

WORKFORCE TRAINING

SPRING 2012

MANAGEMENT & SUPERVISORY INSTITUTE (MSI 2.0) | INDUSTRIAL MAINTENANCE TRAINING PROGRAM
WITH eASSESSMENT | ORTHOPEDIC QUALITY STANDARDS AND TECHNICAL SKILLS TRAINING PROGRAM



WORKFORCE TRAINING

SPRING 2012

Management and Supervisory Institute (MSI 2.0) | Industrial Maintenance Training Program
with eAssessment | Orthopedic Quality Standards and Technical Skills Training Program

“The beautiful thing about learning is that no one can take it away from you.” —B.B. King

Welcome to Ivy Tech Corporate College’s Spring 2012 schedule. Ivy Tech’s Corporate College is North Central Indiana’s preferred training resource, offering short-term career development, nationally recognized competency-based certifications, and leading industry credentials at our regional campuses in South Bend, Elkhart County, and Warsaw.

Through our coursework, you or your employees can develop professional skills to enhance your current workplace. You can earn an industry certification by taking preparation courses, and then take the certification test at our Workforce Certification Center.

Any of our programs can also be customized to fit a company’s individual needs either at your site or at ours. We work with businesses and industries to custom design programs that will enhance their employees’ skills. Courses are flexible enough to meet the needs of any shift.

Our services include:

- Customized Corporate Training
- Open Enrollment Courses
- Workforce Certification
- CLEP Center for College Credit by Exam
- Apprenticeship Programs
- ACT Center for Training and Assessment

We offer high quality training, assessment, and consulting services at a reasonable cost, with flexibility and fast turnaround. Call us today.

5 EASY WAYS TO REGISTER FOR A CLASS

Online

<http://www.ivytech.edu/register-now/>

Phone

If paying by credit card or company purchase order, call:

Elkhart County

Jan Wilsey: 574-830-0375, ext. 4442

South Bend

Tanya Wichlacz: 574-289-7001, ext. 5357

Warsaw/Plymouth

Claudia Carson: 574-267-5428, ext. 7236



E-mail

E-mail your name, address, phone number, course name, and method of payment to:

Elkhart County

Jan Wilsey: jwilsey@ivytech.edu

South Bend

Tanya Wichlacz: twichlac@ivytech.edu

Warsaw/Plymouth

Claudia Carson: ccarson@ivytech.edu

Fax

Fax your registration request with credit card or company billing information to:

Elkhart County

Jan Wilsey: 574-830-0377

South Bend

Tanya Wichlacz: 574-236-7184

Warsaw/Plymouth

Claudia Carson: 574-267-8720

Person

Sign up at the Corporate College office at any Ivy Tech campus location. Office hours are 8:00 AM – 5:00 PM (Monday – Friday)

Corporate College Locations:

IVY TECH COMMUNITY COLLEGE ELKHART COUNTY

22531 County Road 18

Goshen, IN 46528

IVY TECH COMMUNITY COLLEGE SOUTH BEND

220 Dean Johnson Boulevard

South Bend, IN 46601

IVY TECH COMMUNITY COLLEGE WARSAW

2545 Silveus Crossing

Warsaw, IN 46582

Off-campus locations:

ORTHOPEDIC AND ADVANCED MANUFACTURING TRAINING CENTER (OAMTC)

955 Executive Drive

Warsaw, IN 46580

GENERAL INFORMATION

Ivy Tech Community College is proud to offer open enrollment courses that provide short-term and topic-specific content to fulfill the professional development and continuing education needs of North Central Indiana residents.

Courses are taught using a variety of methods including lectures, workshops, lab activities, and online instruction. Some courses require prerequisites.

Fees

Fees vary and are based on the costs of the course, supplies, and materials. Payment is required at time of registration.

Parking Fees

All students are now required to purchase a parking pass at the South Bend, Elkhart County, and Warsaw campuses to be eligible to park in the campus parking lots. Parking passes are \$3 and can be purchased at the Business Office. If you choose not to purchase a parking pass and park in the campus parking lots, you will be ticketed.

Books and Supplies

If a textbook is required, it is listed next to the price of the course. The price, including tax, will be given to the student when registering. Textbooks will be available at the first class session for your convenience. Book prices are subject to publisher price changes.

Refund and Cancellation Policy

Refunds are calculated on scheduled class dates. Any time before the class starts there is a 100% refund. After the class starts there is a 50% refund. If 20% or more of contact hours are completed there is a 0% refund. No refund given to NO SHOW students. Credit courses follow college policies. All online courses are non-refundable. We reserve the right to cancel classes due to insufficient enrollment. You will be notified of class cancellations in advance via telephone and/or e-mail.

A Certified IACET Provider

Ivy Tech has been reviewed and approved as a Certified Provider of continuing education and training programs by the International Association for Continuing Education and Training (IACET). Certified Provider #102670.

CORPORATE COLLEGE CUSTOMIZED TRAINING SOLUTIONS

IVY TECH COMMUNITY COLLEGE: YOUR CORPORATE TRAINING PARTNER

Benefits of Corporate Training:

- Grant Administration and Assistance
- Decrease Costs
- Improve Performance
- Update Skills
- Create Measurable Outcomes

Why should I invest in training my employees?

A skilled workforce reduces overhead expenses, increases productivity, and makes your company more competitive. Plus, statistics prove that companies that invest in training have higher employee retention rates. By investing now in training, you'll save money tomorrow.

Why should I use Ivy Tech?

We service industry, small business, government, and not-for-profit agencies. Because of our flexibility and the real world experience of our credentialed faculty, we are able to provide virtually any training for any client at all levels of the organization at your place or ours. Courses can be scheduled at any time - on the weekend, during the shift, or whenever is most convenient.

