

# FALL/WINTER 2011-12

KOKOMO | LOGANSPOUT | PERU | ROCHESTER | TIPTON | WABASH

WORKFORCE TRAINING

PROFESSIONAL DEVELOPMENT

PERSONAL ENRICHMENT

ONLINE COURSES



Corporate College and Workforce Solutions  
[ivytech.edu/workforce-solutions](http://ivytech.edu/workforce-solutions) > 800-459-0561



The Ivy Tech's Corporate College and Workforce Solutions Team provides:

- High-quality, cost-effective, short-term courses,
- Career-relevant professional development training,
- Academic certificate programs,
- and certifications aligned with the needs of today's employers.

Training through Ivy Tech's Corporate College and Workforce Solutions results in increased employability and earning potential. Additionally, the department schedules a number of short-term, non-credit, personal enrichment classes to encourage life-long learning.

To learn more about our professional development programs, contact us at 800-459-0561 or visit us [online](#).

### IVY TECH'S SHORT-TERM, PROFESSIONAL DEVELOPMENT COURSES

In today's competitive business environment, it is more important than ever to continue gaining new skills. Ivy Tech's Corporate College and Workforce Solutions office is the "go-to" place for professional development training that will give you an edge as you seek promotions and new, exciting positions.

Professional development courses at Ivy Tech take a small amount of time but provide big returns. Many of our professional development courses can help you prepare for required certifications or earn continuing education units (CEUs). They also give you the advantage of networking with other professionals who face similar challenges in the workplace.

Take time out to improve your career skills this fall. Learn how you can advance your career with short-term, professional development courses at Ivy Tech.

The Corporate College and Workforce Solutions Team in the Kokomo Region is ready to serve you! Call 800-459-0561 for a local training coordinator.

**KOKOMO CAMPUS**  
765-459-0561 | 800-459-0561

Jan Bailey, executive director  
[jbailey@ivytech.edu](mailto:jbailey@ivytech.edu)

Main Campus  
1815 E. Morgan St.

Jayne Deno, director  
[jdeno3@ivytech.edu](mailto:jdeno3@ivytech.edu)

Corporate College  
1815 E. Morgan St.

Nadine Newsom, director  
[mnewsom@ivytech.edu](mailto:mnewsom@ivytech.edu)

Workforce Certification Center  
1701 Touby Pike

Mary Craig, program manager  
[mcraig@ivytech.edu](mailto:mcraig@ivytech.edu)

Kokomo Tech Center  
1942 E. North Street

Vinita Williams, manager, certification center  
[vwilliams34@ivytech.edu](mailto:vwilliams34@ivytech.edu)

**LOGANSPOUT CAMPUS**  
574-753-5101 | 866-753-5102  
1 Ivy Tech Way

Jennifer Wood, corporate college support  
[jewood@ivytech.edu](mailto:jewood@ivytech.edu)

**PERU INSTRUCTIONAL SITE**  
765-473-7281  
425 W. Main

Antonella Thurmond, Department of Labor, grant coordinator  
[athurmond@ivytech.edu](mailto:athurmond@ivytech.edu)

**WABASH CAMPUS**  
260-563-8828  
277 N. Thorne St.

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### PROFESSIONAL DEVELOPMENT

#### PROFESSIONAL CONTINUING STUDIES INDIANA CONTINUING LEGAL EDUCATION FORUM (ICLEF)

Local attorneys can now earn CLE units close to home! Last year, Ivy Tech began offering ICLEF programs at its Kokomo Campus. The college will be expanding its offerings this fall. Visit [www.iclef.org](http://www.iclef.org) for a listing of all ICLEF programs and to register. For more information, call 800-459-0561 and ask for Corporate College.

PERSONAL INJURY/FAMILY LAW  
Sept. 20 | T | 8:30 a.m. – noon | 3 CLE units

PROBATE ADMINISTRATION  
Nov. 8 | T | 8:30 a.m. – 2:30 p.m. | 6 CLE units

ELECTRONIC DISCOVERY  
Oct. 18 | T | 9 a.m. – 3 p.m. | 6 CLE units

course who pass the four manufacturing related modules: manufacturing processes and production; quality and continuous improvement; maintenance awareness; and safety. All instructional materials and certifications are included in the cost of the course. For more information, call 800-459-0561 and ask for Corporate College.

**Kokomo**  
Sept. 26 – Nov. 11 | M – F | 8 a.m. – noon  
Cost — \$2,500

#### NATIONAL INSTITUTE FOR METALWORKING SKILLS (NIMS) CERTIFICATION FOR CNC OPERATOR

CNC machine operator skills are required for more than 500,000 manufacturing jobs. A Computer Numerical Control (CNC) machine operator is not a machinist, but operators still require expertise in running CNC machines. Key skill topics include: CNC mill, lathe, and grinder set-up and operation; tool identification, set-up, use, and maintenance; grinder set-up and operation; fixture set-up and operation; CNC troubleshooting and maintenance for operators; precision measurement and gauging; print reading; geometric dimensioning and tolerancing; machining processes and statistical process control; quality and cycle time optimization and CNC program operation. The cost of the course includes all instructional materials and two possible certifications. For more information, call 800-459-0561 and ask for Corporate College.

