-5244 or email rjackson125@ivytech.edu.

www.ivytech.edu/actnow
Workforce Certification Center

Ivy Tech’s Workforce Certification and Assessment Center is designed to help you advance your career by boosting your skills. With our courses, you build the exact skills you need for the certification you want. When you’re ready, we’ll administer your certification exam.

Certification testing is available in a wide variety of fields, including tests for Emergency Medical Technicians (EMTs), Airport Certified Employees, Dementia Care Professionals, and Certified Nursing Assistants. American Medical Technologists candidates can apply to take certification exams such as: Medical Technologist (MT), Certified Medical Administrative Specialist (CMAS), Registered Phlebotomy Technician (RPT), and Registered Dental Assistant (RDA).

We also offer many information technology certifications as well as Manufacturing Standardized Skills Council certifications and college credit by examination through the CLEP and DANTES program.

With hundreds of certifications available in dozens of fields, certifying your skills can be as simple as a phone call.

**COMMON CERTIFICATIONS:**

- EMT- Basic
- EMT- Advanced
- EMT- Pre-Primary Instructor
- EMT- Instructor
- First Responder
- Microsoft Office Specialist: Access, Excel, Word, Outlook, Powerpoint
- Indiana Dept. of Insurance: Property and Casualty Life and Health Life Health
- CLEP & DANTES Exams
- MSSC
- ACT Exams:
  - ASE (National Institute for Automotive Svc. Excellence)
  - Assoc. of Social Work Bds.
- CSA (Codes and Standards Assessments)
- VUE:
  - Adobe Exams
  - Cisco Exams
  - CIW Exams
  - IBM Testing

**Certification & Assessment Info:**
1-800-922-4838, x5211
COMPUTER SOFTWARE

MS WORD INTRODUCTION
Introduction to word processing. Learn the right way to create, edit, and format a document using Word tools and templates. Need to know basic computer skills prior to taking this course.
Columbus - Corporate Training Institute
Wed./Thurs. 5:30-8:30 11/5-11/13 (no class Labor Day)
$130.00 (includes text)

MS WORD INTERMEDIATE
This class covers intermediate editing and formatting techniques, setting up tables, multi-column documents, creating charts and diagrams.
Columbus - Corporate Training Institute
Mon./Tues. 5:30-7:30 12/8-12/23
$130.00 (includes text)

MS EXCEL INTRODUCTION
In this introduction to spreadsheets, students will cover modifying an existing worksheet, building a new worksheet, editing and formatting a worksheet, enhancing a printout and using Excel functions.
Columbus - Corporate Training Institute
Mon./Tues. 5:30-7:30
Seymour - Jackson County Education Center
Wed./Thurs. 5:30-7:30 9/17-10/2
North Vernon - Education & Training Center
Wed./Thurs. 5:30-7:30 11/5-11/20
Greensburg - Community Learning Center
Wed./Thurs. 5:30-7:30 11/5-11/20
$130.00 (includes text)

MS EXCEL INTERMEDIATE
Learn editing and formatting techniques, financial functions, date/time functions, creating a chart, working with a list, linking worksheets within a workbook, controlling the worksheet display, adding pictures and diagrams to worksheets, and additional Excel features.
Columbus - Corporate Training Institute
Mon./Tues. 5:30-7:30 9/22-10/7, 11/17-12/2
Seymour - Jackson County Education Center
Wed./Thurs. 5:30-7:30 10/15-10/30
Greensburg - Community Learning Center
Wed./Thurs. 5:30-7:30 12/3-12/18
$130.00 (includes text)

Advanced level training also available.

MS ACCESS INTRODUCTION
Basic database set up, create forms, modify and manipulate data, find feature, display selected data, create a report, and additional access features.
Columbus - Corporate Training Institute
Wed./Thurs. 5:30-7:30 10/8-10/23
Seymour - Jackson County Education Center
Mon./Tues. 5:30-7:30 12/8-12/23
$130.00 (includes text)

BASIC COMPUTER AND INTERNET
This is the place to start. This is a fun way to learn how to operate your computer. You will learn about the computer itself as well as some of the software you might be using.
Columbus - Corporate Training Institute
Wed./Thurs. 5:30-7:30 9/3-9/11
North Vernon - Education & Training Center
Wed./Thurs. 5:30-7:30 10/8-10/16
Seymour - Jackson County Education Center
Wed./Thur. 5:30-7:30 9/3-9/11
$89.00 (includes text)

Most companies use version 2003. Ivy Tech also offers the newest 2007 version of all software.
COMPUTER SOFTWARE

BASIC COMPUTER WORKSHOP
For the beginner who wants a place to start. Learn basic computer hardware, software and using a mouse. Learn to open and close applications and surf the internet.

Columbus - Corporate Training Institute
Sat. 9:00-1:00 10/11, 11/8, 12/6
$35.00 (includes text)

CREATING POWERFUL
POWERPOINT PRESENTATIONS
Learn the art of creating and presenting super business presentations with PowerPoint. Learn to create, modify, enhance, and customize your presentations.

Columbus - Corporate Training Institute
Wed.-Thur. 5:30-7:30
10/1-10/2, 11/19-11/20
$89.00 (includes text)

QUICKBOOKS I
One-day workshop to learn QuickBooks essentials right away. Provides step-by-step instruction, using the most common QuickBooks features. Learn how transactions work, set up customers, record cash sales & invoices, record payments from customers and more.

Columbus - Corporate Training Institute
Sat. 8:00-4:00 9/13
$99.00 (includes text)

QUICKBOOKS II
Extend your knowledge of accounting principals by learning customizing invoices and estimates, setting up jobs, receiving credit card payments from customers, memorizing activities, time tracking and job costing.

Columbus - Corporate Training Institute
Sat. 8:00-4:00 9/27
$99.00 (includes text)

CREATING WEB PAGES
Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies.

$89.00 (includes text)
Online at ed2go.com/ivyteccol
CUSTOMER SERVICE

BEYOND LIP SERVICE: CUSTOMER SERVICE THAT MAKES THEM SAY, “WOW!”
Customers’ tastes, values, and expectations are all changing. Today’s successful organizations do more than just mouth tired, worn platitudes that “the customer is always right.” They anticipate their customers needs and partner with them to create truly, memorable service opportunities. If you want to hear a resounding chorus of “Wow” from your customers, Beyond Lip Service is the place to begin.

Columbus - location to be determined
Thur. 6:00-9:00 9/25
$65.00

ABOUT THE INSTRUCTOR
David Eastman is the founder of Big Kahuna of Love, Fun and Money, a training and coaching company that teaches Success Skills for the 21st Century. He holds a B.A. and M.Ed. from Indiana University and has won awards from both the American Society for Training and Development and the National Speakers Association.