We offer:

- Workforce Certification Assessment
- Industrial Technology Expertise
- Customized Programs
- Flexible Scheduling
- On-site Training
- Program Evaluations
- Re-licensure
- Management Development
- Quality Training
- Consultation

Our training partners include:

- Achieve Global™
- Amatro1™
- Career Step™
- Ed2Go/Gatlin Education Services™
- Everblue™ Training Institute
- ProTrain™
- Workplace Spanish™

Contact one of our Account Executives for a free consultation:

South Bend and Elkhart County

Prince Covington, Account Executive
574-289-7001, ext. 5360
pcovington1@ivytech.edu

Warsaw and Plymouth

Luke Pinkerton, Account Executive/Program Manager
574-267-5428, ext. 7235
lpinkerton1@ivytech.edu

PROFESSIONAL WORKFORCE ASSESSMENT SERVICES

Ivy Tech Corporate College offers a range of professional assessment services for companies and individuals in North Central Indiana, including workplace assessments for manufacturing industries, healthcare professions, customer service/call center employees, computer application users, and IT support. In addition, Corporate College offers pre- and post-training assessments for workforce development and individual employee development, from the production floor to the boardroom.

Ivy Tech offers several types of assessments, including, but not limited to, cognitive ability, biodata, personality, integrity, situational judgment, and 360 degree feedback instruments. Utilizing Ivy Tech's Professional Workforce Assessment Services ensures that the most relevant and applicable assessment is selected to meet your employees' professional and personal goals.

Contact one of our Account Executives for more information:

South Bend and Elkhart County

Prince Covington, Account Executive
574-289-7001, ext. 5360
pcovington1@ivytech.edu

Warsaw and Plymouth

Luke Pinkerton, Account Executive/Program Manager
574-267-5428, ext. 7235
lpinkerton1@ivytech.edu

BUSINESS AND SALES

HUMAN RESOURCE CERTIFICATION INSTITUTE / PROFESSIONAL IN HUMAN RESOURCES CERTIFICATION (ONLINE)

The Human Resource Certification Institute (HRCI) is the credentialing affiliate of the Society for Human Resource Management (SHRM), the world's largest association devoted to professional human resource management. HRCI works to define and maintain the HR body of knowledge and offers assessments and certification of this knowledge. Human Resource certification demonstrates mastery of the HR body of knowledge and is widely accepted as a symbol of professional achievement. This online, 13 course series, maps to the six functional areas and is an excellent tool for helping learners refresh for the PHR exam.

\$1,325 (12 month access; mentor support), 50 contact hours, 5 CEUs

For more information:

Elkhart County

574-830-0375, ext. 4442
<http://www.theknowledgebase.org/elkhart>

South Bend:

574-289-7001 ext. 5357
<http://www.theknowledgebase.org/southbend>

Warsaw/Plymouth:

574-267-5428 ext. 7236
<http://www.theknowledgebase.org/warsaw>



LEAN SIX SIGMA GREEN BELT (ONLINE)

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction. Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online program provides the training you need to master these highly valuable skills.

All materials are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

\$1,895 (12 month access), 100 contact hours, 10 CEUs

LEAN SIX SIGMA BLACK BELT (ONLINE)

The Six Sigma Black Belt Online Training Program integrates Six Sigma with hands-on data analysis. The program material provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodologies, DMAIC: Define the problem, Measure key aspects, Analyze data, Improve the process, and Control the future process. You will also learn about deployment and project development approaches. All materials are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

\$2,695 (12 month access), 200 contact hours, 20 CEUs

For more information about Six Sigma courses, call us or visit our Online Instruction Centers at:

Elkhart County

574-830-0375, ext. 4442

<http://www.gatlineducation.com/ivytech/elkhart>

South Bend

574-289-7001 ext. 5357

<http://www.gatlineducation.com/ivytech/southbend>

Warsaw/Plymouth

574-267-5428 ext. 7236

<http://www.gatlineducation.com/ivytech/warsaw>

ONLINE ACCOUNTING AND BUSINESS SOFTWARE HIGHLIGHTS

Corporate College's instructor-facilitated online courses are informative, convenient, and highly interactive. All courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office at any time of the day or night. New assignments are released each Wednesday and Friday.

Peachtree Accounting 2009: \$82

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

Introduction to QuickBooks 2011: \$82

Use the power of QuickBooks software to take control of your business finances.

Performing Payroll in QuickBooks 2011: \$82

Learn to use QuickBooks 2011 to handle all your payroll tasks quickly and easily.

QuickBooks 2010 for Contractors: \$82

Learn to use QuickBooks 2010 in your contracting business to handle accounting tasks quickly, generate powerful reports, and maximize your efficiency.

Introduction to Microsoft Project 2010: \$82

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software.

Call us or visit our Online Instruction Centers at:

Elkhart County

574-830-0375, ext. 4442

<http://www.ed2go.com/ivytechelk>

South Bend:

574-289-7001 ext. 5357

<http://www.ed2go.com/ivytechsb>

Warsaw/Plymouth:

574-267-5428 ext. 7236

<http://www.ed2go.com/ivytechwar>

WORKFORCE CERTIFICATION CENTER

The South Bend, Elkhart County, and Warsaw campuses of Ivy Tech have established Workforce Certification Centers to serve as the College's focal point for certification testing. Resources available at the Center will enable individuals to earn industry-recognized workforce certifications that provide job-ready skills valued throughout Indiana. These nationally-recognized certifications are valuable economic credentials that validate an individual's knowledge and provide a means for employers to assess the real-world technical skills of prospective employees.

Tests given at the Workforce Certification Testing Center:

CLEP (College Level Examination Program)

Receive college credit by taking this exam. The most popular examinations are those taken for Ivy Tech courses ENGL 111 and MATH 118. Please call the Ivy Tech Workforce Certification Center nearest you for a complete list of course equivalents.

IC3

(Internet and computer core certification)

MOS (Microsoft Office Specialist)

This certification proves proficiency in the Microsoft Office Suite.

Additional Certifications

In addition to the above tests given at the Workforce Certification Testing Center we also offer American Culinary Federation written exams and information technology certification examinations such as Microsoft, CISCO, AVAYA, Certified Internet Webmaster (CIW), CompTIA, and many other certifications.

