

WORKFORCE TRAINING

FALL 2011



COMPUTER TECHNOLOGY | PROFESSIONAL DEVELOPMENT
PERSONAL ENRICHMENT | HEALTH PROFESSIONS



IVY TECH COMMUNITY COLLEGE
DEPARTMENT OF WORKFORCE & ECONOMIC DEVELOPMENT

COMPUTER TECHNOLOGY

Microsoft Office **\$287**
Brief Edition provides an excellent introduction to Microsoft Office. Students are carefully introduced to the new Office Ribbon interface, file management techniques, Word, Excel, PowerPoint, and Access. Ten 3-hour sessions.

8/30-11/1 T 6-9p COMP MSO1 -8F 112
Marion Campus, TBA

Microsoft Word Level 1 **\$115**
Learn to create, edit, and format documents and use Word's outstanding writing & document preparation tools. Great for home & the workplace! Prerequisite: Basic computer skills, familiar with Windows operating Systems.

8/29-9/26 M 6-9p COMP MSW1-08F 112
Marion campus, Computer Lab

Microsoft Word Level 2 **\$115**
This course is designed for learning intermediate Word skills in instructor-led short courses. Easy to understand step-by-step, hands-on, skills-based approach that insures student success. This course provides a user-friendly method for developing a solid foundation in Word basic skills. New coverage of the Ribbon Interface and Mail Merge is also covered.

10/17-11/7 M 6-9p COMP MSW2-08F 112
Marion campus, Computer Lab

Microsoft Excel Level 1 **\$115**
Get started in Excel. Learn how to modify an existing worksheet, build a new worksheet, use worksheet shortcuts, enhance worksheet appearance, and enhance printed output. Prerequisite: Basic computer skills, familiar with Windows.

8/31-9/21 W 6-9p COMP MSE1-08F 112
Marion campus, Computer Lab TBA

Microsoft Excel Level 2 **\$115**
Learn intermediate editing and spreadsheet formatting techniques for Excel, using absolute cell references, using logical functions, creating a chart, working with lists, linking worksheets within a workbook, controlling the worksheet display, and adding drawings and pictures to a worksheet. Prerequisite: MS Excel Level 1, prior experience with Excel, or demonstrated proficiency.

10/5-10/26 W 6-9p COMP MSE2-08F 112
Marion campus, TBA

Microsoft PowerPoint Level 1 **\$115**
In this Microsoft PowerPoint Level 1 training, participants will learn these PowerPoint concepts through discussion and hands-on exercises: Using Document Themes, Creating a Basic Presentation, Delivering the Slide Show, Working with Slides, Working with Outlines, Formatting Your Presentation, Using the Slide Sorter, Printing Your Presentation, Working with Clip Art, Working with Animation, Using Slide Animation, Adding Sound Effects, Inserting Charts, Working with External Excel Documents, and Creating SmartArt Diagrams.

9/1-9/22 R 6-9p COMP MSP1-08F 112
Marion campus, TBA

Digital Photography & Media **\$115**
An introductory course for new camera users to learn the technical and creative possibilities of digital media, software, cameras, and photography. Four sessions-12 contact hours.

9/29-10/20 R 6-9p PERS CAM5-08F 112
Marion campus, Computer lab

HEALTH PROFESSIONS

AHA Basic Life Support/Healthcare Providers **\$45**
American Heart Association Adult/Child/Infant CPR. Course Fee Disclaimer: The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional material for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.

8/24 W 10a-2p HLTH AHA1-H1F 112
Anderson Ebbert, TBA

9/15 R 10a-2p HLTH AHA1-H2F 112
Anderson Ebbert, TBA

10/4 T 10a-2p HLTH AHA1-H3F 112
Anderson Ebbert, TBA

11/9 W 10a-2p HLTH AHA1-H4F 112
Anderson Ebbert, TBA

CNA-Certified Nurse Aide **\$657.75**
Take the first step to a career in the health profession by becoming a Certified Nurse Aide. This course includes classroom instruction, laboratory, clinical experience, and the state exam. Attendance

HEALTH PROFESSIONS

at all class meetings and clinical assignments are mandatory. Payment is due at time of registration. Books can be purchased through the Follett Bookstore at Ivy Tech. Please contact Jasmine Hamilton at 765-643-5745 x 1048, or Misty Stanley at 800-589-8324 x 1309 to receive a registration packet.

