

Course ID	Course Title	Course Description	Range of Instructional Hours
COMPAPC1	A+ Certification Prep	<p>The CompTIA A+ certification consists of one foundational exam and one practical application exam. The A+ Essentials exam, 220-701, covers the foundational knowledge a PC Support Technician should know. The Practical Application exam, 220-702, tests practical knowledge and troubleshooting skills.</p> <p>Part 1: CompTIA A+ Certification: Essentials</p> <p>The CompTIA A+ Certification: Essentials program prepares students for the CompTIA A+ Essentials certification exam and builds practical job skills for computer hardware and operating systems. These skills include the installation, maintenance and troubleshooting of common devices such as desktops, laptops, network and wireless devices, printers and monitors. Students will master the installation and troubleshooting of common components such as CPUs, memory, disks, power supplies and expansion cards as well as gain valuable practical knowledge of security concepts, customer service and business processes.</p> <p>Part 2: CompTIA A+ Certification: Practical Application</p> <p>The CompTIA A+ Certification: Practical Application program represents the second portion of the CompTIA</p>	24 - 120
COMPAPP2	How to Create Mobile Apps (Ed2Go)	<p>With almost 1,000,000 created, mobile apps have taken the world by storm. A fundamental shift in the way people access information (from a website, to now a smartphone) has created MASSIVE opportunities for individuals and businesses to harness the potential of mobile apps to make a profit and communicate better with customers.</p> <p>This 5-week course is your avenue to becoming an app publisher and unleashing the power of apps for you or your business' benefit. This course will take you through, step-by-step, on how you can create a fully functioning mobile app that has the potential of being downloaded by millions. With no software engineering or coding required, we will teach you how to use the right tools to create the next blockbuster app.</p>	24

COMPAPP3	Create Mobile Apps with HTML5 (Ed2Go)	<p>Do you want to make mobile apps that run on iPhone and iPad, as well as on Android, Blackberry, and Windows Phone? Sure you do! Do you want to learn five different programming languages? Of course you don't!</p> <p>Fortunately, you're about to discover a better way to build apps. In this course, you'll learn how to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards. The result will be a mobile app that's fast and runs on just about any smartphone or tablet computer.</p> <p>You'll also learn some of the most sought-after skills in Web and mobile development, including: HTML5 and how it's different from previous versions of HTML.</p> <p>CSS3, the layout and styling language of the mobile Web.</p> <p>Scripting with JavaScript and several JavaScript frameworks and techniques such as jQuery, jQuery Mobile, and AJAX.</p> <p>How to use Web services such as Google Maps in your app.</p> <p>How to determine an app's user location by accessing the built-in geolocation capabilities of the user's smartphone.</p>	24
COMPCAD1	AutoCAD Professional Level 1	<p>This course teaches the fundamentals of computer aided design and drafting with AutoCAD or AutoCAD LT. The concepts, commands, and strategies for creating, plotting, and editing 2D drawings are covered. Topics included are terminology, the user interface, dynamic entry, right-click menus, setup, basic drawing commands, drawing aids, the drawing editor and edit commands, display commands, making drawings precise, dimensioning, organization tools such as layering, tool bars, tool palettes, extracting drawing information, layouts, and plotting.</p>	32 - 40
COMPCAD2	AutoCAD Professional Level 2	<p>This course is logical progression from AutoCAD professional, Level I. The focus is on productivity techniques and concepts necessary for creating and manipulating project level drawings. Topics addressed are grips, advanced selection methods, techniques for using the command line, dynamic input settings, system variables, drafting settings, advanced object types, dynamic blocks, attributes, external references, fields, tables, working with images, managing layers dimension styles, working with multiple drawings, tool palettes, layouts and advanced plotting features, drawing sheets and sheet management, introduction to 3D, and express tools.</p>	24 - 40
COMPCBA1	Applied Computer Basics 1	<p>Students will learn the fundamental computer skills needed to succeed in today's workplace. Navigating files and folders, working in a Windows® environment and practical applications for keyboarding, email, word processing, forms and the Internet will be covered. Basic reading, writing and keyboarding skills will be practiced throughout the course.</p>	16
COMPCLO1	Introduction to the Cloud	<p>Introduces the learner to storing and sharing files in the Cloud,. Topics include: Definition of the Cloud; servers, services, watched folders, web access to Cloud storage; navigating Cloud storage, downloading and</p>	2 - 9

COMPCOM1	Intro to Computing	For the absolute beginner! Explore the world of computers in a safe, fun, and non-threatening environment. We'll cover computer anxiety, important terms, parts of the computer, keyboard, using the mouse, and moving around the computer to complete different tasks. Textbook is included.	4 - 24
COMPCOM3	Basic Computing and Beyond	This course introduces the student to computer concepts, including the use of the Internet, email, and basic keyboarding; and the basics of Microsoft Word and Excel.	2 - 8
COMPCOM6	CompTIA™ Certification Training: A+, Network+, Security+ (Voucher Included) (Ed2Go)	<p>This program will prepare you for CompTIA™ A+, Security+ and Network+ certifications. These credentials will assure employers that you are competent in PC troubleshooting and repair, in addition to validating your skills in security and network concepts. You will demonstrate competence with topics such as security attacks, mitigation, and disaster recovery, in addition to mastering skills that involve network design, routing, and switching.</p> <p>CompTIA™ A+ Exam 220-901</p> <p>This part of the program prepares you for the CompTIA 220-901 certification exam and builds practical job skills for computer hardware, networking and mobile devices. These skills include the installation, maintenance, and troubleshooting of common devices such as desktops, laptops, network and wireless devices, printers, and monitors. You'll master the installation and troubleshooting of common components such as CPUs, memory, disks, power supplies, and expansion cards, as well as gain valuable practical knowledge of security concepts, customer service, and business processes.</p> <p>CompTIA™ A+ Exam 220-902</p> <p>This part of the program will prepare you for the CompTIA 220-902 exam. You will learn to compare and install various operating systems, setup and use client-side virtualization and SOHO networks, and troubleshoot PC and mobile device operating systems. These are the skills expected of an entry-level IT technician who will have a high level of interaction with clients.</p> <p>CompTIA™ Network+ Exam N10-007</p> <p>CompTIA™ Network+ is the networking certification that employers look for when hiring technicians. It is the starting point for a career in networking and this course will help you master what you need to know to pass the CompTIA™ Network+ exam. This online training covers multiple topics and allows you to practice in virtual interactive lab environments. You'll master basic networking concepts and learn about network design, security, cloud computing, forensics, advanced IP addressing concepts, routing, and switching.</p> <p>CompTIA™ Security+ Exam SY0-501</p> <p>Next you will gain the skills required to be a security professional, and prepare to take the CompTIA™ Security+ certification exam, as you master the basics of system security, network infrastructure, access control, and organizational security. Once you complete this program, you'll be proficient in basic security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and</p>	480