Testing Appointments are required:

Elkhart County

Monday and Wednesday 8:00 AM – 12:00 PM

Tuesday 1:00 PM – 4:00 PM.

Contact Marque Belke at 574-830-0375, ext. 4484 or mbelke@ivytech.edu for more information.

South Bend

Monday 12:30 PM – 5:00 PM

Tuesday and Wednesday 8:30 AM – 8:00 PM

Friday 8:30 AM – 5:00 PM

Saturday (second of each month) 8:30 AM – 1:00 PM

Contact Brenda Strobe at 574-289-7001, ext. 1235 or bstrobe@ivytech.edu for more information.

Warsaw

Monday – Wednesday 9:00 AM – 2:00 PM

Thursdays 9:00 AM - 12:00 PM

Contact Michael Longenecker at 574-267-5428, ext. 7232 or mlongenecker@ivytech.edu for more information.

My Career Advancement Account (MyCAA) Free Career Training for Military Spouses



Up to \$4,000 is available to eligible military spouses!

Spouses of Active Duty military members around the world are now able to enjoy a \$4,000 career education benefit funded through the Department of Defense. There are a variety of training options available, and we offer all programs in all of the approved fields! We have knowledgeable staff available to assist you in making your career decision and using your training benefit.

The MyCAA program is open to all eligible spouses under the new program guidelines below:

- Spouse of an Active Duty Army, Navy, Air Force, Coast Guard, or Marine service member, or activated Reserve member in pay grades E1-E5, W1-W2, or O1-O2.
- If the service member is a National Guard and/or AGR member, he/she must be on Federal Title 10 Active Duty orders as reported in DEERS for the spouse to be eligible.
- Spouses of Guard/Reserve members in an Alert, Transition Assistance, or Post Deployment status are not eligible.
- Waivers to the fiscal year cap will be available for spouses pursuing licensure or credentials with a cost that exceeds the \$2,000 fiscal year cap up to the total maximum assistance of \$4,000.
- Spouses must finish their program of study within three years from the start date of the first course.
- Funding is limited to only Associates degrees, certifications, and/or licensure programs.

Contact one of our Program Managers for more information:

Elkhart County

Suzanne Alfrey
574-830-0375, ext. 4400
salfrey@ivytech.edu

South Bend

Amber Adkinson
574-289-7001, ext. 6813
aadkinson@ivytech.edu

Warsaw/Plymouth

Luke Pinkerton
574-267-5428, ext. 7235
lpinkerton1@ivytech.edu

MANAGEMENT SUPERVISORY INSTITUTE (MSI 2.0)

The Management and Supervisory Institute 2.0 (MSI 2.0) 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, organizational, and motivational skills to effectively get the job done through other people. MSI 2.0 provides manager and supervisor 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:

- Your Role Using Extended DISC®
- Tools of Management
- Leader, Manager, or Both
- Results-Oriented Communication
- Writing for Results
- Presenting for Understanding
- Manage and Resolve Conflict
- Cost-Effective Meetings/Business Basics
- HR Aspects of Supervision
- Supervisor as Coach
- Employee Development
- Presentations: Skills Review

This course begins with a pre-assessment and ends with a post-assessment to document learning. The 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 2.0. As a cohort experience, this capstone exercise solidifies the learning in MSI 2.0 and requires the demonstration of group presentation skills.

Contact one of our Program Managers for more information:

Elkhart County

Suzanne Alfrey
574-830-0375, ext. 4400
salfrey@ivytech.edu

South Bend

Amber Adkinson
574-289-7001, ext. 6813
aadkinson@ivytech.edu

Warsaw/Plymouth

Luke Pinkerton
574-267-5428, ext. 7235
lpinkerton1@ivytech.edu

You Are Invited to a Discovery Day!

What: Management and Supervisory Institute (MSI 2.0) Information Session

When: Wednesday, February 8, 2012, from 7:30am-8:30am.

Where: Ivy Tech Community College, 220 Dean Johnson Blvd, South Bend, IN 46601

Who: Organizations interested in:

- Increasing the level of professionalism and knowledge of managers and supervisors
- Preparing employees to effectively deal with growth and change in the organization
- Learning leadership skills immediately applicable on the job
- Developing confidence in those entrusted with supervisory responsibilities

R.S.V.P. on or before Friday, February 3, 2012 to:

Amber Adkinson
574-289-7001, ext. 6813
aadkinson@ivytech.edu

COMPUTER AND INFORMATION TECHNOLOGY

ADMINISTRATIVE ASSISTANT PROGRAM

The Administrative Assistant program helps students gain the business knowledge and specialized skills necessary to succeed as administrative assistants. Through 16 modules and approximately 140 hours of completion time, students learn to successfully perform administrative duties across a broad range of industries such as corporate, government, and academia.

Students learn to handle front desk reception, meeting planning and scheduling, business communication, Microsoft Office software, and more. The curriculum includes a heavy emphasis on preparing students to earn the Microsoft Office Specialist (MOS) Master credential, giving them an important edge in the job market.

The program's online learning platform provides 24/7 access to the curriculum and interactive learning tools, allowing students to study on a schedule that fits their individual lifestyles.

\$909.95 (Includes reference guides, student support, and career guidance)

For more information about the Administrative Assistant Program, please contact:

Elkhart County

Suzanne Alfrey
574-830-0375, ext. 4400
salfrey@ivytech.edu

South Bend

Amber Adkinson
574-289-7001, ext. 6813
aadkinson@ivytech.edu

Warsaw/Plymouth

Luke Pinkerton
574-267-5428, ext. 7235
lpinkerton1@ivytech.edu

ONLINE ADOBE TRAINING FOR BUSY PROFESSIONALS (ONLINE)

Adobe Acrobat Jumpstart

Adobe Acrobat allows users to convert documents created in Word, Excel, PowerPoint, or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by anyone with a copy of Adobe's free Acrobat Reader. In this course, students will learn to create and use PDF files. Students will learn to work with PDF documents and create PDF files from their applications and web pages. Students will learn to add comments to PDF files and make their PDF documents accessible. Students must have a copy of Adobe Acrobat Standard. A 30-day trial is available.