8/22-12/3 MWF 8a-12p HLHS 107-Q1F 112
Marion Campus, Room 206

8/23-10/22 TR 6-10p HLHS 107-N1F 112
New Castle, CNA lab

8/24-12/17 MWF 8a-12p HLHS 107-E1F 112
Muncie Campus, Room 502

8/26-12/9 MWF 8a-12p HLHS 107-K1F 112
Anderson Campus, Room 314

9/13-11/5 M-F 1-5p HLHS 107-K2F 112
Anderson Campus, Room 314

9/26-11/12 M-F 1-5p HLHS 107-E2F 112
Muncie Campus, Room 502

10/3-11/19 MWF 1-5p HLHS 107-Q2F 112
Marion Campus, Room 206

10/11-12/10 TR 6-10p HLHS 107-N2F 112
New Castle, CNA Lab

Qualified Medication Aide \$668.83
Certified Nurse Aides (CNA) currently on the Indiana CNA registry, without findings, who can document 1000 hours CNA work experience in the past 24 months and possessing a high school diploma or GED may apply to train to become a Qualified Medication Aide (QMA) and prepare to sit for the required state exam. Permission of the program director and completion of all pre-enrollment criteria is required prior to enrollment. For a complete list of pre-enrollment criteria and to obtain a pre-enrollment packet, contact Jasmine Hamilton at 765-643-5745 x 1048. Course fee includes study materials, but does not include state exam fees. Attendance is mandatory in this program.

8/22-12/17 MW 1-4p HLHS 117-K1F 112
Anderson Campus, Room 314

Emergency Medical Technician Basic \$968.45
The EMT-B course gives the student knowledge to provide basic emergency care under medical director's supervision, using guidelines set by the Department of Transportation and the Emergency Medical Services Commission of Indiana. Seven-and-a-half credit hours.

8/22-12/18 M-R 9:30a-1:30p PARM 102-K1F 112
Anderson Ebbert, Room 151A

8/22-12/18 M-R 6-10p PARM 102-K2F 112
Anderson Ebbert, Room 151A

Expanded Functions Dental Assisting \$778.65
If you are currently employed by a practicing dentist as a dental assistant and can document two years of chair side dental assisting employment OR certification as a Dental Assistant, you may qualify for Expanded Functions Dental Assisting (EFDA) training. Due to the advanced nature of this course,

applicants must pass a pre-test in order to continue the course, attend all scheduled class sessions, and be able to do clinical practice at their place of employment. Contact Jasmine Hamilton at 765-643-5745 x 1048 or jhamilto@ivytech.edu to obtain course information, syllabus, and a pre-enrollment packet. Class size is limited. Permission of the program director required for enrollment.

9/10-10/15 S 8:30a-4p DENT 286-K1F 112
Anderson Campus, Room 303

Caries Prevention for Dental Assistants \$375
The course provides practicing Dental Assistants the opportunity to establish didactic, laboratory and clinic competency in applying medicaments for the control and prevention of dental caries. Included in the course will be concept and experiences in (1) ethics and jurisprudence (2) reasons for fluoride (3) systemic fluoride (4) topical fluoride (5) fluoride toxicity (6) fluoride application and (7) infection control. Contact Jasmine Hamilton at 765-643-5745 x 1048 or jhamilto@ivytech.edu to obtain course information, syllabus, and a pre-enrollment packet. Class size is limited. Permission of the program director required for enrollment. Computer literacy and internet access required.

9/9-9/24 FS Call for times HLTH DEN4-K1F 112
Anderson Campus, Room 202

Coronal Polishing for Dental Assistants \$375
The course provides practicing Dental Assistants the opportunity to establish didactic, laboratory and clinic competency in coronal polishing. Included in the course will be concept and experiences in (1) ethics and jurisprudence (2) plaque and material alba (3) intrinsic and extrinsic stain (4) abrasive agents (5) use of a slow speed handpiece prophyl cup and occlusal polishing brush (6) theory of selective polishing and (7) infection control. Contact Jasmine Hamilton at 765-643-5745 x 1048 or jhamilto@ivytech.edu to obtain course information, syllabus, and a pre-enrollment packet. Class size is limited. Permission of the program director required for enrollment. Computer literacy and internet access required.

