



ACCELERATE YOUR CAREER

> SHORT-TERM TRAINING OPTIONS



## ONLINE CERTIFICATION PROGRAMS

### ED2GO INSTRUCTOR-LED PROGRAMS

- Instructor-led online courses
- Six weeks in duration
- Lessons released on Wednesdays and Fridays
- Classes begin on January 18, February 15, March 21 and April 18, 2012
- Visit [ed2go.com/Sellersburg](http://ed2go.com/Sellersburg) for more certification and preparation courses

#### **Comp TIA Networking + Certification Prep**

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Prepare to take and pass the Comp TIA Network + Exam and begin a career as a network technician.

Fee: \$99

Instructor: Scott Jernigan

#### **Certificate in Legal and Ethical Issues in Nursing**

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Examine key legal and ethical issues to improve your practice and provide better patient care.

Contact hours: 23

Fee: \$149

Instructors: Cyndi Koopsen and Carolyn Young

#### **Certificate in Complementary and Alternative Medicine**

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Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Contact hours: 32

Fee: \$199

Instructors: Cyndi Koopsen and Carolyn Young

### ED2GO SELF-DIRECTED TRAINING PROGRAMS

Open enrollment training programs may be started at any time and must generally be completed in three to six months.

Visit [GatlinEducation.com/ivytech/sellersburg](http://GatlinEducation.com/ivytech/sellersburg) for more self-directed certification and preparation courses.

#### **Microsoft Certified IT Professional: Server Administrator**

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Master the skills you need to excel at one of the most crucial jobs in a company: setting up and maintaining the servers. This program will prepare you to administer and manage Windows 2008 Networks and to take the Microsoft 70-640, 70-642 and 70-646 exams that qualify you for MCITP certification. You'll cover topics including network planning, implementation and design, name resolution, Internet and firewall security, file management, authorization, authentication, group policy, user/group/computer management, installation and administration of servers, role management, backup and recovery, optimization and maintenance, PKI, patch management, certificate services, and business continuity.

Hours: 240

Fee: \$1,895

Instructor: Tracey Rossi



## ONLINE CERTIFICATION PROGRAMS

### ED2GO INSTRUCTOR-LED PROGRAMS *continued*

#### **Certified National Pharmaceutical Representative**

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The Certified National Pharmaceutical Representative Online Training Program will help you become an entry-level, certified pharmaceutical sales representative, even if you don't have pharmacology or medical education.

Hours: 90

Fee: \$1,595

Instructor: Brad Sullivan

#### **HVAC Technician**

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The HVAC Technician Online Training Program is offered in partnership with HVACRedu.net to bring you the only HVAC Technician training program of its kind on the web. HVACR training will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

Hours: 320

Fee: \$3,095

Instructor: Chris Compton

#### **Legal Secretary**

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This program teaches you all the skills you need to work for a lawyer in a law office. You'll master everything from legal office management and accounting to legal terminology and legal writing. Upon completion, you'll possess the knowledge necessary to successfully pass the National Association of Legal Professionals (NALS) Accredited Legal Secretary (ALS) examination.

Hours: 350

Fee: \$3,095

Instructor: Katherine Squires Pang, J.D., LL.M., M.Ed



## ONLINE CERTIFICATION PROGRAMS

### LERN INSTRUCTOR-LED CERTIFICATION COURSES

Visit [www.yougotclass.org/catalog.cfm/IvyTech](http://www.yougotclass.org/catalog.cfm/IvyTech) to find our full array of certification and preparation courses.

#### Social Media for Business Certificate

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Get in on this exciting and growing way to communicate with, market and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more. Discover the new principles of communication that apply across all networks, how these specific social networks work, and the possible uses for your organization.

Three one-month courses:

- Introduction to Social Media - February 6 – March 2, 2012
- Marketing Using Social Media - March 5 – March 30, 2012
- Integrating Social Media in Your Organization - April 2 – April 27, 2012

Fee: \$495

Instructors: Jennifer H. Selke and Suzanne Kart

#### eMarketing Essentials Credential

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A fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

Three one-month courses:

- Improving E-mail Promotions - February 6 – March 2, 2012
- Boosting Website Traffic - March 5 – March 30, 2012
- Online Advertising - April 2 – April 27, 2012

Fee: \$495

Instructors: Dan Belhassen and Susan Hurrell

#### Supervisory and Leadership Certificate

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Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers.