**Kokomo**  
Sept. 26 – Nov. 11 | M – F | 1 – 5 p.m.  
Cost — \$3,010

#### CERTIFIED LOGISTICS ASSOCIATE (CLA)

This training provides preparation for the industry-recognized, nationally-portable CLA credentials. In the CLA certification preparation, individuals learn foundational information about the global supply chain, logistics environment, material-handling equipment, safety and quality

### FUNDING OPPORTUNITIES FOR THOSE PURSUING ADVANCED MANUFACTURING, LOGISTICS, AND INFORMATION TECHNOLOGY OCCUPATIONS

*Thanks to a Department of Labor (DOL) grant funded by the American Recovery and Reinvestment Act of 2009 (ARRA), Ivy Tech will be offering free or reduced-cost training for unemployed, underemployed and dislocated workers. Ivy Tech will utilize the available funding for training so that workers are able to adapt to new technologies in the high growth occupations of advanced manufacturing; information technology; or transportation, distribution, or logistics. Funding for qualified students is available for the classes listed in this section. Additional courses will be available throughout the year.*

*For more information, contact Antonella Thurmond at [athurmond@ivytech.edu](mailto:athurmond@ivytech.edu), or Jayne Deno at [jdeno3@ivytech.edu](mailto:jdeno3@ivytech.edu).*

#### CERTIFIED PRODUCTION TECHNICIAN (CPT)

The MSSC system awards the Certified Production Technician credential to new and incumbent workers enrolled in the CPT

principles, workplace communications, problem solving, and the use of computers. CLA is a prerequisite for the Certified Logistics Technician (CLT) credential. For more information, call 800-459-0561 and ask for Corporate College.

#### Kokomo

Dec. 5 – 16 | M-F | 2 – 6 p.m. | \$895

#### CERTIFIED LOGISTICS TECHNICIAN (CLT)

The CLT builds off the CLA certification course with product receiving and storage; order processing; packaging and shipment; inventory control; safe handling of hazardous materials; evaluation of transportation modes; and dispatch and tracking. The course fee includes all instructional materials and the certification. For more information, call 800-459-0561 and ask for Corporate College.

#### Kokomo

Jan. 9 – 20 | M – F | 2 – 6 p.m. | \$895

#### WELDING INSTITUTE

The Welding Institute at Ivy Tech Community College in Logansport provides training customized to meet your specifications — credit or non-credit, in your facility or in ours — and all on your schedule. This American Welding Society (AWS)-based education and training gives your employees certified skills needed in the advanced manufacturing and construction industries. The Institute combines innovative, short-term, accelerated certified training; nationally-recognized certifications; and academic programming to allow you and your employees access to a variety of options. This program provides a return on your investment by improving your employees' skills and job satisfaction. Skills instruction includes training and practice in the primary processes found in industry, including:

- Shielded Metal Arc Welding (stick)
- Gas Metal Arc Welding (MIG)
- Gas Tungsten Arc Welding (TIG)
- Flux-cored Arc Welding (FCAW)
- Oxy-fuel cutting (OFC)
- Plasma Arc Cutting (PAC)

Students will weld in flat, horizontal, vertical, and overhead positions on steel, stainless steel, and aluminum and on a variety of weld joints. Employer services include:

- Qualifications of welding procedures according to AWS standards
- Certification of employee(s) in qualified procedures
- Consulting on new design of welding processes

Instructor, Ron Geik, Certified Welding Instructor (CWI) and Certified Welding Engineer (CWE). For more information, call 800-459-0561 and ask for Corporate College.

#### COMPTIA, A+ CERTIFICATION (ONLINE)

CompTIA, A+ Certification is an online, entry-level class to prepare students for the CompTIA, A+ Certifications. The program prepares the student to take the CompTIA, A+ Essentials and IT Technician certifications. Ivy Tech students are eligible for a discount if exams are taken at Ivy Tech's Certification Center. Exams are \$80 each. Course fee is \$1,695, which includes all instructional material but not the cost of the exams. For more information, call 800-459-0561 and ask for Corporate College. Register anytime; six months to complete.

#### COMPTIA, NETWORK+/SERVER+ TRAINING (ONLINE)

The CompTIA, Network+/Server+ Certification is the worldwide standard of competency for professionals with nine months experience in network support or administration. The Network+ Certification validates technical competency in networking administration and support. Ivy Tech students get a discount if exam is taken at Ivy Tech's Certification Center. Cost of the certification is \$125. Course fee is \$1,495, which includes all instructional materials but not the cost of the certification. For more information, call 800-459-0561 and ask for Corporate College. Register anytime; six months to complete.

#### COMPTIA, SECURITY+ TRAINING (ONLINE)

In this program, you'll gain the skills you need to begin a career as a security professional and prepare yourself to take the CompTIA, Security+ exam. You'll become proficient in basic security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery, incident reporting, and vulnerability assessment. Register today to start working toward a lifetime credential! Ivy Tech students get a discount if exam is taken at Ivy Tech's Certification Center. Cost of the certification is \$175. The course fee is \$1,495, which includes all instructional materials but not the cost of the certification. For more information, call 800-459-0561 and ask for Corporate College. Register anytime; six months to complete. See online options section for more eligible programs.

#### FUNDAMENTALS OF SUPERVISION AND MANAGEMENT

This six-week series helps develop the necessary skills for those seeking a leadership role in a company. The series will include a personality assessment using the Extended DISC System. The Extended DISC System is designed to provide decision-makers with information about individuals; their behavioral style, strengths, development areas, skills, opinions, perceptions, and expectations. Students will better understand the impact of their personality type and drivers of employee behaviors. Topics will include examining the role of manager; mastering the tools of management; managing and resolving conflict; legal considerations of management; communicating for results, and managing change. A certification of completion will be awarded upon completion of the course.

#### Rochester

Oct. 7 – Nov. 11 | F | 12:30 – 4:30 p.m. | \$425

#### Kokomo

April 13 – June 1 | F | 1 – 4 p.m. | \$425

#### CERTIFIED PROFESSIONAL FOOD MANAGER (CPFM) – CERTIFICATION EXAM PREPARATORY

Indiana Code 410-IAC-7-22 requires mandatory certification of at least one person who oversees the food safety operation within each establishment. Ivy Tech offers an instructor-led certification training course for the certified professional food manager. This course will prepare individuals to take and pass the 85-question, multiple-choice exam. Participants in this course will study sanitation management, food safety hazards, factors that affect food-borne illness, personal hygiene, and the use and calibration of temperature measuring instruments along with many more topics. Upon successful completion, students will be awarded certification and their name will be added to the National Registry of Food Managers. The certification is valid for five years. Course fee cannot be refunded. Course fee includes manual, materials and exam. For more information, call 800-459-0561 and ask for Corporate College.