David has an extensive background in the fields of mental health, higher education and business. He has presented programs for the Sony Corporation, Motorola, Cook, Inc., Thomson Consumer Electronics, Marathon Oil, Farm Bureau Insurance, Stanford University, Michigan State University, and many other leading-edge organizations both large and small.

REACHING FOR STELLAR SERVICE
A defining moment is any point in time when a customer judges the service you provide. When you greet a customer, it’s a defining moment. Depending on how you handle each defining moment, the customer has a positive or negative experience. Learn to strive to create positive defining moments to build customer loyalty.

Columbus - Corporate Training Institute
Fri. 8:30-12:30 10/10
$50.00 (includes text)
MANAGEMENT & HUMAN RESOURCES

WORKING TOGETHER, BETTER THAN EVER: COMMUNICATION & TEAMBUILDING
$65.00 (includes text)
It’s obvious. We can accomplish a whole lot more when we work together than when we’re at odds with each other. But let’s face it – not everyone is that easy to get along with! Working Together, Better Than Ever will provide you with the simple, yet powerful, communications tools that you need to get along with even the crustiest of co-workers. There will be no group hugs, and we won’t join hands and sing Kumbaya, but Working Together Better Than Ever will be a chance for you to expand your human relations abilities and walk away with a tool belt full of techniques that you can use to accomplish more with less interpersonal friction.
Columbus - location to be determined
Thur. 6:00-9:00  10/23

SHRM
In cooperation with the Society of Human Resource Management, this course covers functional areas of HR management practices, general employment practices, staffing, human resource compensation and benefits. Enhance your skills and/or prepare for the PHR or SPHR exams.
Columbus - Corporate Training Institute
Wed. 5:30-9:30  9/3-11/5
$824.00 (includes text)

MANAGING YOUR PRIORITIES
It can be hard to stay in touch with your own priorities in an environment of nonstop change. To be successful, you need skills for managing your own diverse tasks and for managing the personal interactions that keep you from achieving your goals. Learn the four techniques for managing priorities on the job.
Columbus - Corporate Training Institute
Fri. 8:30-12:30  12/5
$50.00 (includes text)
People born after 1982 are known as “Generation Y” or “Millennials.” Dr. Greg Sipes calls them “The New Great Generation™.” This group is more affluent and achievement-oriented than any generation since World War I. They are an upbeat, optimistic, “can do” group who will be better educated and more engaged in life than any generation in 100 years. They value relationships with parents and friends. So, if all this is true about Millennials, why are parents still anxious?

There is a new and more powerful way of parenting, Soulful Parenting™, that encourages parental influence effective in the here and now, while preserving a healthy relationship well into the future. Dr. Sipes will explain the philosophy behind Soulful Parenting™, and how you can begin a powerful, effective, influential alliance with your teen that transforms the relationship from “who is in control” to “how much you care.” It will change your family’s life.

**Columbus - Main Campus**
Tues.  8:00-5:00  11/11
$89.00

**LEAD AS YOU LIVE, LIVE AS YOU LEAD™**
“The Six Universal Principles of Uncommon Sense” are a reality behind the reality of our everyday life. These principles are logical — yet it is uncommon that people actually consider them in their daily activities. They are consistent, predictable and inevitable. Every one of these Principles of Uncommon Sense is derived from how life actually works. And while none of these Principles will be a surprise — because they’re all universally observed and experienced — we think you’ll find them to be surprisingly powerful when you consider them carefully. “Every patient I’ve ever seen has been suffering as a result of ignoring one of these principles and denying its wisdom in guiding their actions,” said Dr. Greg Sipes. The Principles are: The Principle of the Harvest, The Principle of the Common Denominator, The Supreme Principle of the Universe, The Equalizer Principle, The Real Power Principle and The Principle of the Golden Rule. If you truly acknowledge and consider them, these six principles will transform you and your experience of life — every aspect of your experience. The research suggests that these “uncommon sense” principles ultimately lead to better health and happiness in your personal life and greater productivity and profitability in your business life. This is “uncommon success.”

**Columbus - Main Campus**
Tues.  8:00-5:00  9/23
$89.00
BIOGRAPHY

Gregory P. Sipes, Ph.D. is a behavioral psychologist with nearly 30 years of clinical experience. He is a founding senior partner of Indiana Health Group, Inc., the Midwest’s largest multidisciplinary behavioral health practice; and has been involved with a number of not-for-profit agencies serving at-risk kids in Indianapolis.

Greg graduated from Spring Arbor University with a B.A. in Psychology then received a M.S. and Ph.D. in Clinical Psychology from the University of Wyoming. He completed his residency in psychology in the Department of Psychiatry at the Indiana University School of Medicine. In 2007, he received an honorary Doctorate of Science degree from his alma mater.

Greg has served as a full-time faculty member with IU School of Medicine, was a hostage negotiation consultant and police psychologist with IPD and has consulted with a wide variety of businesses and organizations on many workplace issues.

He is author of Lead to Live, Live to Lead: Discovering the Six Principles of Uncommon Sense for Uncommon Success and Soulful Parent – Soulful Teen: Moving from Control to Care. This summer, the three-volume series, Transformation of the Soul, which he co-authored with Dr. David Blumenthal, will be released. He is the author of a new, soon-to-be released book, “Heads Up” – A New Approach to a Safety First Mindset in Your Workplace. He has a weekly WXIN/Fox59 segment, “Straight Talk with Dr. Sipes,” is a regular guest on WIBC and WXNT radio stations and frequently contributes to local business publications such as the Indianapolis Business Journal and Inside Indiana Business.


The good news is, there’s a new generation of workers, “Millennials” (born between 1982-2000), who are the most educated, affluent, technologically advanced, and optimistic group in 100 years. They’re eager to make a difference in your workplace; boost your bottom line. The bad news is that traditional corporate and manufacturing culture doesn’t appeal to them. Maintaining a competitive edge depends on having this new talent. So how do you attract and retain these folks? Much has been written about the challenges Millennials present. They’re motivated by different incentives and interested in a new kind of workplace. This interactive presentation will explain the challenges, and offer a multitude of low-cost solutions to improve recruiting, hiring and retention of the most talented. We will also offer opportunities for problem solving and the design of custom strategies specific to your company.