One two-month program:

February 6 to March 30, 2012

Fee: \$395

Instructor: Sally Klaus, MBA, CPCC



## CAREER TRAINING

### ED2GO TRAINING PROGRAMS

Open enrollment training programs may be started at any time and must generally be completed in three to six months. Visit [GatlinEducation.com/ivytech/sellersburg](http://GatlinEducation.com/ivytech/sellersburg) for more career training programs.

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#### **Certified Bookkeeper**

Certified bookkeepers are to bookkeeping what CPAs are to accounting: the elite of the profession. Becoming a Certified Bookkeeper can increase your earning potential, enhance your professional status, and give you a decisive edge in any job market. This online program was created by the American Institute of Professional Bookkeepers (AIPB) to prepare experienced bookkeepers for the certification exam at any Prometric Test Center. The AIPB certification is the only national standard for bookkeepers.

Hours: 140

Fee: \$1,795

Instructors: Wade Lindenberger and Marliisa Phillips, CPA, MBA

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#### **Event Management and Design**

The Event Management and Design Online Training Program will equip you with the knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the profession with an understanding of the industry. You'll build a foundation that you can use to build a career in special events or start your own special event business. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Hours: 300

Fee: \$1,895

Instructor: James C. Monroe, CMP, CSEP

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#### **Purchasing and Supply Chain Management**

The Purchasing and Supply Chain Management Online Training Program will introduce you to the fundamental aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply, and technology will also be explored in this program. The focus is on management and the skills and resources that a successful manager needs.

Hours: 300

Fee: \$2,095

Instructor: Katherine Squires Pang, J.D., LL.M., M.Ed



## CAREER TRAINING

### CAREER STEP

Open enrollment training programs may be started at any time and must be completed in twelve months. Visit [CareerStep.com](http://CareerStep.com) for more career training programs.

#### Medical Coding and Billing

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As a medical coding and billing professional, you will review patient medical records and assign codes to the tests, treatments, diagnoses, and procedures performed so the facility can bill insurance and other third-party payers (such as Medicare or Medicaid) as well as the patient.

Inpatient and Outpatient Medical Coding and Billing

Hours: 640

Fee: \$2,475

Outpatient Medical Coding and Billing

Hours: 570

Fee: \$2,095

#### Pharmacy Technician

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Pharmacy technicians are crucial to keeping a pharmacy running smoothly. As a pharmacy tech, you'll perform duties such as: Accurately and efficiently preparing prescription orders, verifying prescription information and dosage, entering patient and order information into the pharmacy system, processing and submitting insurance claims, providing quality customer service to patients and other healthcare providers.

Hours: 285

Fee: \$1,895

### BUSINESS SOLUTIONS

The Corporate College division can provide customized and online training programs, technical and technological programs, supervisor training programs, professional development, and professional certifications.

Please contact Donna Ulrich, (812) 406-7174 or email [dulrich2@IvyTech.edu](mailto:dulrich2@IvyTech.edu) for information about customized training.

### GRAPE AND WINE EDUCATION FOR THE 21ST CENTURY

VESTA is an online program of study for traditional and non-traditional students interested in viticulture and enology. The VESTA program offers advanced viticulture and enology courses via distance education and online delivery methods that enable learning anytime, anywhere. Additionally, VESTA provides opportunities for students to participate in hands-on field training at vineyards and wineries.

To learn more, please visit [vesta-usa.org](http://vesta-usa.org) or contact Nathan Blank at (812) 968-5510, [nblank@ivytech.edu](mailto:nblank@ivytech.edu).



## CLASSROOM LEARNING

Our face-to-face learning opportunities are offered on campus at Ivy Tech Community College.

### PROFESSIONAL DEVELOPMENT

#### **CNA – Certified Nursing Assistant Training**

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January 10, 11, 12

5:30 - 10 p.m.

The following 7 weeks will be on Tuesdays & Thursdays from 5:30 to 10 p.m.

Clinicals will be announced first day of class

Fee: \$614 (includes test fee) + \$60 Technology fee

Students must purchase uniforms and books

#### **Investing and Investing Basics**

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January 10 - 24

Tuesdays & Thursdays

6 - 9 p.m.

Fee: \$79

#### **Lean Six Sigma Greenbelt**

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January 10 - March 15

Tuesdays & Thursdays

7:30 - 9:30 p.m.

Fee: \$2,500

#### **Real Estate Brokers Pre Licensing\***

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January 23 - February 27

Mondays, Wednesdays & Fridays

1 - 4:30 p.m.

Fee: \$383.40

\*This is an accredited course

#### **Financial and Retirement Planning – Retirement Phase of Life (Age 55 through Retirement Years)**

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January 28 - March 17

Saturdays

9 a.m. - 1 p.m.