#### Kokomo

Dec. 5 | M | 8 a.m. – 6 p.m. | \$135

#### Logansport

Oct. 4 | T | 8 a.m. – 6 p.m. | \$135

#### Wabash

Nov. 1 | T | 8 a.m. – 6 p.m. | \$135

#### Winamac

Oct. 12 | W | 8 a.m. – 6 p.m. | \$135

#### Rochester

Sept. 1 | R | 8 a.m. – 6 p.m. | \$135

#### CERTIFIED PROFESSIONAL FOOD MANAGER (CPFM) – SELF-STUDY COURSES AVAILABLE IN ENGLISH OR SPANISH

If you are a student who feels more comfortable studying for the CPFM exam at your own pace and as your schedule permits, this is the course for you. Each self-study course comes with a study manual, supplemental training materials and can be started at any time. When you feel you are ready to take the exam, simply call Ivy Tech to schedule an appointment. You must complete the course within 60 days of starting. The course fee of \$110 includes a manual, supplemental materials, and the CPFM exam and cannot be refunded. For more information, call 800-459-0561 and ask for Corporate College.

#### CPFM EXAM ONLY

Certified Professional Food Manager exams are available in English or Spanish. Appointments must be made at the Certification Center for students taking only the exam. The exam fee is \$52.

#### SAFETY SERIES

##### CONFINED SAFETY ENTRY

Many workplaces contain spaces that are considered "confined" because their configurations hinder the activities of employees who must enter, work in, and exit them. A confined space has limited or restricted means for entry or exit, and it is not designed for continuous employee occupancy. This course meets the OSHA 29CFR 1910.146 standard which is required for employees who enter confined spaces, including underground vaults, tanks, storage bins, manholes, pits, silos, process vessels, and pipelines. A certificate of completion will be provided upon completion of the course. For more information, contact Gloria Carvey at 574-223-3228 or [gcarvey@ivytech.edu](mailto:gcarvey@ivytech.edu).

#### Rochester

Oct. 11 | T | 8 a.m. – noon | \$89

##### ELECTRICAL SAFETY

Electricity has long been recognized as a serious workplace hazard. OSHA'S electrical standards are designed to protect employees exposed to dangers such as electric shock, electrocution, fires, and explosions. This class meets the requirements of OSHA 29 CFR 1910.332 (a) standard. A certificate of completion will be provided upon completion of the course. For more information, contact Gloria Carvey at 574-223-3228 or [gcarvey@ivytech.edu](mailto:gcarvey@ivytech.edu).

#### Rochester

Oct. 18 | T | 8 a.m. – noon | \$89

##### HAZARD COMMUNICATION

According to the Federal Hazard Communication Standard (OSHA 29 CFR 1910.1200) all employees that have potential to be exposed to a hazardous material have a "right to know" about chemicals

in the workplace. Hazard Communication includes instruction in methods and observations that may be used to detect the presence or release of hazardous chemicals in the work area. A key focus of the class is interpretation of labels and material safety data sheets. A certificate of completion will be provided upon completion of the course. For more information, contact Gloria Carvey at 574-223-3228 or [gcarvey@ivytech.edu](mailto:gcarvey@ivytech.edu).

#### Rochester

Oct. 20 | R | 8 – 10 a.m. | \$49

#### SLIP, TRIP, AND FALL PREVENTION

The U.S. Department of Labor (DOL) lists falls as one of the leading causes of traumatic occupational death, accounting for eight percent of all occupational fatalities from trauma. Slips, trips and falls represent the highest injury rate of any regulated activity and results in one or more days away from work per incident. Slip, Trip, and Fall Prevention meets the OSHA 29 CFR 1910.21-1910.27 Subpart D for Walking and Working Surfaces. A certificate of completion will be provided upon completion of the course. For more information, contact Gloria Carvey at 574-223-3228 or [gcarvey@ivytech.edu](mailto:gcarvey@ivytech.edu).

#### Rochester

Oct. 18 | R | 10:30 a.m. – 12:30 p.m. | \$49

#### BLOODBORNE PATHOGENS

Workers in many different occupations are at risk of exposure to bloodborne pathogens, including Hepatitis B, Hepatitis C and HIV/Aids. Bloodborne Pathogens describes these and other pathogens present in the workplace and examines how best to deal with them. For more information, contact Gloria Carvey at 574-223-3228 or [gcarvey@ivytech.edu](mailto:gcarvey@ivytech.edu).

#### Rochester

Oct. 18 | R | 1:30 – 2:30 p.m. | \$29

#### CAREERS IN HEALTH

**CAREER STEP®** For more information on Career Steps and Ivy Tech Community College Kokomo Region, see [www.careerstep.com/ivytechkokomo](http://www.careerstep.com/ivytechkokomo).

Register before Oct. 31 to receive your choice of either a FREE Laptop or FREE supplemental text books. Medical administrative assistant program students are ONLY eligible for the FREE supplemental textbooks.

To register, call 800-459-0561 and ask for Corporate College.

#### FREE INFORMATION SESSION FOR ONLINE HEALTH CARE TRAINING PROGRAMS

Learn about training online for a career in medical transcription, medical coding and billing, or how to become a pharmacy technician or medical administrative assistant. Come learn how you can obtain the knowledge and skills

necessary to receive national certification and gain employment in the exciting health care industry.

#### Kokomo Alumni Hall

Sept. 7 | W | 1 p.m. and 6 p.m.

#### MEDICAL TRANSCRIPTION EDITOR

Students will develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. Students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology. Students also receive real-world experience and job training by transcribing and editing authentic physician dictations. The program is designed to be completed in one year or less. Program fee of \$2,389.95 includes 1 year online access, AHDI associate membership, KB Benchmark access, transcription foot pedal, M\*Modal editing software, personalized student support and job placement assistance.