9/9-9/24 FS Call for times HLTH DEN5-K1F 112
Anderson Campus, Room 202

Local Anesthesia for Dental Hygienists \$1,075
The course provides practicing Dental Hygienists who want to become certified to administer local anesthesia in the State of Indiana the opportunity to establish didactic and clinical competency administering local anesthesia in a dental setting. Included in the course will be concepts and experiences in: (1) theory of pain control (2) selection of pain control modalities (3) anatomy (4) neurophysiology (5) pharmacology of local anesthetics (6) pharmacology of vasoconstrictors (7) psychological aspects of pain control (8) systemic complications (9) techniques of maxillary and mandibular anesthesia (10) infection control and (11) local anesthesia medical emergencies. Successful completion of this course is required for eligibility to sit for the NERB Local Anesthesia for Dental Hygienist Exam and apply for a State of Indiana Local Anesthesia permit. Contact Jasmine Hamilton at 765-643-5745 x 1048 or jhamilto@ivytech.edu to obtain course

HEALTH PROFESSIONS

information, syllabus, and a pre-enrollment packet. Class size is limited. Permission of the program director required for enrollment.

9/9-9/17 FS Call for times HLTH DEN6-K1F 112
Anderson Campus, Room 202

Concepts of Wound Care \$99

For LPN's and RN's, Concepts of Wound Care will provide the health care professional with an expanded knowledge of the following: Anatomy and Physiology of the Integumentary System; Functions of the Skin Primary and Advanced Treatment Modalities; Expanded Knowledge Base of the

Mechanisms of Action for Treatment Modalities; Treatment of Burns Description; Risk Measures and Treatment of Venous, Arterial, Diabetic, and Pressure Ulcers; Procedures and Safety Measures for Treating Lymphedema, Lipidema, and Cellulitis; Purpose and Process of ABI Diagnostic Measures, and Hands-on-ABI Application and Pressure Dressings. Instructor: Susan Nelson, MSN, RN, Wound Care Consultant.

11/11 F 9a-4p HLTH WOU3- K1F 112
Anderson Ebbertt, Room 151A

Dementia Care Professional Series

Dementia Care: Activities of Daily Living \$69

This course will provide an advanced look at personal and daily care. Techniques for activities of daily living (bathing, dressing, eating, toileting, and ambulation) will be discussed. Using an interactive approach, this course provides participants opportunities to explore how daily living activities can become meaningful and incorporated into daily schedules. **

8/25/2011 R 1-5p HLTH DEM2-K1F 112 Anderson Ebbertt, Room 151A

Dementia Care: Effective Communication \$69

Utilizing interactive training, this course provides the learner with information on verbal, non-verbal, and written communication techniques for persons with dementia, resident's families, and co-workers. Special consideration of cultural influences, hearing and visual impairments, and documentation will be addressed. **

12/15/2011 R 1-5p HLTH DEM4-K1F 112 Anderson Ebbertt, Room 151A

Dementia Care: Physical Health & Safety \$69

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. **

9/29/2011 R 1-5p HLTH DEM7-K1F 112 Anderson Ebbertt, Room 151A

Dementia Care: Understanding Dementia \$69

This course is designed for health care professionals that are either new to the health care industry or who are unfamiliar with dementia and Alzheimer's disease. Understanding dementia begins with an overview of dementia and the specific diseases that may cause dementia. The diagnostic process, dual diagnosis, and progression of Alzheimer's disease will be covered. Medications and non-pharmalogical forms of treatment will also be addressed. **

10/27/2011 R 1-5p HLTH DEM1-K1F 112 Anderson Ebbertt, Room 151A

Strategies for Better Care Environment \$69

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.