COMPCOM7	Computer Concepts and Appl.	<p>This one hundred twenty hour, sixteen week course covers computers concepts and applications. The overall objective of the course is to introduce students to computer hardware and software, Windows 7, computer history, communicating and networking, Internet and World Wide Web (simulation), and Microsoft Office applications to include; Word, Excel, PowerPoint, and Access.</p> <p>Instructional units give students the history and future of computer concepts and applications. Students will learn general and technical information about the different trades and students will also experience hands-on (live work) training.</p> <p>There is a minimum of specific competencies that each student must demonstrate to their instructor before receiving credit for this course. The demonstration of these performance skills assures the instructor that the student is ready and qualified for employment as an apprentice in the working field.</p> <p>Students will develop skills and master the basic concept of computer concepts and applications. Upon completion of the course, students will be equipped with the skills and knowledge necessary to obtain an entry-level position in a related file</p> <p>Students are required to have a High School Diploma or GED and ESL Certificate (if needed). Completion of the Keyboarding Course prior to enrollment is also recommended.</p>	120
COMPLINO	LPI Linux Essentials Exam Prep (Ed2Go)	<p>The Linux Professional Institute (LPI) Linux Essentials exam is an industry standard that demonstrates to employers that you know the basics of the Linux operating system. In this course, you'll gain the support you need to study, prepare for, and pass the Linux Essentials exam.</p> <p>We'll start with the history of Linux, how it was originally developed, and why there are so many different distributions available. You'll learn about the open source software movement, and how the various types of open source software licensing differ. The course walks you through the basics of all the Linux distributions, but focuses on the Ubuntu Linux 14.04 LTS distribution.</p> <p>As you progress, you'll see how to use both the Linux graphical desktop and the text-based command line, and you'll master the basics so you can work comfortably in either environment. You'll explore how Linux uses standard folders to organize system files, application files, and user files, and you'll learn how to</p>	24
COMPMCS1	Excel Certification Prep Level 1	The MS Excel course prepare for the Excel MOS certification exam. This course is based on MOS 2016 Study	8 - 24
COMPMSA16	Microsoft Access Level 1	<p>This course provides thorough introductory training of MS Access. Covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Access.</p> <p>Topics introduced include the Ribbon interface, creating tables in Datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties, queries, and more.</p> <p>Prerequisites:Basic knowledge of computer operations and Windows operating environment.</p>	4 - 8

COMPMSA17	Microsoft Access Level 2	This course provides thorough intermediate training of MS Access. Covers more complex skills than those presented in Level 1. Topics introduced include designing a relational database, split forms, creating and modifying reports, parameter queries, crosstab queries, customizing input forms, creating custom reports, and more. Prerequisites: Microsoft Access Level 1 or demonstrated knowledge of basic operations in Access.	4 - 8
COMPMSA18	Microsoft Access Level 3	This course provides advanced training of Access 2013. Topics introduced include complex forms, calculated controls, complex reports, subreports, database customization, splitting databases, customizing the user interface, and more. Prerequisites: Microsoft Access Level 2 or demonstrated knowledge of intermediate level operations in Access.	4 - 8
COMPMSA11	MS Excel Level 1	Microsoft Excel is the standard spreadsheet program for today's working world. You will begin by reviewing the new Office Ribbon interface. By the end of this class you'll possess the skills to enter and edit data, select cells and ranges, print worksheets, create formulas and functions, and format cell contents.	4 - 24
COMPMSA12	MS Excel Level 2	Microsoft Excel Level 2 builds on the skills taught in Microsoft Excel Level 1. In this course, students learn enhanced techniques for entering and editing text and numbers, the use of templates, renaming, the most popular Auto formulas, more cell and column format features, additional workbook print and publishing features, and how to make sure a worksheet saved to the older Excel 97-2003 format is valid. At the completion of this course, students will be able to add formulas to their worksheet, change its format, specify custom areas for printing, and check compatibility with older versions of Excel.	4 - 24
COMPMSA20	MS Excel Level 3	Microsoft Excel Level 3 provides thorough advanced training of MS Excel. Topics introduced include PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more. . Completion of MS Excel Level 2 or demonstrated proficiency.	4 - 24

COMPMSE23	Introduction to Microsoft Excel (Ed2Go)	<p>Do you work with numbers? Then you need to master Microsoft Excel (now available through Office 365)—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step online course.</p> <p>These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.</p> <p>In addition, you'll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers Quick Analysis, Flash Fill, and powerful charting capabilities available in Excel.</p> <p>This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital MS Office tool like a pro.</p>	24
COMPMSE30	Microsoft Excel Pivot Tables (Ed2Go)	<p>Wouldn't it be great to learn how to effectively use all the advanced Excel pivot table features? In this practical and information-packed course, you'll see how to maximize this program's functions and capabilities.</p> <p>Most organizations rely heavily on Microsoft Excel pivot tables to analyze and report financial information. Your company is probably no exception. By learning these advanced techniques, you can become more valuable to your organization.</p> <p>You'll see how to work with the numerous pivot table options and system settings to become skilled in developing useful analysis models and reports within your company. Impress your coworkers by learning how to create functional and eye-catching interactive dashboards using a combination of pivot tables, Pivot Charts, and Slicers. You'll discover advanced techniques for pivot tables, like creating Timelines, calculated fields, and calculated items. You'll learn how to use Excel's Table function to efficiently manage changes to the pivot table's source data in order to avoid reporting mistakes when data is added or deleted.</p> <p>Whether you're new to pivot tables, need a refresher, or want to become the pivot table guru within your organization, this course is for you!</p>	24
COMPMSP12	MC PowerPoint Level 1	<p>See how easy it is to create a customized presentation as you are introduced to PowerPoint . Begin with the Ribbon, Quick Access Toolbar and the Mini-toolbar. Move on to different views while creating a simple presentation containing objects, shapes and text boxes. Next, add pictures and ClipArt to some of the slides. To make your presentation more interesting to the viewer, you will learn how to add slide transitions and animation. Speaker notes will help when using the presentation with a live audience. You will also learn how to print both the slides and handouts.</p>	4 - 24

COMPMS16	MC PowerPoint Level 2	Add to your PowerPoint expertise with the sessions in this class. You will learn to customize the Ribbon to include the commands used most often as you rearrange the tabs to suit yourself. You will use Slide Master to give a uniform look to your presentation. Use advanced features to divide a presentation into sections for different audiences. Link slides to other slides or even other presentations. Create a photo album with pictures on your computer then loop it for a continuous show. Other topics covered include using Highlighters to “draw” on a slide, using grids to line up objects. Use advanced transitions and animations then secure your slide show from unauthorized editing.	4 - 24
COMPMS17	Microsoft PowerPoint 2016	The Microsoft Office Specialist (MOS) Certification: PowerPoint 2016 training program prepares individuals to support business information operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. Students enrolled in this program become proficient in Microsoft PowerPoint 2016 application which provides students with hands-on experience creating complex slide shows utilized for business applications as well as integration with other software applications. This program will prepare students for the appropriate Microsoft certification examination.	4 - 24
COMPMS13	Microsoft Project 2013	Discover how to effectively plan, implement, and control projects using Microsoft Project 2013.	4 - 24
COMPMS19	MS Word Level 1	Introductory training of MS Word. The course covers beginning-level skills ideal for the newer computer user who wants to become well versed in Word.	4 - 24
COMPMS20	MS Word Level 2	This course provides thorough intermediate training of MS Word. This text covers more complex skills than those presented in Level 1. Topics introduced include newsletter columns, WordArt and clip art, document themes, styles, picture editing, Mail Merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more.	4 - 24
COMPMS21	MS Word Level 3	This course provides more complex skills than those presented in the Level 1 and Level 2 courses. This is an advanced course that will challenge students. Topics include track changes, macros, digital signatures, customization options, and more. The text concludes with an integration lesson.	4 - 24