#### MEDICAL TRANSCRIPTION

Students will develop the knowledge and skills of a medical transcriptionist. The majority of medical transcriptionists work from home, and this program is specifically focused on giving students the knowledge and practical skills necessary to obtain employment and national certification. Students focus on keyboarding, language and grammar, and medical terminology. The program is designed to be completed in one year or less. Program fee of \$1,889.95 includes 1 year online access, AHDI associate membership, KB Benchmark access, transcription foot pedal, personalized student support and job placement assistance.

#### PHARMACY TECHNICIAN

Students will be provided with both the academic and practical background necessary for national certification and to become a pharmacy technician. The program prepares students to work in both retail and institutional settings, and they gain the knowledge and skills necessary to obtain national certification through the Pharmacy Technician Certification Board (PTCB) immediately after graduation. This program is designed to be completed in 6 months or less. Program fee of \$1805.95 includes 6 months online access, a reference book, personalized student support and career guidance.

#### INPATIENT AND OUTPATIENT MEDICAL CODING AND BILLING

This program prepares students for both inpatient and outpatient medical coding and billing careers and gives them the knowledge and skills required to obtain national certification through AHIMA or AAPC. Students focus on medical terminology, coding standards, and

specific inpatient and outpatient medical code sets. Students also get hands-on experience and train with 3M™ Coding and Reimbursement System encoding software. The program is designed to be completed in one year or less. Program fee of \$2,299.95 includes 1 year online access, all the necessary medical coding books, access to 3M encoding software, personalized student support and career guidance.

#### OUTPATIENT MEDICAL CODING AND BILLING

This program prepares students for careers in outpatient medical coding and billing and is designed to help them gain the knowledge and skills required for national outpatient certification exams through AAPC. Students focus on medical terminology, coding standards, and outpatient specific code sets. Students will spend a large portion of the course gaining hands-on experience by coding real reports. The program is designed to be completed in one year or less. Program fee of \$1,934.95 includes 1 year online access, all the necessary medical coding books, personalized student support, and career guidance.

#### MEDICAL ADMINISTRATIVE ASSISTANT

This program helps students gain the specialized skills and business knowledge needed to successfully manage the day-to-day administration of a medical facility. Students learn how to effectively manage front desk reception, patient scheduling, insurance and billing, practice finances, and more. The program is designed to be completed in about 3 months. Program fee of \$1,209.95 includes 6 months online access, a reference book, access to Microsoft® Office, personalized student support and career guidance.

#### EXPANDED FUNCTIONS FOR DENTAL AUXILIARIES

Prerequisite: Prior dental assistant experience, or enrollment in a credit dental program at Ivy Tech Community College. A career as an expanded functions dental auxiliary offers diverse and exciting opportunities to use your professional skills and knowledge. Positions as dental assistants are very competitive. Those who have expanded functions training stand out from other applicants. A certificate of completion will be awarded to those who successfully complete all components of the expanded functions course and meet attendance requirements. Enrollment is limited to sixteen students. Ivy Tech Community College is authorized by IACET to offer 5.6 Continuing Education Units (CEUs) for this program. For more information or to enroll, contact Kristy Riddick at 866-457-0891, ext. 104.

#### Kokomo-Health Sciences building

Jan. 13 – Feb. 24 | F | 8 a.m. – 5 p.m. | \$1,300

April 6 – May 18 | F | 8 a.m. – 5 p.m. | \$1,300

#### DEMENTIA CARE FOR EMPLOYEES OF SKILLED, LICENSED, LONG-TERM CARE FACILITIES

The Alzheimer's Association has a partnership with Ivy Tech to deliver the Association's 40-hour Dementia Professional Certification (DPC) program through its statewide campus system. Courses were developed by the Alzheimer's Association and experts throughout Indiana in response to training deficits. The courses provide realistic best practices to provide quality dementia care. The courses also count toward the Indiana State Department of Health dementia-specific training requirements. To earn the DPC, health care professionals must have a total of 40 hours of course work from courses offered through Ivy Tech. Seating is limited to the first 75 registrants. Call the Alzheimer's Association Helpline at 800-272-3900 to register for these courses. PRE-REGISTRATION REQUIRED.

#### DEMENTIA CARE — PHYSICAL HEALTH AND SAFETY

This course explores classifications of medications and how to understand and identify adverse reactions. Nutrition and hydration are addressed as well as goal setting and identifying strategies for caregiving when changes in eating behaviors occur. Effective care planning to include preventative measures for falls and wounds will be addressed.

#### Alumni Hall, Kokomo campus

Sept. 22 | R | 1 – 5 p.m.

#### DEMENTIA CARE — STRATEGIES FOR BETTER CARE ENVIRONMENTS

The potential of the physical environment, both internal and external, to play an active role in shaping and supporting independence, stimulation, and quality of life for individuals with Alzheimer's disease and related dementias will be explored in this course. Special emphasis will be placed on principles behind design and the importance of utilizing the environment as a therapeutic tool.

#### Alumni Hall, Kokomo campus

Sept. 22 | R | 8 a.m. – noon

#### DEMENTIA CARE — DIRECTING AN ALZHEIMER'S UNIT

This training is designed specifically for the unit manager, staff educator, and administrator. A review of Alzheimer's disease and care practices, administrative practices, educating staff, regulations, and ways to reduce deficiencies will be covered.

#### Alumni Hall, Kokomo campus

Feb. 23 | R | 8 a.m. – noon

## DEMENTIA CARE — MANAGING ACTIVITIES

This course addresses the use of activities throughout the day that are individualized for those with dementia. Tips, techniques, and examples will be used to provide a meaningful exploration of the possibilities that activities provide in allowing residents to lead the fullest life possible. Individual and group activities as well as environmental design that facilitate activities will be emphasized.