11/17/2011 R 1-5p HLTH DEM9-K1F 112 Anderson Ebbertt, Room 151A

** One of five core courses required for Alzheimer's Association Dementia Professional Certification.

PROFESSIONAL DEVELOPMENT

ServSafe Food Safety Training \$140

SERVSAFE Training is food sanitation and safety training developed by the National Restaurant Association Educational Foundation, and meets the new Indiana Department of Health Food Handler Certification Rule requirements. This class features intensive training by certified instructors. This program is dedicated to helping the food service industry prevent foodborne illness potentials and provide employee training focused on Hazard Analysis Critical Control Point (HACCP) systems of food safety.

10/4 T 8:30a-5p HOTO CPF2-02F 112
Muncie, TBA

10/6 R 8:30a-5p HOTO CPF2-08F 112
Marion, TBA

10/12 W 8:30a-5p HOTO CPF2-03F 112
New Castle, TBA

10/19-10/26 W 9a-4p HOTO CPF2-K1F 112
Anderson Ebbertt, Room 151A

11/4 F 8:30a-5p HOTO CPF2-01F 112
Muncie, TBA

ServSafe Food Safety Testing \$50

SERVSAFE Training is food sanitation and safety training developed by the National Restaurant Association Educational Foundation, and meets the new Indiana Department of Health Food Handler Certification Rule requirements. This session is specifically arranged for those who are prepared to test without prior training or need to re-test for certification.

10/4/2011 T 2-5p OTHR ASMT-02F 112
Muncie, TBA

10/6/2011 R 2-5p OTHR ASMT-08F 112
Marion, TBA

10/12/2011 W 2-5p OTHR ASMT-03F 112
New Castle, TBA

11/4/2011 F 2-5p OTHR ASMT-01F 112
John Jay Center for Learning, TBA

OSHA 10 and 30-Hour Outreach for General Industry

The OSHA Outreach Training Program for General Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. This is a voluntary program and does not meet training requirements for any OSHA standards. Through this program, workers can attend 10-hour or 30-hour classes delivered by OSHA-authorized

trainers. The 10-hour class is intended for entry level workers, while the 30-hour class is more appropriate for supervisors or workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

OSHA 10-Hour Outreach/General Industry \$255

9/22-9/23 RF 8a-4p SAFE OSH1-02F112
Muncie Campus, TBA

10/6-10/7 RF 8a-4p SAFE OSH1-01F112
John Jay Center for Learning, Conference Room

10/13-10/14 RF 8a-4p SAFE OSH1-03F 112
New Castle, TBA

OSHA 30-Hour Outreach/General Industry \$455

11/17-12/16 RF 8a-4p SAFE OSH2-02F 112
Muncie Campus, TBA

Data Cabling-Fiber Optic Installer Certification \$1,995

Data Cabling and Fiber Optic Installer Certification is an industry standard course designed to prepare the student to be competitive in today's communication market. Data Cabling will provide the basic concepts of installation and service including safety, basic electricity, data communications, cable and connector installation, testing and troubleshooting. Fiber Optic training will provide the principles of FO transmission, principles of light, FO construction and theory, fiber characteristics, light sources, detectors, connectors, components, splicing, installation, hardware testing, troubleshooting, and safety. Upon successful completion of the course, students will test for Data.

9/28-12/9 WRF 1-5p MFIT DCFO-01F 112
Muncie Campus, Room 509B

Mobile Electronics Certified Professional (MECP) \$1,995

Jump into the hottest new training around and be certified before Christmas! The Mobile Electronics Certification Professional (MECP) is a specialized national standard certification only available at Ivy Tech and is for those who want to become certified technicians in the automotive electronics. Using state-of-the-art training equipment, students will study automotive electronics for charging & electrical systems, wiring, audio and video installation, security systems and auto alarms, remote starters, heating & air, and troubleshooting techniques.

9/12-11/17 MWR 5:30-9:30p MFIT 0000-01F 112
Muncie Campus NIC, Room 509B

PROFESSIONAL DEVELOPMENT

LEED Green Associate Training **\$645**

This 2-day 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 group will then 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.