COMPMSW22	Introduction to Microsoft Word 2016 (Ed2Go)	<p>One of the most basic skills needed in any job is writing reports and letters using Microsoft Word 2016 (now available through Office 365). In this course, you'll gain the foundational skills you need to make the most of this powerful program.</p> <p>Through hands-on instructions, you'll learn how to add and edit text; move words from one part of your document to another; work on two or more documents simultaneously, and format your text. You'll also see how to save, retrieve, copy, organize, and print your documents.</p> <p>You'll learn dozens of ways to modify the appearance and content of your documents by adjusting page margins, paragraph tab settings, and line spacing to create great-looking documents quickly and easily. If you need to type foreign language characters or symbols, you can do that in Word too.</p> <p>By using Word's spell and grammar checker, you can catch typos and grammatical mistakes before you print or share your document with others. You'll also explore the program's thesaurus feature, which can help you find precisely the right word. By the time you're done with the step-by-step lessons and hands-on activities in this course, you'll be able to use Word confidently at home or on the job.</p>	24
COMPNET1	CompTIA™ Network+ Certification Training (Voucher Included) (Ed2Go)	<p>This program will prepare you for a career as a network technician and qualify you to take the CompTIA™ Network+ certification exam (N10-007). CompTIA's Network+ certification is vendor-neutral and will give you the skills you need to manage, maintain, troubleshoot, install, and configure basic network infrastructure. You'll master basic networking concepts and gain a fundamental knowledge of network design, security, cloud computing, forensics, advanced IP addressing concepts, and routing and switching. Upon successful completion of this program, you will receive an exam voucher for N10-007 at no additional cost.</p> <p>Upon registering, you're given six (6) months to complete this program.</p>	110
COMPNET5	Intro to Info. Tech Networking	<p>Covers the fundamentals of networking. Students will learn both the practical and conceptual skills that build the foundation for understanding basic networking. Human versus network communication are compared, and the parallels between them are presented. Students are introduced to the two major models used to plan and implement networks. The functions and services of the Open System Interconnection and Transport Control Protocol/Internet Protocol Models are examined in detail. Various network devices, network addressing schemes, and the types of media used to carry data across the network are also presented. Designed to be a study of local area networks, topologies, and functions while providing a general understanding of basic local area network protocols.</p>	20 - 40
COMPOUT4	MS Specialist Outlook Beginner	<p>The MICROSOFT Windows certification training course is part of the Microsoft Business Certification program: Microsoft Office Specialist (MOS). MOS certification is the globally recognized standard for validating expertise with the Microsoft Office system of business productivity applications; Word, Excel, Access, PowerPoint.</p>	2 - 8

COMPOUT8	Introduction MS Outlook 2013	Introduction to Microsoft Outlook 2013, including the definition of e-mail, the Outlook program window, Outlook task features, finding commands on the Ribbon, working with e-mail, composing a message, and working with e-mail attachments.	2 - 8
COMPPHE1	Photoshop Elements for the Digital Photographer (Ed2Go)	<p>Bring out the best in your photos! In this course, you'll learn how to use Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements that will greatly improve the look of your digital images. If you're upgrading from an earlier version, you'll build a strong foundation in using Adobe's award-winning editing program. Even if you have no image-editing experience, this class will take you from novice to accomplished user.</p> <p>As you explore this program's many easy-to-use features and tools, you'll gain control of Photoshop Elements' award-winning technology. Elements is so well designed that even from the start, you'll be able to get results that you never imagined possible. You'll master techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for email and the Web, and organizing your images.</p> <p>With easy-to-follow, step-by-step instructions, this course makes it easy to learn how to edit your images like a pro. You'll also get plenty of practice as you complete fun, hands-on exercises that ensure you understand the basics of this program as well as more advanced techniques.</p>	24
COMPPRG3	Intro to Java Programming	<p>If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world. It's a breeze to learn in a friendly and supportive environment. Start with the basics of program design and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!</p> <p>We'll use the latest release of Java, from Sun Microsystems, the company that maintains and supports the language. We'll also use BlueJ, a graphical development environment designed especially for students. Both are free open-source products, and I'll give you the proper instructions to download them. By the time we're done, you'll be comfortable with Java programming and ready for more!</p>	
COMPPUB6	MS Publisher Level 1	For the beginner, course topics include creating a new publication; navigating the Publisher Window; planning and designing a presentation; using templates and building blocks; grouping objects; and working with text.	4 - 24
COMPQUI9	Quickbooks Certification Prep	A 14-week course designed to prepare students with the technical and employability skills for successful completion of a QuickBooks Certified User certification.	24 - 40
HLTHAHA1	AHA Basic Life Support for Healthcare	This course provides information and certification in adult and pediatric CPR, foreign body airway obstruction, automated external defibrillation, special resuscitation situations and other cardiopulmonary emergencies.	2 - 4

HLTHAHA3	AHA Heartsaver CPR AED	Heartsaver CPR-AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking on an adult. This course teaches skills with the American Heart Association's research-proven Practice-While-Watching (PWW) technique, which allows instructors to observe the students, provide feedback and guide the students' learning of skills. This course is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory or other requirements. There are optional modules in child CPR and AED use and infant CPR, including child and infant choking.	2 - 4
HLTHAHA5	First Aid, CPR/AED	<p>Heartsaver® CPR AED is a video-based, instructor-led course that teaches adult and child CPR and AED use, and how to relieve choking in adults, children, and infants. This course teaches skills with the AHA's research-proven practice-while-watching technique, which allows instructors to observe the students, provide feedback, and guide the students' learning of skills.</p> <p>This course is for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory, or other requirements.</p> <p>Heartsaver® First Aid is a video-based, instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services arrives. Students learn duties and responsibilities of first aid rescuers; first aid actions for medical emergencies, including severe choking, heart attack, and stroke; and skills for handling injury and environmental emergencies, including external bleeding, broken bones and sprains, and bites and stings.</p>	5
HLTHAMA2	Medical Administrative Assistant with EHR (Career Step)	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 Health Career Association. Students' receive personalized instruction and support from a staff of experienced medical administrative assistants, as well as career	200

HLTHANP1	Human Anatomy & Physiology (Ed2Go)	<p>This six-week online course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. We'll place an emphasis on the organization of the human body and the differences between nonliving matter and living organisms. We'll also cover cell anatomy and physiology because all life processes are ultimately carried out at the cellular level. You'll also learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.</p> <p>After we've established this foundation, we'll survey the anatomy and physiology of each of our 11 organ systems. You'll learn how our nervous system allows us to receive, process, and interpret sensation and send messages to our muscles and glands. We'll cover the skeletal and muscular systems, learning how they make movement possible, and also about some of their little-known but equally essential functions.</p> <p>This course explains how the circulatory and respiratory systems work together to provide our bodies with the oxygen our tissues need, and how they work together with the skin and kidneys to rid our bodies of wastes. You'll learn how our bodies fight off diseases, and how our digestive system converts the food we eat into energy and the tissues of our bodies. We'll also spend time on the endocrine system, which supplies the hormones we need for our survival, and the reproductive system, that group of organs that allows life to be passed on to another generation.</p> <p>We'll also discuss functions of the different organ systems that you'll probably find surprising. In addition, each lesson includes information about specific disorders that sometimes happen to our bodies, and we'll also talk about some recent advances in medicine. By the end of this course, you'll have a greater appreciation and understanding of the marvelous complexity of the human body!</p>	24
HLTHCMA3	CMA Certification Review	<p>This course is designed to review the medical assisting knowledge areas in preparation for the CMA national examination. Administrative, clinical and general information are reviewed. Testing procedures are addressed.</p> <p>Content knowledge in the following areas will be reviewed through lecture and self-study:</p> <p>General Content including medical terminology, anatomy &amp; physiology, pathophysiology, microbiology, general psychology, nutrition, medical law &amp; ethics,</p> <p>Administrative knowledge including general office duties, communication in the medical office, financial management, medical insurance, basic coding,</p> <p>Clinical Content including blood-borne pathogens, preparing the patient, vital signs, pharmacology, administration of medication, electrocardiography, radiology, physical therapy, medical emergencies &amp; first aid, laboratory procedures</p> <p>Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. The goal of providing a certification exam studies class is to assist in understanding the material sufficiently to provide a firm foundation for studies in preparation for the exam.</p>	40 - 50