### Alumni Hall, Kokomo campus

Feb. 23 | R | 1 – 5 p.m.

## PERSONAL ENRICHMENT

*If you are the kind of person who wants to make the most of every minute and you're ready to learn something new and meet new people, personal enrichment classes are for you! Of course, you may just want to challenge yourself and have some fun along the way. Continuing education personal enrichment courses will provide all of this and more. There is everything from digital photography to do-it-yourself courses. Check these classes out!*

## COMPUTER SKILLS AND NEW TECHNOLOGIES

### SMARTPHONE APPLICATIONS

Learn how to get the most out of your smartphone with this course. You'll leave knowing how to access and use the most popular features of newer smartphones. It will cover service carriers; information syncing; how to access and use audio, video, and applications; and how to maintain your phone and your phone plan. For more information, call 800-459-0561 and ask for Corporate College.

#### Kokomo

Oct. 6 | R | 6 – 9 p.m. | \$25

#### Tipton-Education Center

Nov. 10 | R | 6 – 9 p.m. | \$25

#### Logansport

Dec. 15 | R | 6 – 9 p.m. | \$25

### INTRO TO QUICKBOOKS®

QuickBooks® software is an accounting program designed for small- to medium-sized businesses. In this course, you will learn how to navigate through QuickBooks® to create a new company; work with customer and vendor transactions; use it as POS (Point of Sale) software; create meaningful, customized reports; instantly keep track of inventory; run payroll; and create tax documents such as Form 1099, Form W-2, Form 940, and Form 941. For more information, call 800-459-0561 and ask for Corporate College.

#### Rochester

Oct. 20, 21, 27, and 28 | R and F  
9 a.m. – 1 p.m. | \$150

## ONE-ON-ONE BASIC COMPUTER TRAINING

Computers are becoming more important, and as technology advances by the minute, just about everyone needs to learn to utilize them more effectively. Students will be given two hours of one-on-one basic computer skills training on subjects such as e-mail, Internet, software terminology and basic Microsoft® Word® skills. Our instructor will listen to your questions and provide answers you can easily understand. This class is perfect for the first-time computer user who might feel intimidated in a regular classroom setting. The textbook is not included in this course but may be purchased separately. Enrollment in this course is by appointment only. The course fee is \$60. For more information, call 800-459-0561 and ask for Corporate College.

#### Kokomo

### MY PC SERIES

*This series is brought to you in partnership with Microsoft®. Whether you want the nine-hour course or one or more of the three-hour workshops, our personal computer classes will introduce you to all the basics of Windows® 7. For more information, call 800-459-0561 and ask for Corporate College.*

### MY PC: INTRODUCTION TO WINDOWS® 7 COURSE

This hands-on course takes a unique approach to teaching the skills necessary to navigate the Windows® 7 operating system efficiently and confidently. Learn to maximize new features, customize the desktop, and efficiently store, locate, and search for files. Make the most of new tools and programs, learn PC management essentials, and perform basic preventative maintenance to keep your PC safe and running smoothly. This course is designed for both home and business users. Basic PC navigation skills are highly recommended.

#### Kokomo

Sept. 27 – Oct. 11 | T | 5:30 – 8:30 p.m. | \$75

#### Rochester

Oct. 5 – 19 | W | 5:30 – 8:30 p.m. | \$75

### MY PC: GETTING STARTED WITH WINDOWS® 7 WORKSHOP

If you have ever thought computer classes were too boring or technical, this is the class for you. It covers all the fun stuff without the tech babble. Learn quick tips for getting around, how to organize your files to make them easier to find, smarter ways to surf and shop online, how to share photos, how to personalize your PC, and more.

#### Tipton

Oct. 17 | M | 5:30 – 8:30 p.m. | \$25

#### Rochester

Oct. 26 | W | 5:30 – 8:30 p.m. | \$25

## MY PC: DIGITAL PHOTO EDITING WORKSHOP

Have fun while learning all the essentials, including how to adjust color and light; fix red eye; airbrush; as well as crop, straighten, and create a panoramic photo.

#### Kokomo

Oct. 25 | T | 5:30 – 8:30 p.m. | \$25

#### Rochester

Nov. 16 | W | 5:30 – 8:30 p.m. | \$25

### MY PC: CREATIVE PHOTO SLIDESHOWS WORKSHOP

Turn your digital photos and videos into a fun movie slideshow! Learn easy ways to create movies with your photos by adding transitions, motion effects, titles, credits, and music. Burn a DVD to share with family or play on your TV or computer.

#### Kokomo

Nov. 1 | T | 5:30 – 8:30 p.m. | \$35

#### Rochester

Nov. 2 | W | 5:30 – 8:30 p.m. | \$35

#### Tipton

Nov. 7 | M | 5:30 – 8:30 p.m. | \$35

### MY PC: CONNECTING WITH FAMILY AND FRIENDS WORKSHOP

Learn three new ways to stay in touch — see loved ones on your PC via webcam, try out social networking to keep connected with your family and friends, and learn how to share photos in different ways.

#### Rochester

Nov. 9 | W | 5:30 – 8:30 p.m. | \$25

#### Kokomo

Nov. 8 | T | 5:30 – 8:30 p.m. | \$25

### INTRO TO MICROSOFT® EXCEL®

Prerequisite: Knowledge of basic computer terminology and how to use the mouse. In this course, you will work with Excel 2007, a powerful spreadsheet application. The focus of this course is on basic skills. You will begin by reviewing the Office Ribbon interface. You will enter and edit data, select cells and ranges, print worksheets, create formulas and functions, and format cell contents. For more information, call 800-459-0561 and ask for Corporate College. Register anytime; six months to complete.