Course Topics

1. Synergistic Opportunities and LEED® Application Process

2. Project Site Factors
3. Water Management
4. Project Systems and Energy Impacts
5. Acquisition, Installation, and Management of Project Materials
6. Stakeholder Involvement in Innovation
7. Project Surroundings and Public Outreach

Audience – Architects, Developers, Engineers, Builders, Lawyers, Real Estate Professionals, Contractors, Students, Property Managers, and anyone else interested in passing the Green Associate Exam. This exam is the first step toward becoming LEED® Accredited regardless of your background.

10/6-10/7 RF 8a-5p MFIT LEE1-K1F 112
Anderson Loose Building

SMALL BUSINESS DEVELOPMENT



The East Central Indiana Small Business Development Center (ECI SBDC) program is hosted by Ivy Tech Community College as part of our commitment to offering lifelong educational opportunities to the community. This center is funded through a cooperative agreement between local communities in East Central Indiana, the Indiana Economic Development Council, the SBA and Ivy Tech.

The ECI SBDC is your one-stop resource for technical assistance if you are in business or are consider-

ing starting a new enterprise here in East Central Indiana. Our core services include:

- No cost, confidential business counseling services
- Business training seminars
- Access to market research and industry specific business data

For more information on how we can help your small business prosper, please call our office at (765) 282-9950.

This cooperative agreement is partially funded by the U.S. Small Business Administration. SBA's funding is not an endorsement of any products, opinions or services. SBA funded programs are extended to the public on a non-discriminatory basis.

PERSONAL ENRICHMENT

Retirement Planning Today **\$49**

Learn how to determine the amount of money you need to retire; create your own goals for a "successful retirement;" eliminate debt and improve cash flow; properly convert your IRA to a Roth IRA; select the retirement plan distribution choice that is right for you; plan your retirement income to preserve a comfortable standard of living; transfer the risk of potential financial losses before or during retirement; and reduce or eliminate taxes, expenses, delays and legal challenges with estate planning.

9/27-10/4 T 6-9p PERS RET2-K1F 112
Anderson Loose Building

10/1-10/8 S 9a-12p PERS RET2-K2F 112
Anderson Loose Building

IBMV Defensive Driving Course **\$45**

This course is the National Safety Council's "DCC4" Defensive Driving Course. It is approved by the State of Indiana for its "Driver Improvement Program." Successful completion may offer a 4-Point credit on the participants Indiana Bureau of Motor Vehicles Driving record. The course examines the basics of Defensive Driving; its meaning; Driving in Adverse Conditions (weather, traffic, lights); examines the "Impaired" Driver; and examines six driving behaviors that place a motorist at greater risk for accidents (includes Aggressive Driving and Road Rage). For more information or to register contact John Pinckney, (instructor) at 866-426-4184.

Anderson Fine Arts Center Classes

Digital Photography

\$35

This class is designed for students to learn the basics of digital photography. The instructor will work with each student one-on-one to explore the camera's possibilities. Outside of class students will take pictures, which will then be discussed in class.

10/3-10/10 M 6-8p PERS CAM5-K1F 112 Anderson Fine Arts Center

Drawing, Watercolor, Acrylics or Oils w/MK Watkins

\$80

Beginners to advanced, high school students welcome. Are you interested in taking art classes, but you aren't sure what to try? This class is for you! As the sessions progress, students are encouraged to try a variety of art mediums. Individual skills are assessed during the first session to provide instructions at each student's own level. A supply list is available.

10/5-11/23 W 6-8p PERS DRA2-K1F 112 Anderson Fine Arts Center

Needle Feltmaking

\$80

This class will focus on dry felting and the use of special needles. Learn to create wearable art objects and needled felted Japanese calligraphy pens using felt you make from needled wool. No felting experience necessary.

10/17-11/21 M 6:30-8p PERS CFT1-K1F 112 Anderson Fine Arts Center

Photography - Advanced Digital

\$45

An in-depth look at the possibilities hidden in your digital point-and-shoot or DSLR camera. A technical approach to working with your camera – downloading, manipulating, and printing images, as well as strengthening your compositions when designing your photographs.