Columbus - Main Campus
Wed. 8:00-5:00 10/22
$89.00
QUALITY CONTROL

CERTIFIED SIX SIGMA BLACK BELT
The class is sponsored in conjunction with the local ASQ section in preparation for the October 18, 2008 Certified Six Sigma Black Belt exam at Ivy Tech. The CSSBB prep class covers team leadership and team dynamics along with how to assign team member roles and responsibilities. Black Belts will understand all aspects of the DMAIC model in accordance with Six Sigma principles. They have basic knowledge of Lean enterprise concepts, are able to identify non-value-added elements and activities and can use specific tools.
Columbus - Advanced Mfg. Institute
Sat. 8:00-4:30 9/6-10/4
$740.00 (includes text)

CERTIFIED QUALITY TECHNICIAN
The class is sponsored in conjunction with the local ASQ section in preparation for the October 18, 2008 Certified Quality Technician exam at Ivy Tech. The CQT prep class covers the analysis of quality problems, inspection plans and instructions, sampling plan applications, audits, quality costs and other quality data, and fundamental statistical methods and analysis for process control.
Columbus - Advanced Mfg. Institute
Mon./Wed. 6:00-9:00 8/25-10/8
$600.00 (includes text)

CERTIFIED CALIBRATION TECHNICIAN
The class is sponsored in conjunction with the local ASQ section in preparation for the December 6, 2008 Certified Calibration Technician exam at Ivy Tech. The CCT prep class covers the requirements for the CCT such as testing, calibrating, maintaining and repairing electrical, mechanical, electromechanical, analytical and electronic measuring, recording and indicating instruments and equipment for conformance to established standards.
Columbus - Advanced Mfg. Institute
Sat. 8:30-4:00 Aug 2, 9, 23, 30
Mon./Wed. 5:30-9:00 Dec 2, 4, 9, 11
$530.00 (includes text)

CERTIFIED QUALITY ENGINEER (CQE)
The class is sponsored with the local ASQ section in preparation for the December 6, 2008 Certified Quality Engineer exam at Ivy Tech. The CQE prep class covers the principles of product and service quality evaluation and control, development and operation of quality control systems, application and analysis of testing and inspection procedures, the use of metrology and statistical methods to diagnose and correct improper quality control practices, an understanding of human factors and motivation, quality cost concepts and techniques, development and administration of management information systems and auditing quality systems for deficiency identification and correction.
Columbus - Advanced Mfg. Institute
Sat. 8:00-4:30 10/25-11/22
$625.00 (includes text)

LEAN SIX SIGMA
The class covers the basic principles of Lean and Six Sigma and how these two methodologies combine to make Lean Six Sigma. The course covers the following topics: overview of Lean, overview of Six Sigma, Lean Six Sigma goals, Project Management, Team organization and dynamics, DMAIC roadmap and tools used in each phase, Improvement techniques such as 5S, Kaizen, Kanban, and SMED.
Columbus - Advanced Mfg. Institute
Sat. 8:30-4:30 Dec 6,13,20
$995.00 (includes text)

YELLOW BELT
The class covers the basic principles of Six Sigma and how to use the basic tools. The class is built around the DMAIC roadmap and tools used in each phase. This class also builds on the skills needed to move further into the Green Belt and Black Belt levels of Six Sigma.
Columbus - Advanced Mfg. Institute
Sat. 8:30-4:00 Aug 2, 9, 23, 30
Mon./Wed. 5:30-9:00 Dec 2, 4, 9, 11
$530.00 (includes text)
MANUFACTURING CERTIFICATE PROGRAM

After completing four core classes and all the classes for one of five specialties, students will receive a Manufacturing Certificate from Ivy Tech Community College. Classes are conducted on three consecutive Saturdays each month from 8am-5pm with a one-week break between each class. Classes begin October 4 and end in May 2009.

All classes are $501.00, which includes text. Optional test out/college credits - $45.00.

Ivy Tech’s Manufacturing Certificates can be used as a stepping-stone to a Technical Certificate or an Associates Degree. Contact our office for more information.

CORE CLASS
WORKPLACE SAFETY 1
$501.00 Includes Text
Introduces basic safety instruction including OSHA requirements and other concerns (MSDS, confined space, lock out/tag out, zero energy state, etc.)
Columbus - Advanced Mfg. Institute
Sat. 8:00-5:00 10/4-10/18

CORE CLASS
BASIC MATH
$501.00 Includes Text
Concentrates on basic operations with whole numbers, fractions, decimals and their applications. Introduces a variety of math learning strategies. Includes United States Customary Measurement System.
Columbus - Advanced Mfg. Institute
Sat. 8:00-5:00 11/1-11/15

CORE CLASS
PRINT READING I
$501.00 Includes Text
Provides an introduction to reading and interpreting machine shop symbols, welding blueprints and working drawings used in trades and crafts. Focuses on dimension, shape, fabrication and assembly. Applies basic mathematics to the solution of print and performance problems.
Columbus - Advanced Mfg. Institute
Sat. 8:00-5:00 12/6-12/20

MANUFACTURING CERTIFICATE SPECIALTIES

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<tr>
<th>CNC 1 (Mill)</th>
<th>CNC 2 (Lathe)</th>
<th>CNC 3</th>
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<tr>
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<td>Mill 1</td>
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<th>Industrial Maint. 2 - Electricity</th>
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<td>Motor/Motor Controls</td>
<td>PLC 1</td>
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<td>Beginning Welding</td>
<td>Electrical Wiring</td>
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Columbus - Advanced Mfg. Institute
Sat. 8:00-5:00 10/4-10/18
Sat. 8:00-5:00 11/1-11/15
Sat. 8:00-5:00 12/6-12/20
The MSSC Certified Production Technician certification is the nationally recognized certification supported by the National Association of Manufacturers. The training will enable workers to build the core knowledge and skills required in modern advanced manufacturing.

This course will validate with the certification the worker’s technical, academic and employability skills needed in the modern manufacturing environment.

WHY IVY TECH?
Ivy Tech Community College and MSSC have an exclusive agreement making Ivy Tech the exclusive provider in the state of Indiana of MSSC courses in colleges in Indiana. Ivy Tech has a unique expertise in advanced manufacturing and workforce certification because it has been heavily involved in the curriculum being offered at 23 campuses and 25 service centers across the state.

In recognizing MSSC as a Nationwide skills standard, Ivy Tech will issue credit be granted upon formal registration with the college to any individual receiving the full “MSSC Production Technician Certification” for success in all four modules.

THE FOUR COURSE MODULES:
• Safety
• Maintenance Awareness
• Quality and Continuous Improvement
• Manufacturing Process and Production

The Certified Production Technician certification is awarded to those that successfully pass each of the four component examinations

BENEFITS TO YOUR ORGANIZATION:
• Higher productivity
• Higher worker retention
• Greater competitive advantage
• Increased workforce flexibility
• Increased employee self worth
• Workforce certified to a national standard

(812) 374-5237 or (812) 374-5233
www.ivytech.edu/actnow/manufacturing/mssc.html

SAFEWORK INDIANA

OSHA 10 HOUR
$150.00 Includes Text
Designed for Safety personnel from any type of general industry who are responsible for on-the-job safety and health work practices, complying with OSHA regulations

Columbus - Corporate Training. Institute
Thurs./Fri. 8:00-4:00 8/21-8/22, 11/6-11/7

OSHA 30 HOUR
$320.00 Includes Text
This class builds upon the OSHA 10-hour course, going into topics with more detail.