\$165 (3 week online access/instructor support) – 8 contact hours, 0.8 CEUs

Adobe Flex Introduction

Adobe Flex allows you to create interactive Internet applications. In this course, you will learn to design, develop and deploy Flex applications. You will learn to develop custom components using MXML and ActionScript. You will need a copy of Adobe Flex. A trial version is available.

\$295 (7 week online access/instructor support) – 32 contact hours, 3.2 CEUs

Adobe Premiere

Adobe Premiere gives you powerful video and audio editing tools. Students will add transitions, special effects, graphics, titles, and music to their Premiere projects. Students will adjust the image quality of the video and edit and mix the sound tracks.

Students will build picture-in-picture effects, create animated titles, record voice-overs, add motion effects, and publish the results to a variety of formats.

Students will create streaming video for playback on a web site. Students must have a copy of Adobe Premiere. A 30-day trial is available.

\$295 (7 week online access/instructor support) – 32 contact hours, 3.2 CEUs

Adobe Illustrator

Adobe Illustrator allows you to create artwork that you can use for web pages or any print or electronic media. This course will give students a good overview of the tools and features of Illustrator. Students will create artwork using the various tools including the pencil and pen tools. Students will learn the various ways to apply color to their artwork. Students will work with layers, 3D effects, and symbols. Students will need to have a copy of Illustrator. A 30-day trial is available.

\$295 (7 week online access/instructor support) – 32 contact hours, 3.2 CEUs

Adobe PageMaker Introduction

This class will introduce students to the basics of creating documents using Adobe PageMaker. Students will apply their skills by creating flyers, letterhead, proposals, booklets, newsletters, and catalogues. Students will learn to insert text and graphics into a PageMaker document and format text using styles. Students will learn to create master page layouts and templates for their documents. Students also will learn to generate a table of contents and an index for their long publications. Students will need a basic understanding of Windows to complete this class. Students will also need a copy of PageMaker. A 30-day trial is available.

\$295 (7 week online access/instructor support) – 32 contact hours, 3.2 CEUs

Adobe InDesign (CS4)

Adobe InDesign allows you to design and produce stunning documents using a desktop or professional printer. Students will learn to convert their documents to PDF format or publish them on a website. This class will walk students through setting up the InDesign workspace, adding text and graphics to their documents, creating layouts with frames, and applying formatting with styles. Students will need a copy of InDesign. A trial version is available.

\$295 (7 week online access/instructor support) – 32 contact hours, 3.2 CEUs

For more information:

Elkhart County

574-830-0375, ext. 4442

<http://www.theknowledgebase.org/elkhart>

South Bend:

574-289-7001 ext. 5357

<http://www.theknowledgebase.org/southbend>

Warsaw/Plymouth:

574-267-5428 ext. 7236

<http://www.theknowledgebase.org/warsaw>

ONLINE GRANT WRITING HIGHLIGHTS (ONLINE)

Corporate College's instructor-facilitated online courses are informative, convenient, and highly interactive. All courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office at any time of the day or night. New assignments are released each Wednesday and Friday.

A to Z Grant Writing: \$82

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Get Grants!: \$82

Learn how to develop successful, fundable grants from experts in the field.

Writing Effective Grant Proposals: \$82

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing: \$82

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant: \$82

Increase your income while working from home by starting a grant writing consulting business.

Call us or visit our Online Instruction Centers at:

Elkhart County

574-830-0375, ext. 4442

<http://www.ed2go.com/ivytechelk>

South Bend

574-289-7001 ext. 5357

<http://www.ed2go.com/ivytechsb>

Warsaw/Plymouth

574-267-5428 ext. 7236

<http://www.ed2go.com/ivytechwar>

ALLIED HEALTH

CPR – BASIC LIFE SUPPORT

This course is designed to teach adult, pediatric, and infant CPR skills, including ventilations with a pocket mask, a bag-mask device and oxygen, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). This course is intended for healthcare providers including physicians, nurses, paramedics, emergency medical technicians, respiratory therapists, physical and occupational therapists, physician's assistants, aides, medical or nursing assistants, and other allied health personnel or allied health students in training. This course is also ideal for healthcare workers seeking employment that requires credentialed CPR certification.

Instructors:

Paul Applegate

Captain, South Bend Fire Department
AS Paramedic Science, Ivy Tech Community College

Mona Shepherd

Adjunct Faculty, Ivy Tech Community College
Instructor, American Heart Association

Jon Simmons

Deputy Fire Chief, Concord Fire Department
AS Emergency Medicine, BS General Studies, Indiana University
NREMT-P

\$60 (Materials included), 4 contact hours, 0.4 CEUs

This course is offered on the following days:

Elkhart County

Thursday, February 23 | 1:00 PM – 5:00 PM
Wednesday, March 21 | 6:00 PM – 10:00 PM

South Bend

Wednesday, January 18 | 1:00 PM – 5:00 PM
Thursday, February 9 | 5:00 PM – 9:00 PM
Friday, March 16 | 8:00 AM – 12:00 PM
Tuesday, April 3 | 5:00 PM – 9:00 PM

Warsaw

Friday, February 3 | 12:00 PM – 4:00 PM
Friday, April 13 | 12:00 PM – 4:00 PM



QUALIFIED MEDICATION AIDE (QMA)

This course provides unlicensed individuals with entry-level competency in the following areas:

- Administering and handling current medications, both oral and topical
- Adverse effects of selected medications
- Recording medication administration and its effects
- Nursing considerations for selected medications

Individuals completing the course are eligible to take the Indiana state exam for qualification as a medication aide. The course is recommended for individuals with certified nursing aide credentials who plan a career in health care.

Prerequisites: The course is offered to currently employed CNAs in long-term care facilities who have at least 1000 hours of CNA experience and who are recommended by their employer. The long-term care facility must provide a 40-hour clinical experience supervised by an LPN or RN at the end of the classroom sessions.