#### Rochester

Nov. 3 – 17 | R | 9 – 11 a.m. | \$80

### INTRODUCTION TO SIGN LANGUAGE

American Sign Language (ASL®) is a visual language. ASL® has its own rules for words, hand shapes, and grammar that are different than those found in spoken languages. This course will teach you the basic concept of manual communication. Topics covered in this

course include signing, finger spelling and basic vocabulary. These classes are perfect for teachers, social workers, police officers, churches, business professionals and others. It is also a great refresher course for those who need to brush up on their signing techniques.

For more information, call 800-459-0561 and ask for Corporate College.

#### Kokomo

Sept. 13 – Oct. 18 | T | 6 – 8 p.m. | \$125

### INTERMEDIATE SIGN LANGUAGE

Prerequisite: Introduction to Sign Language or equivalent experience. You will continue with the skills learned in the basic course and advance to forming sentences and learning grammar. Additional information will be taught to meet the needs of students. All instructional materials included. For more information, call 800-459-0561 and ask for Corporate College.

#### Kokomo

Nov. 8 – Dec. 13 | T | 6 – 8 p.m. | \$125

### INTRO TO DIGITAL RECORDING AND AUDIO FUNDAMENTALS

Students will learn the basics of digital sound production, including learning to record, process, mix, and upload to a music site or burn their creations to CD. Students also will learn about the audio production software currently available to them as well as general audio production techniques. For more information, call 800-459-0561 and ask for Corporate College.

#### Kokomo

Oct. 20 – Nov. 17 | R | 6 – 9 p.m. | \$75

### DIGITAL PHOTOGRAPHY SERIES

*This series of photography courses taught by a professional in the field will help prepare individuals to start a photography business. Students who successfully complete all five courses will receive a certificate of accomplishment from Ivy Tech. For more information, call 800-459-0561 and ask for Corporate College.*

### FREE DIGITAL PHOTOGRAPHY SEMINAR: YOU AND YOUR DIGITAL CAMERA

During this free session you will learn how to get the most out of your digital camera features and controls, compose outdoor scenes for more striking photos, and learn how to use light to create exciting photographs.

#### Kokomo

Aug. 27 | S | 9 – noon | FREE

## DIGITAL PHOTOGRAPHY: DIGITAL CAMERA BASICS

Bring your digital camera! You'll learn how a digital camera works, styles of cameras, camera controls, modes of operation, storage devices and accessories.

### Kokomo

Sept. 9 – 30 | F | 5:30 – 7:30 p.m. | \$65

## DIGITAL PHOTOGRAPHY: EDITING SOFTWARE

This course will introduce you to the 'digital darkroom' using Adobe® Photoshop Elements. Students will learn how to input images into their computer from a camera, memory card, print scanner, or film scanner. Our instructor will show you how to resize, color correct, enhance and print digital images. Students are required to purchase a flash drive/memory stick prior to the start of class.

### Kokomo

Oct. 14 – Nov. 4 | F | 5:30 – 7:30 p.m. | \$65

## DIGITAL PHOTOGRAPHY: INTERMEDIATE PHOTOGRAPHY

This class builds on the skills learned in the Digital Camera Basics and Editing Software seminars. Our instructor will address subjects such as composition, advanced camera functions, lens selection, exposure control, flash photography and natural lighting. You will have hands-on assignments that will help you learn to take a variety of photographs.

### Kokomo

Nov. 11 – Dec. 16 | F | 5:30 – 7:30 p.m. | \$80

## DIGITAL PHOTOGRAPHY: PORTRAITURE AND STUDIO LIGHTING

The techniques of posing infants, children, teenagers, adults, groups, pets, and products will be addressed in this class. Students will learn exposure control, natural and artificial studio lighting, and special effects.

### Kokomo

Jan. 20 – March 16 | F | 5:30 – 7:30 p.m. | \$130

## DIGITAL PHOTOGRAPHY: PROFESSIONAL PRACTICES

The final module in the Professional Photography Series will prepare you to operate a studio. You will learn how to set up a studio, photograph special events, and advertise and market your business. Copyrights, invasion of privacy, model releases and property releases also will be discussed.

### Kokomo

March 30 – April 20 | F | 5:30 – 7:30 p.m. | \$90

## AG SEMINAR SERIES

*This series is presented by Kokomo Grain Co. Inc and Ivy Tech. Ivy Tech's Ag Seminar Series will be presented at a variety of locations throughout the region. Kokomo Grain will pay the \$10 course fee for the first 50 registrants. For more information, call 800-459-0561 and ask for Corporate College.*

Jan. 24 – Feb. 28 | T | 6 – 8 p.m.

### JAN. 24 | SUCCESSION PLANNING: KEEPING THE FARM IN THE FAMILY

Location, Ivy Tech Logansport; instructor, Ted Waggoner, Peterson and Waggoner Law Firm

### JAN. 31 | GETTING STARTED IN FARMING

Location, Ivy Tech Peru; instructors: Cary Mawbey, senior loan officer, First Farmers Bank; Michaele Wiegert, loan officer, USDA Farm Service Agency

### FEB. 7 | INVESTING IN FARMLAND AND CASH RENTS

Location, Ivy Tech Peru; instructor, F. Howard Halderman, CEO, Halderman Farm Management and Halderman Real Estate

### FEB. 14 | MARKETING GRAIN

Location, Ivy Tech Kokomo; instructor, Michael Silver, senior grain merchandiser, Kokomo Grain Co., Inc.

### FEB. 21 | FARMING WITH GLOBAL POSITIONING SYSTEM (GPS)

Location, Ivy Tech Kokomo; instructor, Scott Maple, Maple Farms, Howard County

### FEB. 28 | PESTICIDE CERTIFICATION CLINIC

Location, Ivy Tech Kokomo; instructor, Paul Marcelino, Purdue Extension Educator and regional agriculture specialist

## SAT PREPARATION

The CollegeBoard® SAT delivers comprehensive, school-based programs that produce results and use actual standardized tests to provide detailed skills analysis. SAT scores are considered prior to admission to college. In addition, many scholarships and grants require minimum scores. For more information, call 800-459-0561 and ask for Corporate College.