Columbus - Corporate Training. Institute
Thur./Fri.; Mon./Tues. 8:00-4:00 8/21-8/26, 11/6-11/11
REAL ESTATE

REAL ESTATE BROKERS
Ivy Tech Community College has partnered with the Real Estate Certification Program (RECP) to offer a variety of Real Estate Courses. Continuing Education (CE) is mandatory in Indiana. Guidance is recommended by RECP in choosing the right CE courses for you. To find out more about these courses and to register, contact RECP at 1-800-742-4067, or visit their website at www.recp.org.

Columbus - Learning Center
Mon./Wed. 6:30-9:30 9/15-11/12
$435.00 (includes text)

REAL ESTATE SALES
Ivy Tech Community College has partnered with the Real Estate Certification Program (RECP) to offer a variety of Real Estate Courses. Continuing Education (CE) is mandatory in Indiana. Guidance is recommended by RECP in choosing the right CE courses for you. To find out more about these courses and to register, contact RECP at 1-800-742-4067, or visit their website at www.recp.org.

Columbus - Learning Center
Tues.-Thur. 6:30-9:30 9/16-11/13
$425.00 (includes text)

HOME INspeCTION TRAINING
American Home Inspectors Training (AHIT) and Ivy Tech Community College have teamed up to offer you the nation’s leading home inspection training and marketing support programs to enable you to either start and operate your own successful home inspection business or to be a significant contributor in an established company. Our step-by-step processes and extensive experience coupled with our proven track record of successfully preparing and supporting thousands of home inspectors makes this program the right choice for you. Licensed and Approved Training Provider across the U.S.

7-DAY HANDS-ON MASTER COURSE
Our 7-day, hands-on programs will show you how to succeed as a professional home inspector. Perform 3 actual inspections with our instructors.

Columbus - Corporate Training Institute
8am-6pm Oct 4-10, Dec 6-12
$1,795

DISTANCE LEARNING MASTER COURSE
Learn how to perform a professional inspection on your own time, in your own home, and at your own pace. All of the material will be shipped to your door. You’ll learn independently, but not alone- with unlimited instructional support. Course delivers all of the advantages of our nationally certified classroom course with real-time web based convenience.

$995.00

To Register: www.ahit.com/affiliates/ivytech/
MEDICAL TRAINING

EMT TRAINING
This course covers basic Emergency Medical Technician (EMT) skills necessary for emergency care at a basic life support level with an ambulance service or other specialized service. 144 total didactic hours, 16 ED observation, 16 hours ambulance observation. Prerequisite: Cardiopulmonary Resuscitations (CPR). This program can also be applied toward obtaining an Associate Degree in Paramedic Science.

Columbus - Main Campus
Mon./Wed. 8:00-12:00 8/25-12/10
Tues./Thur. 5:30-9:30 8/26-12/11
$450.00 (plus text)

QUALIFIED MEDICATION
AIDE COURSE (QMA)
This course consists of 60 classroom hours and 40 clinical hours. This class meets the new Indiana State Department of Health QMA curriculum guidelines. Any CNA who successfully completes this course will be eligible to take the state exam or certification as a QMA. Prerequisites: Current CNA certification and a high school diploma or GED. Must be 18 years of age. Must have documentation of at least 1000 hours of work experience as a CNA during the two years prior to applying to become a QMA.

Columbus - Corporate Training Institute
Tues./Thur. 4:30-8:30 9/23-11/11
$500.00 (plus text)

CARDIOPULMONARY RESUSCITATION - CPR
This American Heart Association CPR course provides students with information necessary to recognize the need for one and two person cardiopulmonary resuscitation (CPR) as it relates to adults, children and infants. Requires students to safely perform CPR and the use of AED. Approved for Healthcare Providers.

Columbus - Main Campus
Fri. 8:00-4:00 9/18
Tues. 8:00-4:00 9/23
Thurs. 8:00-4:00 9/25
Sat. 8:00-4:00 9/27
Mon. 8:00-4:00 10/13
Sat. 8:00-4:00 10/18
Tues. 8:00-4:00 10/21
Wed. 8:00-4:00 11/5
Sat. 8:00-4:00 11/22
Fri. 8:00-4:00 12/5
Wed. 8:00-4:00 12/10

Franklin - Franklin Campus
Thur. 8:00-4:00 8/28
Mon. 8:00-4:00 9/8
Sat. 9:00-5:00 9/13
Thur./Fri. 5:00-9:00 10/9-10/10
Sat. 9:00-5:00 11/1
Mon. 8:00-4:00 11/10

$49.00 (plus mask)
DEMENTIA CARE PROFESSIONAL CERTIFICATION (DPC)
The Dementia Care Professional Certification is designed for health care professionals that are either new to the health care industry or who are unfamiliar with dementia and Alzheimer’s Disease.

FUNDAMENTALS OF DEMENTIA CARE
The Fundamentals of Dementia care program has been designed to help all staff, but especially personal care staff, understand the basics of dementia care. Topics include an overview of Alzheimer’s disease and related dementias, implementing person centered care, communication strategies, understanding challenging behaviors, improving activities of daily living and helping families.

Columbus - Corporate Training Institute
Thur. 8:00-5:00 9/18
$119.00 (includes text)

UNDERSTANDING DEMENTIA
Understanding Dementia begins with an overview of dementia and the specific diseases and conditions that may cause dementia. The diagnostic process, dual diagnosis, and progress of Alzheimer’s disease will be covered. Medication and non-pharmalogical forms for treatment will also be addressed.

Columbus - Corporate Training Institute
Thur. 8:30-12:30 10/16
$69.00 (includes text)

EFFECTIVE COMMUNICATION - CORE COURSE
Utilizing interactive training, this course provides the learner with information on verbal, non-verbal and written communication techniques for persons with dementia, resident’ families, and co-workers. Special consideration of cultural influences, hearing and visual impairments, and documentation will be addressed.

Columbus - Corporate Training Institute
Thur. 8:30-12:30 11/20
$69.00 (includes text)

ACTIVITIES OF DAILY LIVING - CORE COURSE
This course will provide an advanced look at personal and daily care. Techniques for activities of daily living (bathing, dressing, eating, toileting, and ambulation) will be discussed. Using an interactive approach, this course provides participants opportunities to explore how daily living activities can become meaningful and incorporated into daily schedules.

Columbus - Corporate Training Institute
Thur. 8:30-12:30 12/18
$69.00 (includes text)

DEMENTIA CARE: PROBLEM SOLVING & MANAGING BEHAVIORS
The challenges of behaviors of agitation, both aggressive and non-aggressive are explained. Potential solutions and techniques are presented with specific emphasis on topics such as combativeness, incontinence, sexuality, and wandering. Culturally sensitive approaches and working with the family are also examined.