Instructor:

Mary Lou Kozinski, R.N.

\$650 (Text additional), 67.5 contact hours, 6.75 CEUs

This course is offered on the following days:

South Bend

March 5 – April 25 | Monday and Wednesday | 9:00 AM – 1:00 PM

March 6 – April 26 | Tuesday and Thursday | 5:00 PM – 9:00 PM

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) REVIEW

This course is designed to review instructional material for each of the four sections of the TEAS test. The four sections covered in the course are Mathematics, Science, Reading, and English. Entry level skills in these areas are regarded as essential for the School of Health Sciences program applicants.

Instructors:

Lisa Comer

Adjunct Faculty, Ivy Tech Community College, Phlebotomy

JoEllen Smith

AAS Nursing, Bethel College

BA in Education, Linfield College

\$55 (Text Additional), 16 contact hours, 1.6 CEUs

This course is offered on the following days:

Elkhart County

January 14 – February 4 | Saturday | 8:00 AM – 12:00 PM

South Bend

January 9 – February 1 | Monday and Wednesday | 12:00 PM – 2:00 PM

February 14 – March 8 | Tuesday and Thursday | 3:00 PM – 5:00 PM

CERTIFIED PROFESSIONAL CODER (CPC)

This course reviews the terminology, anatomy, pathophysiology, and reimbursement as preparation for taking the coding certification examination. A review of CPT, ICD-9-CM, and HCPCS coding will be an integral part of the review course. The course assists the learner in establishing a personal plan for continued development in preparation for a certification examination.

Instructor:

Sandra Combs

BA Business Administration and Finance, Ball State University.

\$ 323.40 (Text Additional; \$60 technology fee may apply), 48 contact hours, 3 credit hours

CAREER STEP: ONLINE COURSES FOR MEDICAL PROFESSIONALS **NEW!**

Pharmacy Technician

The Pharmacy Technician industry is expected to grow 30% by 2018. Because this course is approved by Indiana's State Board of Pharmacy, individuals who complete it can be licensed as a pharmacy technician. This online training program is designed to provide students both an 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.

The unique, online training platform allows students to learn at their own pace and is designed to be completed in 6 months or less. Experienced pharmacy technician professions are available for each student to provide instruction, support, and guidance, as well as personalized graduate services including consultations, resume review, interview coaching, referral letters, preparation for national certification exams, and identification of potential employment opportunities. Program fee includes 6 months online access.

\$1,805.95 (Includes reference book, student support, and career guidance)

Medical Transcription

This online program helps students 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 also emphasizes practical experience that simulates the medical transcription workplace, and by graduation, students will have transcribed hundreds of authentic dictations, preparing for a quick and successful transition to the workplace.

The program is designed to be completed in one year or less. Its online format is accessible 24/7 and allows students to learn and train at their own pace. Each student receives instruction, support and guidance from an experienced medical transcription professional. Students also receive personalized graduate services, including consultations, resume review, interview coaching, referral letters, preparation for national certification exams, and identification of potential employment opportunities. Program fee includes 1 year online access.

\$1,889.95 (Includes foot pedal, BenchMark KB 15-month subscription, AHDI 15-month membership, student support, placement assistance, and career guidance)

Medical Transcription Editor

The Medical Transcription Editor online training program helps students develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. The demand for well-trained medical transcription editors is rapidly increasing, and this program makes them more marketable and flexible after graduation by giving them both skills. 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 hundreds of authentic physician dictations, preparing them for a quick and successful transition to the workplace.

The program is designed to be completed in one year or less. Its online format is accessible 24/7 and allows students to learn and train at their own pace. Each student receives instruction, support, and guidance from an experienced staff of allied health professionals. Students also receive personalized graduate services, including consultations, resume review, interview coaching, a referral letter, preparation for national certification exams, and identification of potential employment opportunities. Program fee includes 1 year online access.

\$2,389.95 (Includes foot pedal, M*Modal editing software, BenchMark KB 15-month subscription, AHDI 15-month membership, student support, placement assistance, and career guidance)

Inpatient and Outpatient Medical Coding and Billing

This training 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, used by many industry employers, preparing them for a quick transition to the workplace. Students receive support and instruction from an experienced staff of medical coders, as well as career guidance, a referral letter; resume review, interview coaching, preparation for the certification exams and identification of potential employment opportunities.

The program's online format provides students 24/7 access, is self-paced, and is designed to be completed in one year or less. Program fee includes 1 year online access.

\$2,299.95 (Includes all the necessary medical coding books, access to 3M encoding software, personalized student support and career guidance)

Outpatient Medical Coding and Billing

This training program prepares students for a career 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 using the ICD-9, CPT and HCPCS coding books, which helps them easily transition to the workplace after graduation.

The program's online format provides students 24/7 access, is self-paced and is designed to be completed in one year or less. Students receive personalized support from a staff of experienced medical coders, as well as career guidance, a referral letter; resume review, interview coaching, preparation for the CPC (Certified Professional Coder) exam through AAPC, and identification of potential employment. Program fee includes 1 year online access.

\$1,934.95 (Includes all the necessary medical coding books, personalized student support, and career guidance)

The Medical Administrative Assistant

This online training 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. Upon graduation, students will be prepared to enter the workforce and pass the Certified Medical Administrative Assistant exam (CMAA) offered by the National Healthcareer Association.

Students receive personalized instruction and support from a staff of experienced medical administrative assistants, as well as career guidance, a referral letter, resume review, interview coaching, and preparation for the CMAA certification exam. The program's online format provides students 24/7 access, is self-paced, and is designed to be completed in about 3 months. Program fee includes 6 months online access.