10/31-11/14 M TBA PERS CAM9-K1F 112 Anderson Fine Arts Center

CDL Truck Driving Training

\$3,995

If you are interested in a career in a secure growth industry or want to improve and refresh your tractor-trailer driving skills, this class is your answer! Get top quality, comprehensive professional truck driver training at Ivy Tech. We offer thorough driver training, CDL Prep and trucking job placement assistance. Every student receives extensive instruction and maximum driving time behind the wheel. This Commercial Drivers License (CDL) program delivers fast, focused results and high-quality truck driving jobs for licensed graduates!

Location: CDL Modular Classroom

8/8-9/9

MTWRF

8 AM – 5 PM

TRDL CDL1 01F 112

New classes start every three weeks. For additional information, contact Carol at 765-289-2291 x1425.

ASSESSMENTS

Compass

Asset

PSB-Program Aptitude

TEAS-Program Aptitude

CLEP-College Level Examination Program

GED

PAN-Performance Assessment Network Member

Bennett Mechanical

Ramsey Workforce Skill Assessments

This list includes some of the most frequently requested certifications and assessments. Other certifications and assessments are also available in a variety of other areas. For more information on certifications and assessment, contact:

Regional Coordinator

Dee Ann Atterson

765-289-2291 ext. 1419

datterso@ivytech.edu

Anderson Campus

Kim Rice

765-643-7133 x2350; krice15@ivytech.edu

For Center hours see:

www.ivytech.edu/eastcentral/certifications-calendars

Marion Campus

Kathy Persinger

765-651-3100 x3317; kpersinger@ivytech.edu

For Center hours see:

www.ivytech.edu/eastcentral/certifications-calendars

Muncie Campus

Regina Goens

765-289-2291 x1320; rgoens@ivytech.edu

For Center hours see:

www.ivytech.edu/eastcentral/certifications-calendars

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Online Career Training Programs

Ivy Tech Community College - WED

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available



Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam.

Administrative Medical Specialist with Medical Billing and Coding

Learn about medical office operations, with an emphasis on billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Project Management

This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PM) exam.

AutoCAD 2009

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

Freight Broker/Agent Training

Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach you the practical application of Freight Broker skills.

Veterinary Assistant

Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

Paralegal

This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Westlaw.

Visit our site to learn more!

www.gatlineducation.com/ivytech/eastcentral

12/2010



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www.ed2go.com/ivtc6

IVY TECH COMMUNITY COLLEGE
DEPARTMENT OF WORKFORCE & ECONOMIC DEVELOPMENT

SERVING EAST CENTRAL INDIANA

Workforce & Economic Development programs are available in your community. Training sites are located throughout East Central Indiana.

Campus Sites

Anderson
Ivy Tech Community College
104 W. 53rd Street
Anderson, IN 46013
(765) 643-7133
(800) 644-4882
Fax: (765) 643-3294

Ivy Tech Ebbertt Education Center
325 W. 38th St.
Anderson, IN 46013
(765) 643-5745

Ivy Tech Loose Center
6061 N. SR 9
Alexandria, IN 46001

Marion
Ivy Tech Community College
261 S. Commerce Dr.
Marion, IN 46952
(765) 651-3100
(800) 554-1159
Fax: (765) 651-3110

Muncie
Ivy Tech Community College
4301 S. Cowan Road
Muncie, IN 47302
(765) 289-2291
(800) 589-8324
Fax: (765) 284-8267

Instructional Sites

Anderson Fine Arts Center
32 W. 10th Street
Anderson, IN 46016

John Jay Center for Learning
101 S. Meridian Street
Portland, IN 47371

New Castle Outreach Site
363 Trojan Lane
New Castle, IN 47362

New Castle CNA Site
2548 N. State Road 3
New Castle, IN 47362

For more information on courses available, contact:

Misty Stanley, A.A.S.
WED Regional Office
Ivy Tech Community College
4301 S. Cowan Road
Muncie, IN 47302
(765) 289-2291 or (800) 589-8324, ext. 1309
Fax: (765) 284-8267; E-mail: mstanley4@ivytech.edu

Jasmine Hamilton, A.A.S.
Ivy Tech - Ebbertt Education Center
325 W. 38th St.
Anderson, IN 46013
(765) 643-5745, ext. 1048
Fax: (765) 643-5790; E-mail: jhamilto@ivytech.edu

Students are responsible for initiating a withdrawal or no refund will be given. For courses offered in partnership with third-party vendors, the vendor's refund policy may apply. Note: Refund policy differs for online courses and is explained at time of registration.