Columbus - Corporate Training Institute
Thur. 8:30-12:30 1/15
$69.00 (includes text)

Classes for the Dementia Care Professional Certification will run every 3rd Thursday of the month.
The Management and Supervisory Institute (MSI) is a high impact, progressive program used to train your most critical personnel: front-line and middle-level managers and supervisors. Many times individuals are moved into supervisory roles with little or no training because they have other key attributes recognized by the organization. While qualified to perform the nuts and bolts of the job, they lack the necessary communication, organization and motivational skills to effectively get the job done through other people. MSI provides managers and supervisors professional development training in communication, leadership, interpersonal skills and managerial performance.

Class participants will be engaged and involved in the following classes while they learn best practices used in other industries and organizations:

- Understanding Roles Using Extended DiSC®
- Mastering the Tools of Management
- Leader, Manager or Both
- Communicating for Results I, II, & III
- Managing and Resolving Conflict

This course culminates with a final exercise to encapsulate one or more situations participants have encountered in the workplace which will be handled more effectively in the future as a result of the enhanced skills gained in MSI. As a cohort experience, this capstone exercise solidifies the learning in MSI and requires the demonstration of group presentation skills.

**Benefits to your Organization**

- Increases level of professionalism and knowledge of managers and supervisors
- Prepares participants to effectively deal with growth and change in your organization
- Provides job skills immediately applicable on the job
- Develops confidence in those entrusted with supervisory responsibilities

**Course Objectives**

- An understanding of their own behavior 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 Human Resource law, which allows them to understand the impact of their decisions on the business
- Confidence to handle conflict, and coach and motivate employees
- Meeting facilitation skills for the achievement of maximum results
- Increased appreciation of diversity and the value of diversity to the organization
- Skills to communicate professionally and effectively

**Training Description and Materials**

This instructor-led course with reference materials and handouts focuses on the skills and tools needed to help managers and supervisors understand themselves and become more productive in the workplace. Classes are conducted using the cohort model which provides participants the opportunity to learn and grow from counterparts in different positions and industries. This course will focus on the learner and the ability to coach, mentor and motivate employees in the workplace.

**Hours and Cost**

Your Management and Supervisory Institute course is a 105-hour training activity, scheduled at your convenience for up to a maximum of 8 participants. 10.5 IACET Approved CEUs will be awarded upon successful completion of the course. Pricing includes training administration, instruction, class handouts and materials, and a luncheon and activity evaluation at the conclusion of training.

www.ivytech.edu/actnow/supervision/management-institute.html
**LANGUAGE**

**WRITING FOR ESL - ONLINE**
Would you like to learn how to write more effectively? Many ESL learners have excellent training and skills in their native languages but find their academic or career progress slowed by the challenges of writing in English. This course will take you through each step of the writing process, showing you how to generate, focus, and develop your ideas. A thorough grammar review will also help you refine and perfect your writing. By the end of this course, you will be able to produce writing that is clear, logical, cohesive, and free of grammatical and punctuation errors.
Delivered online at ed2go.com/ivyteccol
Start dates - 8/20, 9/17
$89.00 (includes text)

**SPEED SPANISH I - ONLINE**
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!
Delivered online at ed2go.com/ivyteccol
Start dates - 8/20, 9/17
$89.00 (includes text)

**INTRO TO ESL TEACHING - ONLINE**
English language teachers enjoy a wide range of opportunities and face a daunting set of challenges. You teach more than a subject—you’re teaching skills that will open up the entire world to your students! This course will show you innovative ways of teaching vocabulary and grammar, listening and speaking, and reading and writing. But more than that, it will give you a deeper understanding of who your students are and who you are as a teacher. So join us on this journey of becoming a more reflective and effective English language teacher!
Delivered online at ed2go.com/ivyteccol
Start dates - 8/20, 9/17
$89.00 (includes text)

**SED DE SABER**
The Sed de Saber Learning System™ is a self-paced, standards-based program using the Quantum LeapPad with Microphone for English language development designed for the adult learner to acquire the skills necessary for employment, self-sufficiency, and integration into the local community. For those adults who are parents, the program is also designed to provide them with sufficient communication skills to become a full partner in the educational development of their children.
$395
ONLINE COURSES

ED2GO ONLINE COURSES
Ed2Go’s instructor-facilitated online courses are informative, fun, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks with a two-week grace period at the end. Courses are project-oriented and include lessons, quizzes, hands-on assignments, lively discussion areas, supplementary links, and more. You can complete any of these courses from your home or office, at any time of the day or night. Most Ed2Go courses listed below cost $89 each.

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

A new section of every course below will begin on August 20, September 17, October 15, November 19, December 17.

HOW TO GET STARTED
1. Visit our Online Instruction Center: http://www.ed2go.com/ivybloomb-pro
2. Click on the department and course you are interested in, and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. On the first day of your course, return to our Online Instruction Center and click the Classroom link. Simply log in with the e-mail and the password you selected during enrollment.

ED2GO-PRO
Business owners and managers: Would you like to register several students at once? Interested in bulk discounts for convenient online training? For more information, visit http://www.ed2go.com/ivybloomb-pro

ACCOUNTING
Accounting Fundamentals I & II
Creating a Successful Business Plan
Introduction to QuickBooks 2007
QuickBooks 2006 for Contractors
QuickBooks 2007 for Contractors
Performing Payroll in QuickBooks 2006
Performing Payroll in QuickBooks 2007

ART, HISTORY, PSYCHOLOGY, & LITERATURE
Film Literacy
Music Made Easy
Enjoying European Art Online
Drawing for the Absolute Beginner

BASIC COMPUTER LITERACY
Introduction to Windows Vista
Computer Skills for the Workplace
Keyboarding
Introduction to the Internet
Introduction to Windows XP
101 Tips and Tricks for the iMac and Macintosh

BUSINESS ADMINISTRATION
Project Management Fundamentals
Project Management Applications
Fund. of Supervision and Management I & II
Administrative Assistant Fundamentals
Administrative Assistant Applications
Understanding the HR Function
Mastery of Business Fundamentals
Mastery of Business Applications
Employment Law Fundamentals
Total Quality Fundamentals
Six Sigma: Total Quality Applications
Purchasing Fundamentals
Purchasing Applications
Introduction to Business Analysis
Managing Customer Service
Distribution and Logistics Management
Supply Chain Management Fundamentals
Supply Chain Management Applications
High Speed Project Management
Successful Construction Business Mgt.
Principles of Sales Management
Manufacturing Fundamentals
Manufacturing Applications
PMP Certification Prep 1 & 2

CHILD CARE & PARENTING
Caring for Children
Ready, Set, Read!
Enhancing Language Dev. in Childhood
Understanding Adolescents
Guiding Kids on the Internet