HLTHCMA4	CMA Certification Abridged Review RMA	Designed to review the medical assisting body of knowledge in preparation for the RMA national examination. Administrative, clinical and general information is covered, however emphasis will be placed on the components of the RMA that are not utilized on a daily basis in practice - such as Administrative Procedures: Written and Electronic Documents, Medical Records and Documentation, Electronic Health Records, Telephone Techniques, Patient Education, Managing Medical Records, Schedule Management, Insurance and Billing, Diagnostic Coding, Procedure Coding, Patient Billing and Collections and Financial Management. Testing procedures are addressed and sample questions will be reviewed.	8 - 12
HLTHCNA1	Certified Nurse Aide	This class prepares individuals desiring to work as nursing assistants with the knowledge, skills and attitudes essential for providing basic care in extended care facilities, hospitals and home health agencies under the direction of licensed nurses. The course presents information on the health care system and employment opportunities at a variety of entry levels. Material will include an overview of the health care delivery system, health care teams and legal and ethical considerations. Individuals who successfully complete this course are eligible to apply to sit for the Indiana State Department of Health certification exam for nursing assistants. This course meets the minimum standards set forth by the ISDH for Certified Nursing Assistants training.	128
HLTHCOD11	Professional Medical Coding & Billing (Career Step)	The Professional Medical Coding and Billing program provides students everything needed to prepare for an entry-level medical coding career. The course includes 24/7 online access to 565 hours of curriculum. One on-one support from experienced instructors and advisors. Course textbooks for offline study and reference after graduation. Complete set of industry code books Access to the 3M online reference library.	640
HLTHCPR1	CPR/Basic Life Support 2	Provide students with information necessary to recognize the need for one and two-person cardiopulmonary resuscitation (CPR) as it relates to adults, children and infants. Require students to safely perform CPR and the use of Automated External Defibrillator (AED).	.25 - 5
HLTHCPR2	Professional Rescuer CPR/AED	The CPR/AED for the Professional Rescuer course will train those with a duty to respond, the skills needed to respond appropriately to breathing and cardiac emergencies. This includes the use of an AED to care for victims of cardiac arrest. This course is designed for lifeguards, nursing students, emergency responders, dental students, etc. Student will receive certification upon successful completion of this course.	2 - 4
HLTHDEM5	Fundamentals of Dementia Care	The Fundamentals of Dementia Care program has been designed to help all staff, but especially personal care staff, understand the basics of dementia care. Topics include an overview of Alzheimer's disease and related dementias, implementing person centered care, communication strategies, understanding challenging behaviors, improving activities of daily living, and helping families.	32

HLTHDEN11	Dental Hygiene Local Anesthesia	<p>Prerequisites: Active Indiana State Board of Dentistry license to practice dental hygiene; completed Indiana State Board of Dentistry approved local anesthesia course: current CPR certification (Health Care Provider/American Red Cross or American Heart Association.)</p> <p>This continuing education course is designed for the licensed dental hygienist who has completed an Indiana State Board of Dentistry approved local anesthesia course, is currently practicing dental hygiene and wants to become certified to administer local anesthesia in the State of Indiana. The approved local anesthesia course must meet or exceed the minimum requirements set forth by the Indiana State Board of Dentistry. Completion of this course does not meet the requirements set forth by the Indiana State Board of Dentistry to apply for a local anesthesia permit. This course is designed for review purposes only.</p> <p>This course provides participants the opportunity to review the following: (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.</p>	6
HLTHDEN2	Ext Duties Dental Assistant	<p>This course is designed to prepare dental assistants to participate in restoration processes, including placing and contouring matrices, pit and fissure sealants, polishing and finishing amalgam and composite restorations. All class materials and supplies are included.</p>	42 - 49
HLTHDEN4	Caries Prevent for Dent Assist	<p>The course provides participants the opportunity to establish didactic, laboratory and clinic competency is 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.</p> <p>Does not include required patient care experiences in the dental office. Participants must complete coronal polishing on a minimum of 5 patients in a clinical setting, under the direct observation of an Indiana dentist or dental hygienist whose license is in good standing.</p> <p>PREREQUISITES: Dental assistant who is (a) a graduate of a dental assisting program that is accredited by the Commission on Dental Accreditation of the American Dental Association; or (B) a dental assistant who did not graduate from a dental assisting program that is accredited by the Commission on Dental Accreditation of the American Dental Association but has been employed in a dental practice as a dental assistant for a minimum of one year. Documentation will be required.</p>	11

HLTHDEN5	Coronal Polish for Dent Assist	<p>The course provides participants 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, prophy cup and occlusal polishing brush; (6) theory of selective polishing; and (7) infection control.</p> <p>PREREQUISITES:Dental assistant who is (a) a graduate of a dental assisting program that is accredited by the Commission on Dental Accreditation of the American Dental Association; or (B) a dental assistant who did not graduate from a dental assisting program that is accredited by the Commission on Dental Accreditation of the American Dental Association but has been employed in a dental practice as a dental assistant for a minimum of one year. Documentation will be required.</p> <p>Does not include required patient care experiences in the dental office. Participants must complete coronal polishing on a minimum of 5 patients in a clinical setting, under the direct observation of an Indiana dentist or dental hygienist whose license is in good standing.</p>	5 -7
HLTHDEN6	Local Anesthesia Dent Hyg	<p>This course provides participants 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.</p>	29
HLTHDEN7	Dental Hygiene Clinical Review	<p>This course provides graduates of the dental hygiene program at Ivy Tech Community College the opportunity to obtain additional clinical practice in preparation for clinical licensing exams.</p>	24
HLTHEMT1	Emergency Medical Tech Basic	<p>This course covers basic Emergency Medical Technician (EMT) skills necessary for emergency care at a basic life support level with an ambulance service or other specialized service. Intravenous maintenance, non-visualized airway, automatic defibrillation, NLAST therapy, advanced emergency care and limited pharmacology are presented. Emphasis is on forming the student's ability to perform the skills appropriately to function as an EMT-B. Upon successful completion of the course and certification examination by the Indiana Department of Homeland Security, the student can function as an Emergency Medical Technician. 144 total didactic hours, 16 ED observation, and 16 hours ambulance observation are required. Prerequisite: Cardiopulmonary Resuscitations (CPR). This program can also be applied toward obtaining an Associate Degree in Paramedic Science.</p>	150 - 160
HLTHHLT5	Mental Health First Aid	<p>Mental Health First Aid is an 8-hour training course designed to give members of the public key skills to help someone who is developing a mental health problem or experiencing a mental health crisis. Just as CPR training helps a layperson without medical training assist an individual experiencing a heart attack, Mental Health First Aid training helps a layperson assist someone experiencing a mental health crisis.</p>	8

