

BUSINESS

Accounting for Non-Accountants

Designed for individuals with little or no background in accounting but who need general knowledge of the field. You will learn underlying concepts and principles of financial accounting. You will receive practical instruction in the accounting cycle, identify assets and liabilities, interpret financial statements, and understand cash flow analysis.

\$210.00

Lafayette | Tuesday | June 30–July 21 | 5:30pm–8:30pm

QuickBooks Pro

QuickBooks Pro is one of today's most popular business accounting software packages. If you are a business owner or operator who needs to organize records and streamline accounting duties, this class will help you.

Prerequisite: Accounting for Non-Accountants or knowledge of accounting.

\$479.00

Lafayette | Tuesday | July 28–Sept. 15 | 5:30pm–8:30pm

Achieving Supervisory Excellence (ASE)

Frontline leaders are critical to your organization's success. Are they trained to meet the challenges they will face? ASE provides a structured and comprehensive overview and skills training program for first-time and seasoned supervisors.

\$1,875.00

Lafayette | Monday | June 1–Aug. 10 | 8am–4pm

Lafayette | Monday | Aug. 17–Nov. 2 | 8am–4pm

Monticello | Monday | Nov. 9–Jan. 18 | 8am–4pm

Certified Manager

Prepares experienced managers for the Certified Manager exam offered by the Institute of Certified Professional Managers (ICPM, <http://www.icpm.biz/>). Students are instructed in three major areas of management: planning, organizing, and leading and controlling. The course consists of three online modules which are completed independently. They include PowerPoint and video presentations, quizzes and practice exams, accompanied by text. Periodic discussions and presentations are facilitated locally by a certified manager. Each module is followed by a two-hour online exam. The start date is flexible, but completion is expected within 15 months.

<http://www.icpm.biz/>

\$1,375.00

Bridging Generations in the Workplace (Diversity)

Sometimes our perceptions of others are accurate... sometimes not. In order to lead, manage, and coach each generation, we must make sure we are not impacted by negative assumptions. This course takes an objective view at the four generations currently in the workplace and offers tools for managing and motivating each of them.

\$110.00

Lafayette | Wednesday | Sept. 23 | 9am–3pm

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. There are specific start dates for these online classes.

Course is offered once a month on a specific date.

\$84.00

See Ed2go website for dates | www.ed2go.com/bitlaf/

Volunteer Income Tax Assistance Program (VITA)

Learn how to prepare Forms 1040EZ, 1040A and the basic 1040 with related schedules. The VITA certification preparation course provides students with the guidelines and tools needed to prepare an accurate return for taxpayers. The training material will introduce the major components of the VITA return preparation process.

Please call for availability.

Call for pricing

Lafayette | Saturday | Dec. 5, 12, 19 | 9am–4pm

COMPUTING

Computers for Beginners

Prepares you with basic working knowledge of the micro-computer. Hardware and software terms and procedures are discussed. Successful completion of this course will prepare the student to pursue other software packages in depth.

\$175.00

Lafayette | Monday | June 29–July 20 | 6pm–8pm

Monticello | Tuesday | Aug. 11–Sept. 1 | 6pm–8pm

Crawfordsville | Thursday | Sept. 17–Oct. 8 | 6pm–8pm

Web Page Development

Use FrontPage, one of the most popular software applications on the market, to create web pages for your personal and professional use. This course will cover the basic functions of this package. Some HTML codes will be introduced.

\$299.00

Lafayette | Wednesday | Aug. 19–Sept. 16 | 6pm–9pm

Computer Aided Design (CAD)

This course teaches the fundamentals of computer aided design (CAD) and drafting with AutoCAD. The concepts, commands and strategies for creating, plotting, and editing 2D drawings are covered. Topics included are terminology, the user interface, dynamic entry, “right-click” menus, setup, basic drawing commands, drawing aids, the drawing editor and edit commands, display commands, making drawings precise, dimensioning, organization tools such as layering, tool bars, tool pallets, extracting drawing information, layouts, and plotting.

\$515.00

Lafayette | Saturday | Aug. 1, 8, 15 | 9am–5pm

Dream Weaver (8, MX2004, CS3)

Learn Adobe Dreamweaver and develop first-class web-sites! Master the techniques for producing fully functioning sites, and learn how to insert and format text, images, hyperlinks, tables, and a variety of media formats. Discover the secrets of effective page layout—secrets that ensure your sites reach and impress your audience. There are specific start dates for these online classes.

Course is offered once a month on a specific date.

\$84.00

See the Ed2go website for dates | www.ed2go.com/bitlaf

PC Troubleshooting

Learn PC operating system software and network technologies. Students will dismantle and completely reassemble a personal computer. Learn to format and partition hard drives as well as install and upgrade various operating systems.

\$260.00

Lafayette | Wednesday | June 24–July 15 | 6pm–9pm

Monticello | Tuesday | July 7–Aug. 4 | 6pm–9pm

Crawfordsville | Tuesday | Aug. 11–Sept. 8 | 6pm–9pm

Wireless Networking

Wireless networking is in homes, schools, workplaces and even coffee shops. More and more people want to roam unplugged, and demand for wireless connectivity is soaring. In this fascinating and timely course, an industry expert will help you understand how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. There are specific start dates for these online classes. *Course is offered once a month on a specific date.*

\$84.00

See the Ed2go website for dates | www.ed2go.com/bitlaf

Desktop Publishing I

In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Microsoft Publisher 2007.