Special note: The official SAT test dates for 2011–12 are Oct. 1, Nov. 5, Dec. 3, Jan. 28, March 10, May 5, and June 2.

### Kokomo campus

Sept. 17 and 24 | S | 9 a.m. – 1 p.m. | \$59

Oct. 22 and 29 | S | 9 a.m. – 1 p.m. | \$59

Nov. 19 and 26 | S | 9 a.m. – 1 p.m. | \$59

Dec. 10 and 17 | S | 9 a.m. – 1 p.m. | \$59

## ONLINE LEARNING

**EDUCATION TO GO®** online courses are informative, fun, convenient and highly interactive. Our instructors are committed to creating warm, supportive communities of learners. All courses run for six weeks. A certificate of completion is awarded at the end of the course; however, the certificate is not an indicator that the student is "certified." Ed2Go classes are very reasonably priced.

### Enrollment

1. Visit our Online Instruction Center at [www.ed2go.com/ivytechkok](http://www.ed2go.com/ivytechkok).

2. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course and you will be provided an opportunity to choose the name and password you will use to access your course. This step is critical! You cannot access your course until you complete orientation.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation.

## COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) DANTES SUBJECT STANDARDIZED TEST (DSST) Earn college credit for what you already know!

CLEP® and DSST give you the opportunity to earn college credit for what you already know with qualifying scores on one or more CLEP or DSST examinations. These exams test your knowledge of introductory, college-level subjects. Ivy Tech Community College provides credit for successful scores on 34 CLEP Exams and 25 DSST exams. The fee for a CLEP exam is \$97, excluding College Composition for English 111; fee for the DSST exam is \$100, excluding Principles of Public Speaking.

Call TODAY for more information or to receive a brochure!

### Workforce Certification Center

1701 Touby Pike  
Kokomo, IN 46901

Sarah Martin, testing assistant  
800-459-0561, ext. 509 | [smartin17@ivytech.edu](mailto:smartin17@ivytech.edu)



Before registering, go to our Online Instruction Center and read the complete requirements for that course. Course fees vary, but most are \$95. Visit [www.ed2go.com/ivytechkok](http://www.ed2go.com/ivytechkok) for exact costs. A new section of every Education To Go® course will begin each month. Fall 2011 start dates are: July 20, Aug. 17, Sept. 21, Oct. 26, and Nov. 30. Registration and payment deadline is at least 48 hours prior to start date.

#### For Everyone

- Computer Skills for the Workplace
- Grammar Refresher
- Keyboarding
- Keys to Effective Communication
- Résumé Writing
- Twelve Steps to a Successful Job Search

#### For Test Prep

- GED Preparation
- Everyday Math

#### For Computer Newbies

- Computer Skills for the Workplace
- Introduction to the Internet
- Introduction to Microsoft® Word®
- Introduction to Microsoft® Excel®
- Introduction to Microsoft® Outlook®

#### For Computer Gurus

- Introduction to Networking
- Introduction to PC Troubleshooting
- Intermediate Networking
- Introduction to PC Security
- Wireless Networking
- Advanced PC Security

#### For Web Wizards

- Creating Web Pages I
- Creating Web Pages II
- Introduction to Dreamweaver

#### For Programmers

- Introduction to Alice 2.0
- Introduction to C#
- Introduction to C++

#### For Animal lovers

- Become a Veterinary Assistant
- Veterinary Assistant II - Canine Reproduction
- Veterinary Assistant III - Practical Skills

#### For Health Enthusiasts

- Become a Physical Therapy Aide
- Human Anatomy and Physiology
- Handling Medical Emergencies

#### For Workplace Administrators

- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Interpersonal Communication

#### For Writers

- Introduction to Journaling
- Write Your Life Story

#### For Artists or Photographers

- Drawing for the Absolute Beginner
- Discover Digital Photography
- Making Movies with Windows® XP

#### For Communicators

- Interpersonal Communication
- Achieving Success with Difficult People
- Skills for Making Great Decisions

#### For Language Learners

- Speed Spanish I
- Speed Spanish II
- Speed Spanish III

To learn more and to view our entire inventory of courses, visit [www.ed2go.com/ivytechkok](http://www.ed2go.com/ivytechkok), call 800-459-0561, or e-mail [clewis97@ivytech.edu](mailto:clewis97@ivytech.edu).

**GATLIN EDUCATIONAL SERVICES** is a leader in online certification courses and provides a variety of in-depth courses, many of which lead to professional certifications in addition to a certificate of completion. These programs prepare students for expertise in their desired career fields and for industry certification exams. Although each course is self-study, each online course has an instructor assigned to answer student questions and help solve problems. Each program has specific learning outcomes related to industry standards. The duration of the training is six months. Some of our program offerings include:

- Administrative Medical Specialist
- Medical Transcription
- Pharm. Tech. (includes Walgreen's Internship)
- Freight Broker Agent Training
- Home Inspection
- Modern Automotive Service Technician
- Adm. Prof. w/Microsoft® Office Specialist
- Bookkeeping the Easy Way with Quickbooks®
- Certified Bookkeeper
- eBusiness
- Help Desk Analyst: Tier 1 Support Specialist
- Healthcare & Fitness
- Business & Professional
- IT & Software Development
- Management & Corporate
- Media & Design
- Skilled Trades & Industrial
- Lean Mastery
- Non-profit Management Training
- Project Management
- 3ds max
- AutoCAD 008
- Microsoft® Cert. Database Administrator
- Microsoft® Cert. Support Technician
- Microsoft® Cert. System Admin. Plus 2003
- Microsoft® Cert. System Eng. 2003 (MCSE)
- Search Engine Optimization
- Video Game Design and Development

View our course catalog with a complete inventory of courses and course descriptions at [www.gatlineducation.com/ivytech/kokomo](http://www.gatlineducation.com/ivytech/kokomo). Enroll by calling 817-870-2870. You can start and finish all courses at your own pace. When you register for a course, you are given an initial 180 days for completion (six months). If you need more time, extensions are available. Students can enroll by visiting [www.gatlineducation.com/ivytech/kokomo](http://www.gatlineducation.com/ivytech/kokomo). Course fees vary but include everything you need to succeed (books, CD-ROM, lessons, quizzes, and assignments). The cost of materials will be covered by your tuition. Gatlin will ship all materials via UPS ground service after you have registered. Upon successful completion of the course, you will be awarded a certificate of completion.