HLTHLPN1	LPN Refresher Theory	The course provides a comprehensive review of medical surgical nursing, pharmacology, dosage calculations, clinical nursing skills and techniques, and a clinical practicum in pre-selected hospitals. LPN Nurse Refresher also provides an opportunity for former LPNs to review, learn, and practice in a non-threatening environment enabling the student to progress towards contemporary nursing practice.	48
HLTHMED4	Certified Clinical Medical	The Clinical Medical Assisting program is designed to prepare students to work in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks to assist doctors including, assisting with the administration of medications and with minor procedures, performing electrocardiogram (EKG) tests, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent in physicians' offices, clinics, chiropractors' offices, hospitals and outpatient facilities.	140
HLTHNUR2	RN Refresher Theory	Provide comprehensive review of Medical Surgical Nursing, pharmacology, dosage calculations, clinical nursing skills & techniques and clinical practicum in pre-selected hospitals. This course provides an opportunity for former RN's to review, learn, and practice in a non-threatening environment enabling the student to progress towards contemporary nursing practice.	480- 108
HLTHNUR3	RN Refresher Lab	This course allows RNs who've been out of the Nursing profession to practice their skills before reentry into the workforce. The lab covers seventeen areas of instruction including: how to take temperature, blood pressure, suctioning, physical assessments, and mixing insulin in one syringe. The topics are presented in a step-by-step approach with clear examples that makes learning easy and improves your understanding of the basics. The course lets you apply your learning using many drills and exercises. Learn the skills taught here and become successful on the job!	8
HLTHPAR4	Paramedic	This program prepares individuals, under the remote supervision of physician medical control, to recognize, assess, and manage medical and trauma emergencies in the pre-hospital setting. Paramedic's work with other pre-hospital responders and caregivers and often provide on scene primary care, assistance, support and supervision. This will often include either direct patient care or supportive assistance in basic, basic/advanced, or intermediate, care giving procedures such as; scene assessment, patient assessment, trauma and medical triage, basic and advanced airway procedures, cardiac monitoring, defibrillation, 12 Lead ECG acquisition and interpretation, venous and IO access, medication administration, trauma stabilization, identification and acquiring a differential diagnosis of diseases and traumatic injuries, rescue operations; crisis scene management, personnel supervision; equipment operation and maintenance. The Paramedic must also display skills and knowledge in newborn and pediatric care, obstetrics, bioterrorism and WMD, interpersonal communication, computer operations, radios communications; basic anatomy, physiology, pathophysiology, toxicology, and professional standards and regulations.	1320

HLTHPHA3	Pharmacy Technician Cert Prep	This comprehensive 48 hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and	48
HLTHPHA5	Pharmacy Technician (ASHP/ACPE) Program (Career Step)	The Pharmacy Technician 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 fees include reference book, personalized student support and career guidance.	285
HLTHPHL1	Phlebotomy Tech.Cert. Prep	Presents the principles and practices of laboratory specimen collection and processing. Also covers medical terminology, infection control, patient identification, anatomy and physiology, anticoagulants, blood collection, and specimen processing. Prepares individual to sit for the Phlebotomy Technician certification exam via the National Healthcareers Association, including requirement of proof of thirty (30) successful venipunctures (live) and ten successful capillary sticks (live.)	130 - 160
HLTHQMA1	Qualified Medication Aide	The Indiana Administrative Code for Comprehensive Care Facilities and Residential Care Facilities requires that all medications and treatments be administered by licensed nursing personnel or individuals who have completed a state-approved medication administration course. People who apply for this course must be current C.N.A.s who is on the Indiana State Registry.	60 - 64
HLTHQMA3	QMA Retraining	QMA Retraining	6
HLTHTEA1	TEAS Review	This course will provide the necessary materials which are covered on the TEAS assessment exam. Information is provided through lecture and hands-on exercises both in class and assignments.	16

HLHTRA5	Medical Transcription Editor (Career Step)	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, referral letters, preparation for national certification exams, and identification of potential employment opportunities. Program fees include all necessary materials and software, personalized student support and job placement assistance.	640
HOTOBNS1	Basic Nutrition Skills	This program is designed to provide students with the skills to plan and prepare healthy, tasteful and nutritious meals for themselves and family members. Proper hygiene, kitchen sanitation, and food safety are stressed. Nutrition and preparation of basic food types for balanced meals and special diets are covered. Students learn and practice cooking and culinary skills to provide a variety of healthy meal and snack options.	12 - 35
HOTOCPF1	Certified Professional Food Handler	This course will prepare individuals to take the food handlers exam set by the Indiana Code 410-IAC7-22, which requires mandatory certification of at least one person who oversees food safety operation within a food establishment. Topical areas of study include sanitation management, food safety hazards, factors affecting food-borne illnesses, personal hygiene, and the use and calibration of temperature-measuring instruments. Upon successful completion, students will receive their CPFM certification, and their names will be added to the National Registry of Food Managers.	8 - 12
HOTOCPF2	ServSafe Food Safety	ServSafe® is a nationally recognized food safety program developed by the foodservice industry. Indiana law requires food borne illness protection training of at least one food handler per establishment. ServSafe® is the most universally recognized food handler certification course accepted by the state, county, and municipal health authorities that require sanitation training of foodservice managers. The examination is one of only three exams that meet the Indiana certification requirements. Advance study is recommended. Registration one week prior to class is required to receive manual in advance. Two pieces of identification required to take exam including one photo I.D. with signature. Exam given following end of class time.	8

HOTOCPF3	Certified Professional Food Handler (Self Study)	If you are a student who feels more comfortable studying for the CPFM exam at your own pace and on your own schedule, perhaps this is the course for you. Each self-study course comes with a study manual, supplemental training materials and can be started at any time. When you feel you are ready to take the exam, simply call Ivy Tech to schedule an appointment.	N/A
HOTOCPF4	TAP Series Food Safety Manager Certification Training	The high quality of presentation and simple to use format is what makes this courses so very effective. The hours of video, audio, and interactive learning games, with all text and narration in English and Spanish, as	24
HOTOMIX2	Distilled Spirits	This course provides an overview of classic spirits of the world, their history, and their modern production methods. Students practice mixology, training, and evaluation in bartending skills through the classroom laboratory.	2
HOTOPIE1	Perfect Holiday Pies	Impress your friends and family with a gourmet twist on classic holiday pies! Scheduled just two days from Thanksgiving, you will leave this class with two beautiful pies to share and the knowledge to recreate them time and time again. Register today, space is limited.	3
HOTOWIN3	Wines of the World	This course will present the most important information about wines as it relates to the foodservice industry; as well as other essential aspects in becoming a professional sommelier. Students in this course will gain an understanding of the products, their relationship to food, and their profit potential. The focus of the course is on wine, but will include other fermented and distilled items and tobacco. Students will develop an appreciation of the different types of wine, beer, spirits and cigars; and learn criteria by which they are evaluated. In addition, students will learn the principles of purchasing, storing, issuing, pricing, merchandising, and service of wines in a restaurant setting.	2-3
MFITAIR1	Intro to the Clean Air Act	This is a basic course on the Clean Air Act and provides an overview of the Environmental Protection Agency acts and laws which have been put in place to protect Air Quality. A brief review of the Code of Federal	4
MFITAMA1	Laser Alignment-Amatrol	Students will learn industry-relevant skills including how to operate, install, analyze performance, and design basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings.	12
MFITAMA3	Mechanical Systems 2-Amatrol	Students will study basic principles of mechanical systems, component operation, system design, component installation and adjustment, troubleshooting, maintenance, and applications. Components include: fractional horsepower and heavy duty style components, 3 types of bushings, 7 types of couplings,	42
MFITAMA4	Mechanical Systems 3 & 4-Amatrol	The model 95-ME4 Mechanical Drives 4 Learning System adds to either the 950-ME1 or 950-ME1-SB Mechanical Drives 1 Learning Systems to teach linear axis drives, clutches, and brakes. Students will learn industry-relevant skills related to these new topics including operation, installation, performance analysis, troubleshooting, and design.	66
MFITAMA5	Advanced Pneumatics-Amatrol	Amatrol's Advanced Pneumatics Learning System (85-AP) covers a diverse range of topics, such as how to move loads using air bearings, pneumatic motors, and pneumatic cylinders; how to measure vacuum levels; and how to apply vacuums to food packaging purposes. The 85-AP also comprehensively covers air compressors, their components, and how to operate them safely.	18