\$179.00

Lafayette | Thursday | July 2–23 | 6pm–8pm

Desktop Publishing II

This hands-on, project-oriented class continues the lessons learned in Desktop Publishing I. *Prerequisite is Desktop Publishing I or working knowledge of MS Publisher 2007.*

\$179.00

Lafayette | Thursday | July 30–Aug. 20 | 6pm–8pm

Internet and Computing Core Certification (IC³)

Achieve a worldwide industry standard for critical computer and Internet skills necessary to use common computer applications and the Internet. IC³ certification ensures employers that applicants have the computer skills required to be a productive employee immediately and with the necessary foundation to develop additional skills, such as Microsoft Word, Excel or PowerPoint. IC³ certification requires skill demonstration by successfully completing exams in three areas: computing fundamentals, key applications and online computing. The preparation course includes all three exams.

\$795.00

Lafayette | M/T/W/Th/F | June 1–26 | 8am–10am

Lafayette | M/T/W/Th/F | June 1–12 | 12:30pm–4:30pm

Monticello | M/W | June 1–July 1 | 1pm–5pm

Crawfordsville | T/Th | June 2–July 2 | 1pm–5pm

ONLINE COURSES

Ivy Tech Community College has partnered with online education providers to bring you online career training in high-demand fields. A wide range of highly interactive courses can be taken entirely over the Internet and are available 24-hours a day. Courses include computer applications, digital photography and video, web graphics and multimedia, healthcare, nutrition and fitness, business and professional, IT and software development, management and corporate,

hospitality and gaming, skilled and industrial trades, personal enrichment, and more. All you need is Internet access, a computer, and a desire to learn. Costs and class dates vary. Programs usually take three to six months to complete. Visit **Ed2Go** at www.ed2go.com/bitlaf or **Gatlin Education** at www.gatlineducation.com/ivytech/lafayette for a complete listing of courses and prices.

Microsoft Certified Application Specialist (MCAS) Component

Microsoft® Certified Application Specialist certification exams document your skills so you can demonstrate your ability to employers. Ensure you are prepared for your certification exam with in-depth application-specific training in any one of these MS Office 2007 applications: Word, Excel, Access, Outlook, and PowerPoint

\$595.00

Lafayette | M/T/W/Th/F/M/T | June 15–23 | 1pm–5pm

Monticello | M/W | July 6–22 | 1pm–5pm

Crawfordsville | T/Th | July 7–23 | 1pm–5pm

Transitioning to MS Office 2007

This class will help you transition from earlier versions of MS Office to Office 2007.

\$175.00

Lafayette | Wednesday | July 15–Aug. 5 | 6pm–8pm

Monticello | Tuesday | July 6–Aug. 22 | 6pm–8pm

Crawfordsville | Thursday | June 25–July 16 | 6pm–8pm

MS Word 2007 Intermediate

Create and modify tables, charts, custom templates and styles. Insert graphic images and create a newsletter using columns. Use the Mail Merge Wizard to merge form letters with a list of addresses, complete with mailing labels. Include comments in a document and compare and merge documents.

\$175.00

Lafayette | Tuesday | July 7–28 | 6pm–8pm

Monticello | Thursday | July 9–30 | 6pm–8pm

Crawfordsville | Wednesday | July 29–Aug. 19 | 6pm–8pm

MS Excel 2007 Intermediate

Discover techniques to use Excel and user-defined templates to create templates and workbooks, sort and filter data, and reuse and share data by importing and exporting. Use various functions and auditing features to create advanced formulas and audit worksheets. Use pivot table reports, pivot chart reports and tools to analyze data. Explore Web features to collaborate with others.

\$175.00

Lafayette | Thursday | Aug. 6–27 | 6pm–8pm

Monticello | Thursday | July 9–30 | 6pm–8pm

Crawfordsville | Tuesday | July 7–28 | 6pm–8pm

MS Outlook 2007 Intermediate

Microsoft Outlook is a powerful tool that can help you better organize your life and increase your productivity by utilizing the e-mail, calendar and task functionality built into the software.

\$175.00

Lafayette | Monday | June 22–July 13 | 6pm–8pm

Monticello | Monday | July 6–27 | 6pm–8pm

Crawfordsville | Thursday | July 2–23 | 6pm–8pm

MS PowerPoint 2007 Intermediate

Deliver your message with an effective PowerPoint presentation. You will learn to add more to a slide, create and enhance graphs, incorporate Clip Art and Word Art, change design and use the Slide Master. Discover how to advance slides automatically, add sound, narration, movies, and animation effects.

\$175.00

Lafayette | Saturday | Sept. 12–Oct. 3 | 9am–11am

Monticello | Tuesday | Oct. 6–27 | 6pm–8pm

Crawfordsville | Tuesday | Nov. 3–24 | 6pm–8pm

MS Access 2007 Intermediate

Learn to analyze data by creating complex queries, producing more efficient forms, normalizing databases, using functions and speeding-up repetitive tasks by creating macros. Control object properties to enhance form design and learn about cross-tab queries and action queries to update data. Join tables and work with join properties, create sub forms to include multiple table information on one form.

\$175.00

Lafayette | Monday | Oct. 5–26 | 6pm–8pm

Monticello | Tuesday | Nov. 3–24 | 6pm–8pm

Crawfordsville | Thursday | Sept. 3–24 | 6pm–8pm

Williamsport | Wednesday | July 8–29 | 6pm–8pm

ARE YOU AN EXPERT IN YOUR FIELD?

Are you a subject matter expert? Are you considered an expert at your job or have recently retired with years of experience? Ivy Tech's Continuing Education program is looking for local experts to share their technical knowledge with others. If you are interested in teaching a class, we would like to hear from you. Examples include CNC, PLC, machining, electricity, welding, fluid power pneumatics, robotics, machine maintenance/installation, heating & AC, and leadership/management. We are accepting résumés from individuals interested in part-time teaching assignments.

CONTACT:

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