\$1,209.95 (Includes reference guides, access to Microsoft Office, personalized student support and career guidance)

For more information about Career Step programs, contact:

Elkhart County

Suzanne Alfrey
574-830-0375, ext. 4400
salfrey@ivytech.edu

South Bend

Amber Adkinson
574-289-7001, ext. 6813
aadkinson@ivytech.edu

Warsaw/Plymouth

Luke Pinkerton
574-267-5428, ext. 7235
lpinkerton1@ivytech.edu

MANUFACTURING AND INDUSTRIAL TECHNOLOGY

ORTHOPEDIC QUALITY STANDARDS AND TECHNICAL SKILLS CERTIFICATE PROGRAM **NEW!**

The Orthopedic Quality Standards and Technical Skills Certificate Program is an intensive, certification-based training program, designed to meet the growing professional and technical needs of the orthopedic medical device manufacturing industry's incumbent and emerging workforces. Program participants will develop their technical and soft skills, as related to regulated orthopedic quality standards and Lean manufacturing practices, within a rigorous hands-on CNC machine operation training program. Applicants must pass two pre-admission assessments, prior to enrolling in this program.

The Orthopedic Quality Standards and Technical Skills Certificate Program includes:

- Introduction to FDA Part 820 cGMP Final Rule Quality System Requirements and ISO 13485
- Introduction to Lean Manufacturing Concepts
- CNC Machine Operator Program with National Institute of Metalworking Skills (NIMS) Certification

The Orthopedic Quality Standards and Technical Skills Certificate Program's benefits include:

- Industry-recognized and validated training, which mirrors the orthopedic manufacturing environment
- Quality instructors with real-world experience and orthopedic industry insight
- Established career paths to academic learning

Upon successful completion of this program, participants will take:

- NIMS Measurement, Materials, and Safety Level 1 Credential*
- NIMS CNC Mill Operator Skills Level 1 Credential
- NIMS CNC Lathe Operator Skills Level 1 Credential

* Ivy Tech Community College does not guarantee that participants will pass the National Institute of Metalworking Skills examinations.

PLEASE NOTE: Ivy Tech Community College provides introductory training in the technology and terminology of local industry. Ivy Tech Community College does NOT provide job placement services or in any way guarantee job placement, even upon successful completion of the Orthopedic Quality Standards and Technical Skills Certificate Program.

This course is offered on the following days:

Warsaw

January 23 – May 23 | Monday/Wednesday/Friday | 9:00 AM – 1:00 PM

January 23 – May 23 | Monday/Wednesday/Friday | 5:30 AM – 9:30 PM

For more information about the Orthopedic Quality Standards and Technical Skills Certificate Program, contact:

Warsaw/Plymouth

Luke Pinkerton

574-267-5428, ext. 7235

lpinkerton1@ivytech.edu

CNC MACHINE OPERATOR PROGRAM

The CNC Machine Operator Program provides training in the technology and terminology of industry via interactive, virtual simulations, and hands-on learning activities. This program is designed to produce employees with job-ready, machine operation skills.

Upon successful completion of this course participants will be expected to take two (2) National Institute of Metalworking Skills examinations*.

Two credentials are available:

- NIMS CNC Mill Operator Skills Level 1 Credential
- NIMS CNC Lathe Operator Skills Level 1 Credential

The NIMS credentials are portable, certifying that a person can perform the work of a CNC Machine Operator according to recognized national standards that have been industry validated.

Individuals interested in the CNC Machine Operator Program must complete a pre-admission assessment.

Instructors:

Robert Harris

Faculty, Ivy Tech Community College

CNC programmer and machinist

Mark Hoeflinger

Adjunct Faculty, Ivy Tech Community College

Tool & Die and Injection Mold maker

\$2,975 (Textbooks and materials included) - 140 contact hours, 14.0 CEUs

The CNC Machine Operator Program contains the following core objectives:

- Basic Measurement
- Print Reading I (Multi-View Drawings)
- Print Reading II (Sectional Drawings and Fasteners)
- Precision Measurement Tools
- Dimensional Gauging
- Print Reading III (GD&T)
- Orientation Tolerances
- Form Tolerances
- Location Tolerances
- Machining Processes
- Drill Operation
- Internal Machining Processes
- Milling Machine Operation
- Milling Production
- Turning Operation
- Turning Production
- Introduction to CNC Machining
- CNC Mill Operation
- CNC Program Operation
- CNC Turning Operation
- CNC Grinding Operation
- CNC Machine Troubleshooting and Maintenance
- Introduction to SPC
- Control Charts

* Ivy Tech Community College does not guarantee that participants in the CNC Machine Operator Program will pass the National Institute of Metalworking Skills examinations.

This course is offered on the following days:

South Bend

January 23 – April 18 | Monday/Wednesday/Friday | 5:30 AM – 9:30 PM

No classes March 5 – 9.

INDUSTRIAL MAINTENANCE TRAINING PROGRAM NEW!

Ivy Tech Community College North Central offers a customizable Industrial Maintenance Training Program to meet the growing needs of local industry. This program includes pre-assessment, access to online learning modules correspondent with employee training needs, flexible, hands-on skill development opportunities, and post-assessment.

Benefits

- Quick and convenient: Less time away from the job for training
- Accelerated: Focused learning recognizes employee's existing skills
- Training based on individual needs: Keeps employees engaged and motivated

What is eAssessment?

- Pre-packaged online assessments
- 180+ assessments, 20 technology areas
- Custom assessments available
- Scalable reporting
- Compares worker's skills to existing outcomes
- Plans for employees most effective learning
- Helps employees close their knowledge skill gaps

What eAssessment does:

- Shortens learning time
- Lowers learning costs
- Focuses the employee on areas of need only

What eAssessment isn't:

- Not a standardized test
- Not used to hire, fire, promote or demote
- Not a way to set a value on an employee

eLearning Online Course Content

- Automation systems
- Electrical
- Electronics
- Fluid power
- Lean manufacturing
- Manufacturing processes
- Math
- Mechanical
- Process Control
- Safety
- Statistical process control
- Thermal
- Wind and solar
- Green energy
- Machining
- Materials
- Measurement and gauging
- Prints and Drawing



- Structural engineering
- Surveying
- Workplace skills

eAssessment: \$95 per person for one (1) year access; unlimited assessments

eLearning: \$450 per person for online courses; one (1) year access; unlimited courses

Hands-on learning: Pricing based on company objectives, number of trainees, contacts hours, etc.