COMPUTER APPLICATIONS
Introduction to Microsoft Word 2007
Introduction to Microsoft Excel 2007
Introduction to Microsoft Word 2003
Intermediate Microsoft Word 2003
Advanced Microsoft Word 2003
Introduction to Microsoft Excel 2003
Intermediate Microsoft Excel 2003
Advanced Microsoft Excel 2003
Introduction to Microsoft Access 2003
Intermediate Microsoft Access 2003
Introduction to Microsoft PowerPoint 2003
Intermediate Microsoft PowerPoint
Introduction to Microsoft Visio 2003
Introduction to Microsoft Project 2003
Introduction to Microsoft Outlook 2003
Introduction to QuickBooks 2007
Introduction to QuickBooks 2005
QuickBooks 2007 for Contractors
QuickBooks 2006 for Contractors
Performing Payroll in QuickBooks 2007
Introduction to Crystal Reports 10
Introduction to Microsoft Publisher 2003

COMPUTER CERTIFICATION PREP
CompTIA Security+ Certification Prep
CompTIA Network+ Certification Prep
Basic CompTIA A+ Certification Prep
Intermediate CompTIA A+ Cert. Prep
Advanced CompTIA A+ Certification Prep
Microsoft Windows Cert. Prep: Exam 70-270

COURSES FOR TEACHING PROFESSIONALS
Solving Classroom Discipline Problems
Survival Kit for New Teachers
Ready, Set, Read!
Teaching Science: Grades 4-6
Teaching Math: Grades 4-6
The Creative Classroom
Differentiated Instruction in the Classroom
Integrating Technology in the K-5 Classroom
An Introduction to Teaching ESL/EFL
The Classroom Computer
Using the Internet in the Classroom
Microsoft Excel 2003 in the Classroom
Microsoft Word 2003 in the Classroom
Microsoft PowerPoint 2003 in the Classroom
Big Ideas in Little Books
Leadership
Speed Spanish
A to Z Grant Writing
Enhancing Language Dev. in Childhood
Understanding Adolescents
Guiding Kids on the Internet

DATABASE MGT & PROGRAMMING
Introduction to Database Development
Introduction to SQL
Introduction to Oracle
Intermediate Oracle
Introduction to Microsoft Access 2003
Intermediate Microsoft Access 2003
Introduction to Crystal Reports 10
Introduction to ASP.NET
Introduction to PHP and MySQL
Introduction to the Game Industry
Creating User Requirements Documents
Introduction to Alice 2.0 Programming
Introduction to C++ Programming
Introduction to C# Programming
Intermediate C# Programming
Introduction to Perl Programming
High Speed Project Management
Introduction to Visual Basic 2005
Intermediate Visual Basic 2005
Introduction to Visual Basic .NET
Intermediate Visual Basic .NET

DIGITAL PHOTOGRAPHY
Making Movies with Windows XP
Discover Digital Photography
Secrets of Better Photography
Photoshop Elements 5.0 for the Digital Photographer I & II
Photoshop CS3 for the Digital Photographer
Photoshop CS2 for the Digital Photographer
Photo People with your Digital Camera

18 ACCELERATED CERTIFIED TRAINING • WORKFORCE DEVELOPMENT FROM IVY TECH COMMUNITY COLLEGE
THE INTERNET
Introduction to the Internet
Achieving Top Search Engine Positions
Introduction to Microsoft Outlook 2003
Learn to Buy and Sell on eBay
Start Your Own eBay Drop Off Store

LANGUAGES
Speed Spanish I, II, & III
Instant Italian
Beginning Conversational French
Writing for ESL
Grammar for ESL
An Introduction to Teaching ESL/EFL
Beginning Braille Transcription
Intermediate Braille Transcription

LAW & LEGAL CAREERS
Employment Law Fundamentals
Workers’ Compensation
Introduction to Criminal Law I & II
Evidence Law
Real Estate Law
Winning Strategy for the Courtroom
Legal Nurse Consulting
Constitutional Law: Bill of Rights
Paralegal Preparation 1 - 6
LSAT Preparation - Part 1 & 2

MATH, PHILOSOPHY, & SCIENCE
Theme Park Engineering
Everyday Math
Introduction to Algebra

TROUBLESHOOTING, NETWORKING, & SECURITY
Introduction to PC Troubleshooting
Introduction to PC Security
Advanced PC Security
Creating a Home Network
Creating a Small Office Network
Wireless Networking
Introduction to Networking
Intermediate Networking

PERSONAL DEVELOPMENT
Grammar Refresher
Computer Skills for the Workplace
Effective Business Writing
Mastery of Business Fundamentals
Get Assertive!
Merrill Ream Speed Reading
Leadership
Communicating Like a Leader
Achieving Success with Difficult People
Get Paid to Travel
Keys to Effective Communication
Interpersonal Communication
High Powered Communication
Get Funny!
Secrets of Career Success
Introduction to Journaling
Twelve Steps to a Successful Job Search
Skills for Making Great Decisions

PERSONAL ENRICHMENT
Genealogy Basics
Film Literacy
Luscious, Low-Fat, Lightning-Quick Meals
Wine Appreciation for Beginners
Goodbye to Shy
The Magic of Hypnosis
Write Your Life Story
Assisting Aging Parents

SALES & MARKETING
Professional Sales Skills
Effective Selling
Business Marketing Writing
Principles of Sales Management
Marketing Your Business on the Internet
Managing Customer Service

START YOUR OWN BUSINESS
Creating a Successful Business Plan
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Start and Operate your own Home-Based Business
Publish It Yourself: How to Start and Operate Your Own
Publishing Business
Secrets of the Caterer
Growing Plants for Fun and Profit
Wow, What a Great Event!
Start Your Own Consulting Practice
Caring for Children
Start Your Own eBay Drop Off Store
Get Paid to Travel

TEST PREP
GED Test Preparation
Prepare for the GED Lang Arts, Writing Test
Prepare for the GED Math Test
SAT/ACT Preparation - Part 1 & 2
GRE Preparation - Part 1 & 2
GMAT Preparation
Grammar for ESL
LSAT Preparation - Part 1 & 2

WEB & COMPUTER PROGRAMMING
Introduction to ASP.NET
Introduction to PHP and MySQL
Introduction to JSP Programming
Introduction to Java Programming
Introduction to Alice 2.0 Programming
Introduction to C++ Programming
Introduction to C# Programming
Intermediate C# Programming
GATLIN EDUCATION SERVICES

$555-$2,995

Ivy Tech Community College partners with Gatin Education Services to bring you up-to-date online career training. These in-depth courses are designed to give you the latest in learning, and to provide the skills necessary to start a career with in-demand occupations. Our self-paced courses are available 24 hours a day. All you need is Internet access, a computer, and a desire to learn. A team of available online professionals, flexible scheduling, and educational textbooks combine to give you a relevant, interactive learning experience. Costs and class hours vary. Please check at the Gatlin site below. Programs usually take 3 - 6 months to complete.