Fee: \$149



## CLASSROOM LEARNING

### PROFESSIONAL DEVELOPMENT *continued*

#### **Financial and Retirement Planning – Accumulation Phase of Life (Ages 20 to 55)**

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January 31- February 21

Tuesdays & Thursdays

6 - 9 p.m.

Fee: \$115

#### **Advanced EMT**

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March 2 to May 4, 2012

Fridays; 8 a.m. - 4 p.m.

Fee: \$350

#### **CPR/Basic Life Support**

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Friday, January 13, 2012, 1 - 4:30 p.m.

Monday, January 23, 2012, 6 - 9:30 p.m.

Wednesday, February 1, 2012, 6 - 9:30 p.m.

Friday, February 3, 2012, 1 - 4:30 p.m.

Friday, February 17, 2012, 1 - 4:30 p.m.

Tuesday, February 28, 2012, 6 - 9:30 p.m.

Fee: \$75

#### **Pharmacy Technician**

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February 18 to May 5, 2012

Saturdays; 9 a.m. - 1 p.m.

Fee: \$695

#### **Spanish for Healthcare Worker\***

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January 9 to May 6, 2012

Monday & Wednesdays; 5:30 - 6:45 p.m.

Fee: \$383.40

\*This is an accredited course

#### **Beginning MS Word 2010**

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February 3 & February 10, 2012

Fridays; 1 - 5 p.m.

Fee: \$99



## CLASSROOM LEARNING

### PROFESSIONAL DEVELOPMENT *continued*

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#### **Excel 2010 Levels 1 & 2**

Level I: March 2 and March 9, 2012

Fridays; 1 - 5 p.m.

Level II: March 16 and March 23, 2012

Fridays; 1 - 5 p.m.

Fee: \$99

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#### **PowerPoint 2010**

Friday, February 17, 2012

1 - 5 p.m.

Fee: \$49

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#### **QuickBooks I & II Accounting Software**

Level I: February 2 and February 10, 2012

Fridays; 8:30 a.m. - 12:30 p.m.

Level II: February 17 and February 24, 2012

Fridays; 8:30 a.m. - 12:30 p.m.

Fee: \$99

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#### **HR Certification Prep.**

February 22 to April 25, 2012

Wednesdays; 6 - 9 p.m.

Fee: \$975 / \$900 member

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#### **Real Estate Sales Pre-Licensing Course\***

January 10 to March 8, 2012

Tuesdays & Thursdays; 6 - 9 p.m.

Fee: \$383.40 (includes a \$60 technology fee)

\*This is an accredited course



## BUSINESS SOLUTIONS

Ivy Tech Corporate College division can provide customized and online training programs, technical and technological programs, supervisor training programs, professional development, and professional certifications. For information about customized training, contact Donna Ulrich at (812) 406-7174 or e-mail [dulrich2@ivytech.edu](mailto:dulrich2@ivytech.edu).

## SKILLS ENHANCEMENT

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The fee for each course listed below is \$89

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#### **Accounting Fundamentals**

Instructor: Charlene Messier

#### **Introduction to Microsoft Word 2007**

Instructor: Wallace Wang

#### **Introduction to Microsoft Excel 2007**

Instructor: Chad Wambolt

#### **Introduction to Microsoft PowerPoint 2007**

Instructor: Kathy Van Pelt

#### **Fundamentals of Supervision & Management**

Instructor: Patricia Adesso

#### **Fundamentals of Technical Writing**

Instructor: Janet Underwood

#### **Genealogy Basics**

Instructor: Bob Moyer

#### **Homeschool with Success**

Instructor: Beverly Schulz

#### **Introduction to InDesign CS5**

Instructor: Donna Baker

#### **Introduction to QuickBooks 2009**

Instructor: Scott Paxton

#### **Key to Successful Money Management**

Instructor: Kirsten Iseminger

#### **LSAT Preparation**

Instructor: Scott Hatch

#### **Manufacturing Fundamentals**

Instructor: Tony Swaim

#### **Photoshop CS5 for Digital Photography**

Instructor: Beverly Schulz

#### **Professional Sales Skills**

Instructor: Dave Paquin

#### **Project Management Fundamentals**

Instructor: Tony Swaim

#### **Secrets of the Caterer**

Instructor: Dawn Simmons

#### **Spanish for Medical Professionals**

Instructor: Tara Bradley Williams

#### **Spanish for Law Enforcement**

Instructor: Tara Bradley Williams