**UNIVERSITY ALLIANCE** Ivy Tech Community College now offers world-class, online, professional training programs developed by some of the nation's top-ranked universities, including Villanova University, the University of San Francisco and Tulane University. Exploring today's most in-demand business topics, these interactive courses are an ideal way to distinguish yourself with the essential skills for meeting your career goals — whether you are looking to advance your current position, change jobs or rebound after a layoff. Many courses prepare you for industry certification, which is a proven way to boost your salary, marketability and job security.

#### VILLANOVA:

- Project Management
- Six Sigma® and Lean
- Contract Management
- IS Security
- Business Analysis
- Software Testing
- Human Resources
- ROI (Return on Investment) Methodology
- Leadership

#### TULANE:

- Business/Management
- Business/Marketing
- Business/HR Management
- Business/Finance

#### SAN FRANCISCO:

- Supply Chain Management
- Sales and Sales Management
- Internet Marketing

To learn more about the courses, costs and enrollment process, call 800-280-9670 or visit [www.uaceonline.com/ivytech/](http://www.uaceonline.com/ivytech/).

## GETTING REGISTERED ONLINE

Go online to use our flexible registration process. While there, you will be able to register and pay for your class or complete and print the course enrollment form to mail or fax. For more information, call 800-459-0561 and ask for Corporate College.

If you enroll in a class with a textbook listed in the description, please do so at least ten days prior to the start of class to ensure you will have your textbook by the start of class.

### How to use flexible registration

1. Go to [ivytech.edu/personal-enrichment/](http://ivytech.edu/personal-enrichment/).
2. Click on “click here to register” in upper right hand corner.
3. Search for your class by name, campus, or category.
4. Create your account and pay at the point of purchase.
5. If you have any difficulty, call 800-459-0561 and ask for Corporate College.

### Cancellation policy

Classes may be cancelled due to low enrollment. A decision on whether a course will run will be

made based on paid enrollments one week prior to its start date, so register early. To cancel your registration, call Ivy Tech at 765-459-0561 or 800-459-0561. Refunds are calculated according to the scheduled class start date. If you withdraw prior to 48 hours of the class start date, you will receive a 100 percent refund. No refund will be given if the class is dropped less than 48 hours from the start date. No-shows or non-initiated drops do not receive a refund. Courses that are cancelled by Ivy Tech result in a 100 percent refund to all enrolled students.

### Discounts

Only one discount is permitted per course. No discounts are available for certification exams. Alumni — If you have received a degree or technical certificate from Ivy Tech Community College, you are eligible for a 10 percent discount.

### Seniors

If you are 60 years or older, you are eligible to receive a 10 percent discount.

## GETTING REGISTERED BY MAIL

If you are unable to register online, please fill out the following information by printing legibly. Simply complete this registration and mail to:

**Corporate College**  
**Ivy Tech Community College**  
**P.O. Box 1373**  
**Kokomo, IN 46903-1373**

Birth Date \_\_\_\_\_ E-mail Address \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Gender Male Female

Course \_\_\_\_\_ Title \_\_\_\_\_

Days/Time \_\_\_\_\_ Cost \_\_\_\_\_

Course \_\_\_\_\_ Title \_\_\_\_\_

Days/Time \_\_\_\_\_ Cost \_\_\_\_\_

Please make check payable to Ivy Tech Community College and mail to:

**Attn: Business Office**  
**Ivy Tech Community College**  
**P.O. Box 1373**  
**Kokomo, IN 46903-1373**

Please note your Student ID # (C#) on your payment (if known).

To the best of my knowledge, the above information is complete and accurate. In case I am injured, I authorize the officials of this college to take the necessary action to save my life. Additionally, I agree to comply with the practices of Ivy Tech. I understand that if I knowingly provide false information, including my Social Security number, my enrollment may be revoked and I may incur financial and IRS penalties. If, for any reason, my fees and charges are not paid for by financial aid or third party, I promise to pay to the order of Ivy Tech Community College the full amount of the balance due upon request. It is understood that costs incurred in the collection of a delinquent account, including collection and attorney fees, shall be added to the balance of the delinquent account. It is also understood that lack of payment may result in being withdrawn and prohibited from registering for future terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## GETTING READY FOR AN EVENT?

If your business or organization is in need of space for a meeting, conference or trade show, contact the [Kokomo Conference and Event Center](#). Conveniently located on US 31, the Event Center is now part of the Ivy Tech Community College Kokomo Region. The Center has an event hall, meeting rooms, a theatre and concession areas for your convenience. In addition, the Kokomo Automotive Museum is housed within the Center. For more information, call General Manager Tiffany Damitz at 765-454-9999 or Corporate College and Workforce Solutions Executive Director Jan Bailey at 765-459-0561.



## WANT A CLASS IN YOUR COMMUNITY?

If you are interested in a class that is not offered in your community, please contact us and we will attempt to coordinate one. To schedule classes in your community, please call 800-459-0561 and ask for Corporate College.

## DO YOU KNOW YOUR STUFF?

Ivy Tech's Continuing Education program is always looking for local experts to share their knowledge with our communities. If you would like to explore teaching a class, we would like to hear from you. We are accepting résumés from individuals interested in part-time teaching assignments. For information about teaching professional development or personal enrichment classes at Ivy Tech, call 800-459-0561 and ask for Corporate College.