HOW TO GET STARTED

   2. Click in the box next to the desired course title, then scroll down to the bottom of the page, and complete the requested information.
   3. You will be contacted by a Gatlin Education representative within one business day. Please Note: Once the course is accessed, either by requesting materials or by viewing lessons, there are no refunds.

BUSINESS

Administrative Professional with Microsoft Certified Application Specialist (MCAS)
Administrative Professional with Microsoft Office Specialist Bookkeeping the Easy Way with Quickbooks Certified Bookkeeper
Certified Global Business Professional Certified Wedding Planner
Corporate Governance and Ethics eBusiness
Entrepreneurship: Start-Up and Business Owner Management
Freight Broker/Agent Training
Global English
Lean Mastery
Management for IT Professionals Management Training
Mediation and Dispute Resolution Non-Profit Management Training
Paralegal Payroll Practice and Management
Personal Financial Planning Principles of Private Investigation
Project Management
Purchasing Management
Records Management
7 Steps to Leading High Achieving Teams
Six Sigma Black Belt
Six Sigma Green Belt

Supply Chain Management
Technical Writing
Travel Agent Training

CASINO GAMING

Casino Baccarat Dealer
Casino Blackjack Dealer
Casino Poker Dealer

CONSTRUCTION & AUTOMOTIVE TECHNOLOGY

Home Inspection
HVAC Technician
Modern Automotive Service Technician

HEALTHCARE

Administrative Dental Assistant
Administrative Medical Specialist w/ Medical Billing and Coding
Advanced Coding for the Physician's Office
Advanced Hospital Coding and CCS Prep
Advanced Personal Fitness Trainer
Certified National Pharmaceutical Representative Coding, Reimbursement and Documentation for Physicians
HiPAA Compliance (4 user licenses)
HR for Healthcare Professionals
ICD-10 Medical Coding: Preparation and Instruction for Implementation
Medical Billing and Coding
Medical Transcription
Personal Fitness Trainer
Pharmacy Technician
Revenue Cycle Management for Healthcare Providers
Veterinary Assistant

HEAVY INDUSTRY

Chemical Plant Operations
Oil Refinery Operations
Paper Mill Operations
Power Plant Operations
Pulp Mill Operations

INTERNET, DESIGN, AND TECHNICAL

ASP.NET
AutoCAD 2007
Business Marketing Design
Digital Arts Certificate
Fine Arts Training
Forensic Computer Examiner
Graphic Design
Help Desk Analyst: Tier 1 Support Specialist
Interior Design
Multimedia Design Certificate
Pay Per Click Marketing
Search Engine Marketing
Search Engine Optimization
Web Database Developer
Webmaster
Website Design

WEB GRAPHICS & MULTIMEDIA

Introduction to CorelDRAW X3
Introduction to Dreamweaver 8
Introduction to Flash 8
Introduction to Microsoft FrontPage 2003
Achieving Top Search Engine Positions
Introduction to Flash MX 2004
Introduction to Dreamweaver MX

WEB PAGE DESIGN

Creating Web Pages I & II
Introduction to CSS and XHTML
Designing Effective Websites
Introduction to Dreamweaver 8
Introduction to Flash 8
Introduction to Microsoft FrontPage 2003
Achieving Top Search Engine Positions
Introduction to Flash MX 2004
Introduction to Dreamweaver MX

WRITING & PUBLISHING

Beginning Writer's Workshop
Romance Writing Secrets
Writing for Children
Mystery Writing
Write Fiction Like a Pro
Advanced Fiction Writing
Grammar Refresher
Writeriffic: Creativity Training for Writers
Writeriffic 2: Advanced Creativity Training for Writers
Effective Business Writing
Writing for ESL
The Craft of Magazine Writing
Fundamentals of Technical Writing
Writing Great Technical Documents
Introduction to Adobe FrameMaker 7.1
The Keys to Effective Editing
Business Marketing Writing
Write Your Life Story
Beginner's Guide to Getting Published
Travel Writing
Your Screenwriting Career
Creating a Sense of Place
Pleasures of Poetry
Research Methods for Writers
Introduction to Journaling
Publish It Yourself: How to Start and Operate Your Own
Publishing Business
Forensic Science for Writers
Introduction to Internet Writing Markets
Resume Writing Workshop
Becoming a Grant Writing Consultant
MICROSOFT CERTIFICATION TRAINING
Microsoft Certified Application Specialist Training (MCAS)
Microsoft Certified Database Administrator (MCDBA)
Microsoft Certified Desktop Support Technician (MCDST)
Microsoft Certified System Administrator 2003 (MCSA)
Microsoft Certified System Administrator Plus 2003 (MCSA+)
Microsoft Certified System Engineer 2003 (MCSE)
Microsoft Office Specialist 2003 (MOS)

NETWORKING AND COMPTIA™ CERTIFICATION TRAINING
Cisco™ CCNA® Certification Training
Comp TIA™ A+ Certification Training
Comp TIA™Linux+/LPI Level One Certification Training
Comp TIA™Network+/Server+ Certification Training
Comp TIA™Security+ Certification Training
RFID (Radio Frequency Identification) on the Web™

VIDEO GAME DESIGN AND DEVELOPMENT
3ds max
Video Game Art
Video Game Design and Development

ADDITIONAL INFO
With enough interest, any course can be run from any of Ivy Tech's Community Campuses. If a class is not offered at your site, please call us. We keep a running list and once we have enough students, we will run the class.

Contact us today for more information:
812 374-5244

CORPORATE SERVICES
Ivy Tech Community College Workforce and Economic Department wants to partner with you and your company to provide local solutions for Indiana's business and industry training needs. We are continually improving and adding to our product line so that we can meet the needs of the changing needs facing Indiana.

Some of our comprehensive services include:
• Job Profiling and Assessments
• Pre-employment Training and Testing
• Certification Preparation and Testing
• Customized Company Training
• Computer Training
• Language Courses
• Technical and Maintenance Training
• Six Sigma Training
• Osha Training
• Vendor Product Training
• Soft Skill Training

Ivy Tech Community College is 23 campuses strong across the state of Indiana and we have been providing training solutions to our employers for over 20 years.

CONSIDER THESE NUMBERS:
• Provided corporate training to over 35,000 employees and 2,000 companies in 2006-07
• Provided professional continuing education to over 16,000 clients in 2006-07
• Awarded more than 23,000 certificates and licenses since 2001

See following pages for an extensive list of available programs.