MFITATS1	Analytical Trouble Shooting	Analytical Troubleshooting provides organizations with a step-by-step approach to developing skilled troubleshooters. Equipped with these skills, employees learn how to prevent problems, improve quality and productivity, and make recommendations that go to the heart of continuous improvement. The Analytical	24
MFITBDG1	Building and Maint. Trades	<p>This twenty-four week half day course covers the building trades from codes and permits on to framing and finishing. Electrical wiring and plumbing are also included. Students will become familiar with carpentry tools, construction tools, and instruments as well as with the processes involved in carpentry. Safety is stressed throughout the twenty-four week course.</p> <p>Instructional units give students the history and future of construction. Students will learn general and technical information about the different trades, and they will also experience hands-on (live work) training. There is a minimum of specific competencies that each student must demonstrate to their instructor before receiving credit for this course. The demonstration of these performance skills assures the instructor that the student is ready and qualified for employment as an apprentice in the working field.</p> <p>All students are to have either a high school diploma or completed their GED course.</p> <p>Students will develop skills and master the basic concept of modern maintenance and construction. Upon completion of the course, students will be equipped with the skills and knowledge necessary to obtain an entry-level position in a related field.</p>	360
MFITBLU1	Blueprint Reading	Provide an introduction to reading and interpreting machine shop symbols, welding blueprints and working drawings used in trades and crafts. Focus on dimension, shape, fabrication and assembly. Apply basic mathematics to the solution of print and performance problems.	1 - 40
MFITBLU4	Blueprint Reading and GD& T	This course provides an introduction to reading and interpreting machine shop symbols used on blueprints and working drawings in the trades and crafts. Focusing on dimensions, shapes, fabrication and assembly,	1 - 24
MFITBOM1	Boiler Operator Maintenance	The course is designed for individuals who are currently working in the field or are looking to start a new career in the field. Attendees will be introduced to a thorough overview of boilers, their operation and maintenance, as well as, the basic knowledge and skills necessary to safely and efficiently operate a	20 - 36

MFITBPV1	Boiler Pressure Vessel Inspect	Pressure Vessel Inspect Ivy Tech Community College of Indiana, in cooperation with the State of Indiana's Boiler and Pressure Vessel Division, offers a special training course for persons interested in acquiring eligibility for securing certification from the National Board of Boiler and Pressure Vessel Inspectors as an authorized inspector, owner-user inspector or jurisdictional competency recognition. The course is designed for the understanding of ASME code standards, inspection concepts and preparation to sit for the National Board Examination. Persons not possessing all of the requisite experience or who are not employed by a recognized inspection agency at the time they sit for the exam, may attend the class and sit for the examination, but not anticipate receiving a commission until they have gained the required experience or have been employed by a recognized inspection agency. They must, however, be a high school graduate (or the equivalent) and possess a working knowledge of algebra, particularly transposition of formulas and order of operations.	100
MFITCAM1	CAD/CAM MASTERCAM	This course covers basic and advanced skills related to Computer Assisted Manufacturing for CNC turning/milling centers to produce quality parts. This course utilizes industry standard equipment, and projects that require basic CAD/CAM utilization, and culminates with an industry part and NOCTI® test	32
MFITCAM2	CAD/CAM MASTERCAM Level 2	This course covers advanced skills related to Computer Assisted Manufacturing for CNC turning/milling and other machining centers to produce quality parts. This course utilizes industry standard equipment, and	64
MFITCNC1	CNC Machine Operator	This course provides a basic understanding of CNC operations, safety, industrial terminology and lab experience on mill and lathe machine.	80
MFITCNC7	CNC Training	This intense educational package is specifically designed to educate individuals and provide them hands-on training in the following industrial areas; reading and interpreting machine shop symbols, welding blueprints, working drawings used in trades and crafts, shop safety, industrial terminology. They will receive hands-on training and perform lab exercises with general purpose hand tools, machine tooling, measurement and layout equipment, turning, milling, grinding as well as all aspects of Computer Numeric Control (CNC) machine operation and setup methods, production, in-process inspection, and preventive maintenance methods similar to what the student may experience in the present day work environment. This will also include the ability to demonstrate correct response to CNC malfunctions and taking appropriate steps to recover the machine as well as interpret CNC programs to determine units of measure,	225
MFITCOL1	Color Theory and Color Reproduction	A study of Color Theory and its application in printing related technologies.	48

MFITCPT1	MSSC - CPT - Quality Module	The MSSC Certified Production Technician (CPT) certification is the nationally recognized certification supported by the National Association of Manufacturers. This training will enable workers to build the core knowledge and skills required in modern advanced manufacturing. The Quality module is a 35-hour course of instruction that covers the tools and aspects to achieve quality outcomes for products and processes. This module includes an assessment of your knowledge of what you have studied in this course regarding quality. Successful completion of this assessment is one of four certificates needed to achieve the national certification of a Certified Production Technician (CPT).	35
MFITCPT2	MSSC CPT Maintenance Awareness	The MSSC Certified Production Technician (CPT) certification is the nationally recognized certification supported by the National Association of Manufacturers. This training will enable workers to build the core knowledge and skills required in modern advanced manufacturing. The Maintenance module is a 35-hour course of instruction that introduces the maintenance systems relating to welding, electricity, electrical power, pneumatic power systems, hydraulic power systems, lubrication concepts, bearings and couplings, belt drives, chain drives, machine control concepts, and machine automation. This module includes an	35
MFITDIE2	Die Design	Studies the detailing and design of blanking, piercing, and forming dies. Covers material reaction to shear,	36
MFITDRI1	Variable Frequency Drives	In this two-day hands-on seminar you will learn about the operation, setup and maintenance of AC Variable Frequency Drives. It is designed to familiarize maintenance personnel with the concepts and principles necessary to repair and troubleshoot VFD systems.	16-32
MFITDRI2	Mechanical Drives Level 1	Students will learn the fundamentals of mechanical transmission systems used in industrial, agricultural, and mobile applications. Students will learn industry-relevant skills including how to: operate, install, analyze	48-82
MFITELE1	ACDC Electrical Systems	Knowledge of electrical laws and principles pertaining to AC and DC circuits is important in many industrial settings. Concepts including current, voltage, resistance, power, inductance, capacitance, and transformers are critical in electrical systems. This course presents standard electrical tests, electrical equipment, and troubleshooting procedures. Safety procedures and practices are also introduced and emphasized.	20 - 60
MFITELE2	Electrical Circuits	This course develops understanding of electricity and electronics relating to passive DC circuits. Participants will review and apply concepts in series-parallel circuits, voltage and current dividers, Kirchhoff's Laws, network analysis, loading effects, maximum power transfer, and magnetism.	36
MFITELE13	Basic Electricity	The study of electrical laws and principles pertaining to DC and AC circuits is the focus of this Basic Electricity Course. This will include among other things; current, voltage, resistance, power, inductance, capacitance, and transformers. The course stresses the use of standard electrical tests, electrical equipment, and basic trouble shooting procedures. Electrical safety and sound practices will be emphasized throughout the various aspects of the course curriculum.	24 - 80