For more information about our customizable Industrial Maintenance Training Programs, contact:

South Bend/Elkhart County

Prince Covington

574-289-7001, ext. 5360

pcovington1@ivytech.edu

Warsaw/Plymouth

Luke Pinkerton

574-267-5428, ext. 7235

lpinkerton1@ivytech.edu

EPA 608 CERTIFICATION **NEW!**

EPA 608 Certification teaches the basics of refrigerant recovery and system evacuation procedures, and includes the proper use of refrigerant gauges for R22 and R410A, the proper use of a micron gauge, and about safety and environmental issues. The EPA 608 Certification concludes with a review of material for the EPA 608 and R410 certification tests and culminates in the actual test proctored and conducted through the Internet during class.

Instructor:

Mark Van Doren

TC Industrial Technology HVAC, Ivy Tech Community College

\$190 (Text Additional) – 16 contact hours, 1.6 CEUs

This course is offered on the following days:

Elkhart County

January 20 – January 23 | Friday – Monday | 8:00 AM – 5:00 PM

February 17 –20 | Friday – Monday | 8:00 AM – 5:00 PM

WELDING CERTIFICATION PREPARATION

This course prepares the student for certification in shielded metal arc (SMAW), gas metal arc (GMAW) or gas tungsten arc (GTAW) welding processes through study of the corresponding welding procedures and related standards established by the American Welding Society (AWS). Prerequisite: Prior welding experience preferred.

Instructor:

Janice Stevens, Adjunct Faculty, Ivy Tech Community College; CWI/CWE

\$1,250 (Text Additional), 60 contact hours, 6 CEUs

This course is offered on the following days:

Elkhart County

January 10 – March 15 | Tuesday/Thursday | 9:00 AM – 12:00 PM

March 19 – May 23 | Monday/Wednesday | 6:00 PM – 9:00 PM

South Bend

Jan 17-May 1 January 17 – May 1 | Tuesday | 5:30 PM – 9:30 PM

No class March 6.

American Welding Society (AWS) certification examinations in GMAW, SMAW, and GTAW are available for experienced individuals and organizations upon request. For more information, please contact:

Elkhart County

Suzanne Alfrey

574-830-0375, ext. 4400

salfrey@ivytech.edu

South Bend

Amber Adkinson

574-289-7001, ext. 6813

aadkinson@ivytech.edu

Warsaw/Plymouth

Luke Pinkerton

574-267-5428, ext. 7235

lpinkerton1@ivytech.edu

GREEN SUSTAINABILITY

BPI Building Analyst/Energy Auditor Certification

This course is intended for individuals that want to become BPI Building Analysts in the residential building industry. Participants will learn the fundamentals of energy and energy transfer, energy systems within a home, the “home as a system” concept, common construction errors that reduce comfort and efficiency, weatherization techniques, and how to conduct an energy audit. Participants will analyze how systems and home attributes such as air leaks, insulation, barriers (air, thermal and moisture) and heating and cooling ducts affect occupant health, safety and comfort, energy efficiency, and durability. Solutions and/or weatherization techniques will be proposed for each problem identified. This course will include classroom and field training using analysis tools including a blower door, manometer, carbon monoxide tester, natural gas detector, and flue gas detector. The instructor will also review other tools commonly used by energy auditors and weatherization professionals including infrared cameras and duct blasters.

\$1,695 - 38 Contact Hours, 3.8 CEUs

LEED Green Associate

This course supplements individual preparation for anyone interested in passing the Leadership in Energy and Environmental Design (LEED®) Green Associate Exam. After an introduction to the exam format and computer based testing, your instructor will give an overview of how the LEED® rating system works. Next, the participants will examine the core concepts of green building as they relate to each of the rating systems. Finally, your instructor will explain what you need to study after leaving this class to increase your chances of passing the exam. Sample questions and memorization worksheets will be presented and discussed throughout the course.

\$695 - 14 Contact Hours, 1.4 CEUs

BPI Heating Specialist Training

This BPI Heating Specialist certification course includes 5 days of classroom and field training as well as the BPI Heating Professional written and field exams. This course covers heating system science, load and system sizing, ventilation system design and installation, and system diagnostics.

Course Objectives:

- Understand the different types of heating systems in a home.
- Calculate airflow and max leakage for forced air distribution systems.
- Conduct distribution system efficiency calculations.

The BPI Heating Specialist certification gives an advanced credential for energy auditors seeking opportunities to remain competitive in a growing job market. Individuals specializing in this area can increase chances for employment because of their specialization in heating systems.

\$1,695 – 35 Contact Hours, 3.5 CEUs

For more information on Green Sustainability programs and certification preparation courses, contact:

Elkhart County

Suzanne Alfrey

574-830-0375, ext. 4400

salfrey@ivytech.edu

South Bend

Amber Adkinson

574-289-7001, ext. 6813

aadkinson@ivytech.edu

Warsaw/Plymouth

Luke Pinkerton

574-267-5428, ext. 7235

lpinkerton1@ivytech.edu

TAP SERIES FOOD SAFETY MANAGER

Online Certification Training

The high quality of presentation and simple to use format is what makes this course so effective. In the study that achieved the 100% pass rate some of the study participants had to have the examination read to them. The program was so easy to use that even these participants finished the entire course by themselves. This program contains hours of video, audio, and interactive learning games, and all of the text and narration are available in English and Spanish. The student is given the freedom to take as much time as needed, making this one of the best courses in food safety management available.

Food Safety Manager Certification Training

- Proven as effective as a college classroom course of study.
- Entire course costs less than most classroom course materials alone.
- Offers a certification pass warranty.
- The most widely accepted by regulatory agencies on-line food manager's certification training in the country. (Please check with your local and state agencies to see if the program is accepted).
- Works even with the slowest dial up connection.

