

### Introduction to MS Project 2007

Learn MS Project software capabilities to plan, implement, manage and control projects.

\$520.00

Lafayette | T/Th | Nov. 17–Dec. 8 | 5pm–9pm

### Introduction to Microsoft Project 2007 (Online)

Learn MS Project software capabilities to plan, implement, manage and control projects. There are specific start dates for these online classes.

*Course is offered once a month on a specific date.*

\$84

See website for dates | [www.ed2go.com/bitlaf/](http://www.ed2go.com/bitlaf/)

### Sustaining TPM Cultural Change

Assess implementation efforts in several dimensions. Identify factors which impact how permanent TPM changes will be and learn ways to turn challenges into opportunities.

\$515.00

Lafayette | T/Th | Jan. 26–Feb. 11 | 1pm–5pm

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## LANGUAGES

Many businesses provide workforce training that pertain to their specific business. Workplace Spanish is the instructional method chosen by many to provide workplace foreign language literacy for their workers.

### Workplace Spanish: Banking

\$299.00

Lafayette | Monday | June 22–Aug. 10 | 6pm–8pm

Lafayette | Wednesday | Sept. 2–Oct. 21 | 6pm–8pm

### Workplace Spanish: City and County Government

\$299.00

Lafayette | Wednesday | Aug. 19–Oct. 7 | 6pm–8pm

Monticello | Tuesday | June 30–Aug. 11 | 6pm–8pm

### Workplace Spanish: Human Resources

\$299.00

Lafayette | Thursday | July 30–Oct. 1 | 6pm–8pm

### Workplace Spanish: Supervisors

\$299.00

Lafayette | Friday | Sept. 18–Nov. 6 | 6pm–8pm

Monticello | Thursday | Oct. 1–Nov. 19 | 6pm–8pm

### Workplace Spanish: Firefighters and EMS Personnel

\$299.00

Lafayette | Saturday | June 27–Aug. 15 | 9am–11am

### CRU Spanish for Teachers

Dealing with language barriers in the classroom can be difficult. This course fulfills the need to overcome these barriers while also meeting CRU requirements that teachers need. This course is approved for CEU's and CRU's.

\$299.00

Lafayette | Tuesday | June 16–Aug. 4 | 4pm–6pm

Monticello | M/W | July 20–Aug. 12 | 3pm–5pm

Crawfordsville | Wednesday | Sept. 9–Oct. 28 | 4pm–6pm

## GET CERTIFIED AND MOVE AHEAD

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.

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 to (765) 269-5611.

### Common certifications include:

- Microsoft MCAS: Access, Excel, Word, Outlook, PowerPoint
- Microsoft IC<sup>3</sup>
- MSSC (Manufacturing Skill Standards Certification)
- Indiana Dept. of Insurance: Life, Health, Property and Casualty
- CLEP & DANTES Exams
- ACT Exams: ASE (National Institute for Automotive Svc. Excellence)
- VUE: Adobe Exams, Cisco Exams, CIW Exams