MFITELE15	Industrial Electrical Wiring	The Electric Wiring course teaches installation of modern electrical control systems found in industrial applications. Students will learn industry-relevant skills to enable them to construct, troubleshoot, maintain, and repair the wiring in electrical control systems. Industry standard safety practices are followed throughout the curriculum, and the workstation is equipped with a lockout/tag out system to accommodate the two students working together.	12
MFITELE16	Electrical Power Distribution Systems	The Power Distribution course teaches installation of modern electrical power distribution systems. Students will learn industry-relevant skills to enable them to construct, troubleshoot, maintain, and repair the wiring in power distribution systems from the bus bar to the control panel. Industry standard safety practices are followed throughout the curriculum, and the workstation is equipped with a lockout/tagout system and safety disconnect switch.	30
MFITELE17	Electric Relay Controls	The 90-EC1-A Electric Relay Control Unit teaches electric relay control of electric motor and pneumatic systems and their industry applications. Students will learn industry-relevant skills related to these new topics including operation, installation, performance analysis, and design. The model 90-CT1 Computer Control 1 Unit teaches Allen-Bradley Micrologix 1000 model programmable logic controllers used in industrial, commercial, and residential applications. Students learn industry-relevant skills including how to: program, operate, install, and interface Micrologix programmable controllers for various applications	16
MFITELE24	Electricity Thermography	Introduces the National Electrical Code and its application in designing and installing electrical circuits, selecting wiring materials and devices, and choosing wiring methods. Includes electrical safety, terminology, interpretation of electrical symbols used in industrial blueprints, branch and feeder circuit layout, over current protection, conductor sizing, grounding, tool usage, and material/device selection.	4
MFITELE5	Electrical Troubleshooting I	This intensive one-day hands-on seminar covers the troubleshooting and repair of control circuits and components. The attendee will build circuits on realistic training panels that contain a motor starter, relays, terminal strips, push buttons, selector switches, and limit switches.	8-16
MFITELE8	Basic Electrical Skills	This course covers basic electrical skills. The course will cover the topics of: electrical safety, alternating current, power distribution center, house circuits and types of wire. Students will also learn about fuses and circuit breakers and participate in hands on practical knowledge using tools of the trade. Other course topics include troubleshooting and replacing light switches, receptacles and GFCI receptacles.	35 - 50
MFITENV1	Environmental Affairs	This is a basic course on environmental legislation and provides an overview of the Environmental Protection Agency and various acts and laws which have been put in place to protect the environment. A brief review of the Code of Federal Regulations (CFR) rules and legislation regarding the environment are also discussed.	4
MFITEPA1	EPA 608 Certification	EPA 608 Certification	15

MFITFLO1	Construction Requirements in a Flood Zone	What are the different requirements for building in a flood zone? What documentation do you need? Requirements for Elevation Certificates, when are they needed and the different types. How a Letter of Map Change can take your structural and/or property out of a flood zone. Why insurance rates vary in the different flood zones.	3
MFITFPS1	Fluid Power Systems	Fluid power is energy transmitted and controlled by means of a pressurized fluid, either liquid or gas. The term fluid power applies both to hydraulics and pneumatics. Hydraulics uses pressurized liquid, for example, oil or water; pneumatics uses compressed air or other neutral gases. Fluid power can be effectively combined with other technologies through the use of sensors, transducers, and microprocessors.	36 - 40
MFITFTT1	Fork Truck Training	Learn about Fork Truck usage and safety	4 - 8
MFITGDT2	Geometric Dimensioning and Tolerancing (GD&T)	This course provides the basis for defining and applying the industry-accepted design / engineering language according to the latest ANSI standards. Coursework consists of dimension and tolerance symbols, dimension application and limits of; size, form, orientation, profile, run-out and location tolerances. The course will prepare students to determine the most appropriate methods of manufacturing and inspection. Implementation of GD&T will improve communication among designers, manufacturing engineers, quality control inspectors, and welders resulting in accurate use and interpretation of engineering part drawings.	36
MFITGDT3	Geometric Dimensioning and Tolerancing (GD&T) Level I	Geometric Dimensioning and Tolerancing is a symbolic language used on engineering drawings and computer generated three-dimensional solid models (CAD) for explicitly describing nominal geometry and its allowable variation. This defines the allowable variation in form and possibly size of individual features and defines the allowable variation between features.	4 - 24
MFITGMW8	Gas Metal Arc Welding	Considers basic gas metal welding processes (MIG). Class covers techniques of welding in all positions on various thicknesses of metal. Prerequisites: None. Course runs simultaneously with SMAW.	20 - 80
MFITHVC1	HVAC Fundamentals	This course is designed to be a preparatory offering for individuals with little or no experience in the HVAC industry. The class is divided evenly between classroom instruction and hands-on lab experience. The classroom instruction focuses on basic electricity and troubleshooting for air conditioners, heat pumps and furnaces. Other topics included in the course are the concepts of refrigeration, refrigerant recovery, how to properly charge a system, and other information necessary for the federally required EPA 608 certification. Instruction is also provided for basic maintenance with HVAC equipment and soldering copper pipe and fittings. An equal amount of time is provided in the HVAC lab for applying the classroom concepts on real equipment.	96

MFITHVC24	HVAC Fundamentals Short-Term	Successful students will leave this course prepared to sit for the EPA 608 Refrigerant Recovery certification exam as well as with the basic skills required by most potential employers to obtain an entry-level job in the HVAC, building maintenance, or refrigeration fields. Course topics include safety, EPA regulations, tool and meter use, basic electricity, refrigeration, heating systems, and troubleshooting techniques. Ideal class size is 4 – 8 students because of the intense hands-on lab portion in obtaining these skills.	24 - 64
MFITHYD2	Basic Hydraulics	Provide an introduction to the fundamental principles of fluid power and related components. Discuss basic circuit design through the use of symbols and schematic diagrams.	30
MFITHYD4	Intermediate Hydraulics-Amatrol	Students learn industry-relevant skills related to these new topics including how to operate, install, analyze performance, and design hydraulic systems.	32
MFITIMA1	Applied Industrial Math	Applied Industrial Math will focus on typical shop floor applications, so the participants will be able to quickly use their new skills on the job. Each participant will receive a workbook and a scientific calculator to assist them in their studies, along with additional training materials.	24 - 48
MFITNIM1	NIMS Industrial Technology Maintenance - Maintenance Operations	This certification validates that an individual has the skills and knowledge to successfully interpret machine operation and maintenance documentation; perform machine predictive preventative and maintenance procedures; read and interpret technical drawings; safely move and store materials and equipment; and properly use hand tools for equipment maintenance, inspection, and troubleshooting activities.	111
MFITNIM2	NIMS Industrial Technology Maintenance – Basic Mechanical Systems	This certification validates that an individual has the skills and knowledge to successfully adhere to mechanical power transmission safety rules; use dimensional measurement tools; install and align power transmission systems; install, align and adjust gear drives and pillow block bearings; and properly lubricate machines in accordance with maintenance schedules.	100
MFITNIM3	NIMS Industrial Technology Maintenance – Basic Hydraulic Systems	This certification validates that an individual has the skills and knowledge to successfully adhere to fluid power system safety rules; interpret basic fluid power schematics; run hydraulic systems and adjust system pressures as needed; service hydraulic filters and change fluid levels; install hydraulic conductors; install, test and troubleshoot components in a basic hydraulic circuit.	112
MFITNIM4	NIMS Industrial Technology Maintenance – Basic Pneumatic Systems	This certification validates that an individual has the skills and knowledge to successfully adjust pneumatic system branch operating pressure using a regulator; service a pneumatic filter and lubricator; install pneumatic conductors; operate a reciprocating air compressor and adjust operating pressure accordingly; install, test and troubleshoot components in a basic pneumatic circuit.	75