\$107 (including certification exam)

WORKSMARTS

WorkSmarts™

Enhance career development by taking the initiative and putting common sense into common practice.

WorkSmarts™ will encourage employees and supervisors to share ideas, ask questions, and interact with others, ultimately promoting job efficiency and satisfaction!

How to Get Along, Get Noticed, and Get Ahead

WorkSmarts™ Learning Objectives:

- Understand the “unspoken truth” that attitude and personal behaviors are vital to long-term success
- Be able to shift a negative attitude into a positive attitude
- Be able to describe proactive behaviors
- Be able to cope with change more effectively
- Be encouraged to set goals
- Understand the importance of being cooperative and respectful
- Be able to list ways to communicate clearly and listen actively

WorkSmarts™ is ideal for new employee orientation or training initiatives on:

- Attitude
- Interpersonal Skills

- Professionalism
- Respect
- Personal Accountability
- Career Development

WorkSmarts™ is designed to show what it really takes to fit in and succeed in an organization. It gives the inside scoop in a clear and friendly manner and covers the unspoken truths we all wish we had known from day one.

As successful employees have learned—sometimes the hard way—career success often depends on where your head is and how you act, rather than what you know. It's our attitude, our approach, and our interactions with others that can matter most and set us apart as extraordinary employees. Simply put, it's about putting common sense into common practice.

Using a comfortable “between you and me” approach, this program encourages employees to take initiative by adopting four straightforward strategies and promotes the idea that if employees really give their best effort daily—rather than worrying about how to get ahead—they will see results immediately.

The Four WorkSmarts™ Strategies:

- Be Positive and Proactive
- Be Accountable and Flexible
- Be Cooperative and Respectful
- Communicate and Actively Listen

Your WorkSmarts™ workshop is available in a half-day (3.5 hour) or full (7 hour) agenda. Pricing is quoted for up to 25 employees and includes workshop administration, instruction, participant materials and self-study workbooks plus an activity evaluation.

Half-Day Workshop: \$795

Full-Day Workshop: \$1,399

For more information, or to schedule your WorkSmarts™ program, contact:

South Bend

Melissa Denton

574-289-7001, ext. 5359

mdenton@ivytech.edu

NO TIME? GO ONLINE . . . LEARNING ON-THE-GO

Education-To-Go

Ivy Tech Community College in partnership with Ed2Go, offers short-term, online training options for busy professionals. Our instructor-facilitated online courses are informative, convenient, and highly interactive. All courses run for six weeks.

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office at any time of the day or night.

New assignments are released each Wednesday and Friday.

Courses are available in the following content areas:

- Accounting and Finance
- Business
- Computer Applications
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Call us or visit our Online Instruction Centers at:

Elkhart County

574-830-0375, ext. 4442

<http://www.ed2go.com/ivytechelk>

South Bend:

574-289-7001 ext. 5357

<http://www.ed2go.com/ivytechsb>

Warsaw/Plymouth:

574-267-5428 ext. 7236

<http://www.ed2go.com/ivytechwar>

Ed2Go (formerly operating as Gatlin Educational Services) also offers online career-training certificate programs to prepare students for developing expertise in their desired career fields and/or prepare them 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. Students can enroll by calling or by going online.

Programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!



Programs are available in the following content areas:

- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry
- Skilled Trades and Industrial
- Sustainable Energy and Going Green
- Career Online High School

Call us or visit our Online Instruction Centers at:

Elkhart County

574-830-0375, ext. 4442

<http://www.gatlineducation.com/ivytech/elkhart>

South Bend

574-289-7001 ext. 5357

<http://www.gatlineducation.com/ivytech/southbend>

Warsaw/Plymouth

574-267-5428 ext. 7236

<http://www.gatlineducation.com/ivytech/warsaw>

PROTRAIN

Ivy Tech is proud to announce an offering of new online programs in partnership with ProTrain. Most courses have 12-month online access as well as mentors available live online 24/7 to provide support in a variety of courses.

Courses are available in the following content areas:

- Green Training
- Tax Preparation
- Banking and Financial Services
- “Smart Home” Technology
- GED preparation

Call us or visit our Online Instruction Centers at:

Elkhart County

574-830-0375, ext. 4442

<http://www.theknowledgebase.org/elkhart>

South Bend:

574-289-7001 ext. 5357

<http://www.theknowledgebase.org/southbend>

Warsaw/Plymouth:

574-267-5428 ext. 7236

<http://www.theknowledgebase.org/warsaw>

Regional Administration

Thomas G. Coley, Ph.D., Chancellor

Jean E. Perrin, M.S., Executive Director, Corporate College

Melissa Denton, M.S., Director, Corporate College

South Bend

Prince Covington, Account Executive 574-289-7001, ext. 5360

Amber Adkinson, Program Manager 574-289-7001, ext. 6813

Brenda Strobe, Workforce Certification Manager 574-289-7001, ext. 1235

Jean Whetstone, Apprenticeship Manager 574-289-7001, ext. 5400

Cristy Cummings, Corporate College Support 574-289-7001, ext. 5356 or 6812

Tanya Wichlacz, Corporate College Support 574-289-7001, ext. 5357

Izza Jatala, Corporate College Support 574-289-7001, ext. 1013

Rebecca Hire, Corporate College Support 574-289-7001, ext. 5392

Reynolds Balmer, Assessment Coordinator 574-289-7001, ext. 5357

Don Noyer, Exam Proctor 574-289-7001, ext. 5357

Elkhart County

Suzanne Alfrey, Program Manager 574-830-0375, ext. 4400

Jan Wilsey, Corporate College Support 574-830-0375, ext. 4442

Mandy Chalk, DOL Grant Assistant 574-830-0375, ext. 4427

Marque Belke, Exam Proctor 574-830-0375, ext. 4484

Warsaw

Luke Pinkerton, Account Executive / Program Manager 574-267-5428, ext. 7235

Claudia Carson, Corporate College Support 574-267-5428, ext. 7236

Michael Longenecker, Exam Proctor 574-267-5428, ext. 7232