Contact us today for more information:
812 374-5237 or 812 374-5233
Corporate Training Institute

Computers App. & Design
• 3D Studio Max
• Adobe InDesign CS2
• Intro to Adobe Photoshop
• Intro to Dreamweaver 8
• Intro to Internet Explorer
• Intro to Windows XP
• Microsoft Project
• Microsoft Publisher
• Multimedia Design Certificate
• Peachtree
• Quickbooks Pro 2007
• Solidworks
• Video Game Design & Dev.
• Windows 2000 Professional
• Windows XP Professional

Web Technology
• ASP.NET – web development, html & .net web technologies
• Certified Internet Webmaster (CIW) Foundations
• Web Design - Dreamweaver 8
• Webmaster

Drawing & Modeling
• AutoCAD 3D Drawing & Modeling – grounding in 3D fundamentals
• AutoCAD Professional, Level I – working knowledge of core 2D AutoCAD principles
• AutoCAD Pro, Level II
• Autodesk Architectural I
• Autodesk Civil 3D
• Autodesk Inventor Adv.
• Autodesk Inventor Essentials

Network Support & Admin.
• Autodesk Land Desktop I
• Autodesk Rivit, Level I
• Autodesk Vault Essentials

Microsoft Certified Systems - Administrator
- Administrator +
- Engineer

Computer Skills
• Computer Readiness
• Computers in Spanish
• Creating Templates & Forms
• Email: Communicate Effectively
• Internet & Computing Core Certification (IC3)
• Mail Merge
• Microsoft MOS
• Typing/Keyboarding

HR & Project Management
• Behavioral Risk Mgt.
• CAPM Exam Boot Camp (Certified Associate)
Project Manager
• Essentials of HR Mgt.
• Execution & Control
• Human Element in Project Success
• HR Issues for Managers
• Intro to Project Management
• Managing High-Performance Teams
• Myers-Briggs Type Indicator (MBTI):
• Planning & Scheduling
• PMP Exam Boot Camp
• Project Mgt. Essentials
• SHRM Learning System

Supervision & Leadership
• Adv. Leadership Skills
• Change Management
• Coaching & Mentoring
• First Line Supervision
• How to Manage Difficult People
• Managing Priorities
• Management & Supervisory Institute (MSI)
• Supervision & Human Relations
• Supervisory Success Skills
• Team Building/Team Leadership Well Done

Language & Culture
• Beginning Sign Language
• Beginning Japanese
• Chinese Language/Culture
• Conversational Spanish I
• Conversational Spanish II
• English/Second Language
• French
• German
• Trabajadores Industriales (English for Manufacturing)
• Workplace Spanish

Workplace Readiness
• Appreciating Who I Am (HIRE)
• The Secret Life of an Exceptional Employee (HIRE)
• Think for Success (HIRE)
• What Skills Will You Take to Work (HIRE)
• WorkSmarts
• Grammar & Proof Reading
• Personal Planning (HIRE)

Professional Development
• Diversity for All Employees
• The Intergenerational Workplace
• Getting Stronger with Conflict Resolution Skills
• Conflict Management
• Coping with Change
• Stress Management
• Sexual Harassment in the Workplace
• Workplace Harassment
• Soft Skills Solutions
• Motivation in the Workplace
• Time Management
• Presentation Skills
• Sales Training Program
• Presentations
• Technical Writing

Customer Service
• Overcoming Customer Service challenges (HIRE)
• Glad I Could Help
• License to Serve

Safety
• 10-Hour OSHA Outreach for Construction
• 10-Hour OSHA Outreach for General Industry
• 10-Hour OSHA Outreach for Healthcare
• Bloodborne Pathogens
• Confined Space Entry
• Crane Safety
• Demolition, Silica, Lead & Asbestos
• Developing a Safety Committee
• DOT HazMat Awareness
• DOT Supervisor Training for Alcohol & Substance Abuse Awareness
• Electrical Safety
• Fall Protection
• First Aid, CPR, AED
• Flammable & Combustible Liquids / Spray Finishings
• Forklift Operation
• HazCom I
• HazCom II
• HazWoper 8-Hour Refresher
• Indoor Air Quality / Ventilation & Engineering Control of Aerosols
• Lockout / Tagout
• Manlift / Scissor Lift
• Mold 101
• Noise & Hearing Conservation
• OSHA 30-Hour Outreach for General Industry
• OSHA Recordkeeping Requirements
• OSHA Training Requirements
• Performing PPE Assessments & Selections
• Powered Industrial Truck
• Selecting Respiratory Protection
• Principles of Scaffolding
• Safety Committee Participation

Quality Assurance
• 5S Housekeeping / Organization Techniques
• Adv Product Quality Planning
• ASQ Certification Refresher Courses
• Quality Control Excellence Basics of Quality Control
• Failures Mode and Effects Analysis
• Global 8D
• Internal Quality Auditor Training
• Intro to ISO 9001
• Intro to ISO/TS 16949
• Inventory Kanbans
• Just-in-Time Flow & Pull Manufacturing Systems
• Lean Manufacturing Intro
• Measurement Systems Analysis
• Mistake Proofing / Poka Yoke Systems
• Quality Function Deployment
• Quality Industry Certificate (QuIC)
• Quality Tools
• Setup Reduction / Quick Changeover Systems
• Six Sigma Black Belt
• Six Sigma Blended e-Learning Green Belt Refresher
• Six Sigma Green Belt
• Statistical Process Control
• Team Problem Solving
• Total Productive Maintenance
• Value Stream Analysis / Process Mapping
You’re the kind of person who wants to make the most of every minute. You’re ready to learn something new. You want a challenge, but you also want to have fun. And you want something that’s close to home, on your schedule.

**WELL, SAY HELLO TO ED.**

Ed is a series of continuing education and personal enrichment programs from Ivy Tech Community College. But Ed is a lot more, too:

Ed can help you dabble in a new hobby, or connect with people who have the same interests as you. Ed shares your curiosity and thirst for learning, but he also likes to kick back and enjoy himself. And he’s always ready for something new.

**GO AHEAD, GIVE US A CALL.**

**ED’S LOOKING FORWARD TO MEETING YOU.**

Ivy Tech will also run numerous classes for fun and personal enrichment this fall. Watch for newspaper ads on the following topics and more:

- **HOMESTEADING 101:** LIVING AND FARMING ON A FEW ACRES
- **DIGITAL PHOTOGRAPHY**
- **DANCE/JAZZERCISE**
- **DRIVER’S ED**
- **ORGANIZE IT TODAY**
- **HOME & AUTO REPAIR**
- **COLLEGE FOR KIDS – SUPER SATURDAYS**
- **TOASTMASTERS CLUB FOR PUBLIC SPEAKING**

**PARTNERS IN EDUCATION**

4th Annual Partners In Education (PIE) Program. We are pleased to partner with the community again this year for another unique list of classes.

INFO: (812) 374-5244