Attendance and completion of certification training classes do not guarantee your success in passing any certification or licensing exam you may attempt. Additional study and test preparation outside the classroom are recommended. Ivy Tech assumes no responsibility beyond the classroom experience.

IVY TECH COMMUNITY COLLEGE
DEPARTMENT OF WORKFORCE & ECONOMIC DEVELOPMENT

REGISTRATION & PAYMENT

THREE WAYS TO REGISTER

By Mail

Complete the registration form and mail to:
Student Affairs/Christy Mullins
Ivy Tech Community College
4301 S. Cowan Road
Muncie, IN 47302

In Person

Student Affairs/Christy Mullins or
WED Dept./Misty Stanley
Ivy Tech Community College
Muncie Campus – 4301 S. Cowan Road
OR
Anderson Campus - 104 W. 53rd Street
Marion Campus - 261 S. Commerce Dr.

By Fax

(765) 284-8267

TWO WAYS TO PAY

Check

Make check payable to: **Ivy Tech Community College**

Charge

_____ Visa _____ MasterCard
_____ Discover

Credit card number: _____
_____ Expires: ____/____

Mail payment to Ivy Tech's Bursar's Office,
4301 S. Cowan Rd, Muncie, 47302. Include
course number. Payment is due a week before
class begins.

REFUND POLICIES

Upon registration, the course fee is the responsibility of the student unless the registration is cancelled.

Students are responsible for initiating a withdrawal prior to start date or no refund will be given. For courses offered in partnership with third-party vendors, the vendor's refund policy may apply.

Credit Courses

Any time before class starts: Refund 100 percent.

Due to the various session lengths and start dates, refunds will be calculated from the first day of each class. Refunds are calculated on a calendar day basis not including weekends and scheduled holidays.

Non-Credit Courses

100 percent refunds will be provided to all students with a self-initiated drop prior to 48 hours before the start date of the course.

Any student dropping less than 48 hours prior to the start of the course will not receive a refund (zero percent refund).

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.

For additional information regarding payments or refunds contact the Bursar's Office (800) 589-8324.

NOTE: Refund policy differs for online courses and is explained during registration.

Dates, days, times and prices may change without notice at any time.

Persons with special needs due to a documented disability, who require accommodations while attending classes at Ivy Tech Community College, should contact Disability Services in the Office of Student Affairs one month prior to the start of class.



Registration

Ivy Tech Community College
Workforce and Economic Development



Name: _____

***Social Security:** _____ **Date of Birth:** _____

Address: _____

City: _____

State: _____ **Zip:** _____

Phone:(H) _____ **(W)** _____

e-mail: _____

*** Request to assign a Student I.D. Number:** I choose NOT to use my SSN on this document or complete form W9S, Request for Student's SSN.

By Signing this form, I understand and affirm that:

All of the computerized information which Ivy Tech Community College holds and any reports generated from those systems which use an identification number, will utilize my assigned student ID number.

Student Signature: _____ **Date:** _____

Sponsor/Employer Name: _____

Address: _____

Course Title #1: _____

Course Number: _____

Course Title #2: _____

Course Number: _____

To the best of my knowledge, the above information is complete and accurate. In case I am injured, I authorize the officials of the College to take the necessary actions to save my life. Additionally, I agree to comply with the policies and practices of Ivy Tech Community College. I understand that if I knowingly provide false information, my enrollment may be revoked.

If for any reason my fees and charges are not paid by financial aid or a third party, I agree 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 or 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/or prohibited from registering for future terms.

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MUNCIE, INDIANA 47302



**Ivy Tech Community College
East Central Region
serving the Corporate and Continuing
Education needs of the communities of
Blackford, Delaware, Grant, Henry, Jay,
Madison, and Randolph Counties.**

**For more information,
contact the Department of Workforce &
Economic Development,
765-289-2291 or 800-589-8324, x 1309.**