MFITNIM5	NIMS Industrial Technology Maintenance – Electrical Systems	This certification validates that an individual has the skills and knowledge to successfully adhere to electrical power and control systems safety rules; interpret electrical control and power schematics; adjust limit switches and electronic systems; measure voltage, current and resistance in an electrical circuit; select, install and test fuses & circuit breakers; install and test AC and DC electric motors; install and test electrical relay, electro-fluid and electrical motor components and circuits; test repair machine electrical grounds; troubleshoot a solenoid-operated fluid power relay control circuit; test and replace transformers; and replace electrical control wiring using either terminal or solder attachments.	180
MFITNIM6	NIMS Industrial Technology Maintenance – Electrical Control Systems (ECS)	This certification validates that an individual has the skills and knowledge to successfully adhere to electronic power and control systems safety rules; connect and test a DC power supply; install and test a solid-state relay; install and test analog electronic sensors and signal conditioning equipment; install and operate an AC variable frequency volts-to-hertz motor drive system; connect and transfer programs to a PLC using a PC; create a basic PLC ladder system program; and troubleshoot, install and test basic PLCs and PLC components.	179
MFITNIM7	NIMS Industrial Technology Maintenance – Process Control Systems	This certification validates that an individual has the skills and knowledge to successfully adhere to PCS safety rules; process control nomenclature and documentation; calibrate and test analog sensors and control elements; and install and operate a basic controller (single/basic process single loop system).	75
MFITNIM7	NIMS Industrial Technology Maintenance – Maintenance Welding	This certification validates that an individual has the skills and knowledge to successfully adhere to welding safety rules; use an acetylene torch to cut steel parts; explain basic welding symbols, schematics, equipment and selection process; prepare parts to be welded including degreasing, cleaning and grinding; use SMAW welder to make basic welds on flat stock; use GMAW welder to make basic welds on flat stock; weld inspection for defects and countermeasures for common defects; and use of a plasma cutter to cut flat stock.	70
MFITMIN8	NIMS Industrial Technology Maintenance – Maintenance Piping	This certification validates that an individual has the skills and knowledge to successfully adhere to piping system safety rules; interpret basic piping schematics; identify and select proper materials for installation and replacement; prepare material for installation or repair of piping systems; and proper assembly and disassembly of piping systems.	40
MFITLAT1	Precision Machines - Lathes	This course is for the beginner or the person who needs to brush up on his skills in running lathes. The class consists of grinding a tool bit, facing, turning to size using a micrometer, using a cut off tool and threading, turning a four jaw chuck, drilling, boring, cutting an angle and turning a taper.	36
MFITLIF1	Scissor Lift Familiarization and Use	This course provides students with pertinent information into the use, inspection, safety issues, upkeep, and OSHA requirements of Scissor type aerial lifts	2
MFITMAC2	Machining	This course provides an overview of machining operations, including basic sequences, mill, and lathe, saw, and drill press functions. Students will learn about materials used and various tasks using these machines and get hands on experience inside of a machining lab.	6 - 48

MFITMAC6	Electrical Rotating Machines	The model 85-MT2 Electric Machines Learning System teaches electric machines commonly found in industrial, commercial, and residential applications including: single phase AC motors, three-phase AC electric motors, DC electric motors, and DC generators. Students will learn industry-relevant skills including how to operate, install, analyze performance, and select electric machines for various applications.	40
MFITMAI2	Industrial Maintenance Training Program	The Industrial Maintenance Training Program was established to produce a pool of workers with the entry-level skills necessary to work in the manufacturing industry. Each course is designed to introduce students to the basic terminology and technology used by many local manufacturers. Successful completion of this program can prepare students to take the American Welding Society (AWS) certification test.	120 - 200
MFITMAN1	Intro to Advanced Manufacturing	Introduce the basic principles and practices of Safety and Quality used in manufacturing environments. Safety instruction covers topics including; Material Safety Data Sheets (MSDS), confined space, lock out/tag out, zero energy state, hazardous materials, storage of flammable materials, storage of fuel gas and high pressure gas cylinders, portable powered tool safety, hand tool safety, record keeping, training, employer enforcement of safety regulations, and right to know This course also covers current quality control concepts and techniques in industry with emphasis on modern manufacturing requirements. Topics of	4
MFITMAT1	Shop Math Level 1	This course provides math skills in a machine shop environment. Students will become equipped with a solid foundation of the mathematical tools required to solve more complex mathematical operations. This course will focus on algebraic concepts and the steps involved in adding, subtracting, multiplying, dividing as well as the order of operations. This course will provide various forms of numbers such as fractions, decimals, percents, radical signs, absolute value signs exponents, and ratios.	32
MFITMEC2	Mechanical Maintenance	This course will provide industrial technicians, maintenance and various other related personnel with the skills and knowledge in dealing with maintenance problems occurring in everyday plant operations.	35 - 40
MFITMET3	Metallurgy Fundamentals	Studies the fundamentals of thermodynamics and reactions occurring in metals subjected to various kinds of heat treatment. Includes classification and properties of metals, chemical and physical metallurgy, theory of alloys, heat treatment principles as applied to ferrous and non-ferrous materials, test to determine uses, heat treatment for steels, special steels, and cast iron, powder metallurgy, and use of gas and electric furnaces and their controls.	36
MFITMFI1	Metal Finishing and Surface Treatments	Explores the science behind the variety of metal finishes, coatings and treatments; their purpose and methods of application. Also, the benefit they bring to our industry and their impact on our society.	36

MFITMIL1	Precision Machines - Milling	This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.	30 - 36
MFITMIL2	Advanced Milling Processes	This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.	36
MFITMMI1	Machine Maintenance and Installation	Examines the procedures for the removal, repair and installation of machine components. The methods of installation, lubrication practices, and maintenance procedures for industrial machinery are analyzed. Also presented are the techniques involve in the calibration and repair of mechanical devices and the practice in computations pertaining to industrial machinery.	36 - 80
MFITMOL3	Advanced Mold Making	In Advanced Mold Making we will take an in depth view of all facets of Mold Making from original concept, design, material procurement, rough machining, heat treatment, finish machining, gaging, polishing, final layout, production (molding), maintenance and storage of the Mold.	36
MFITMOL4	Beginning Mold Making	In Beginning Mold Making we explore all facets of Mold Making from original concept, design, material procurement, rough machining, heat treatment, finish machining, gauging, polishing, final layout, production (molding), maintenance and storage of the Mold.	36
MFITMOT1	Industrial Motor and Motor Controls	Almost all modern production machinery is driven by an electric motor. These industrial workhorses are available in an overwhelming variety of types, configurations, and horsepower. Industrial Motor and Motor Controls is designed to give each participant the necessary tools to understand and work safely with the common types of electric motors.	24 - 88
MFITMSC1	MSSC Certified Production Technician	The MSSC Certified Production Technician certification is the nationally recognized certification supported by the National Association of Manufacturers. The training will enable workers to build the core knowledge and skills required in modern advanced manufacturing. This course will validate with the certification the worker's technical, academic and employability skills needed in the modern manufacturing environment. The four modules comprising the course are: Safety Maintenance Awareness Quality and Continuous Improvement Manufacturing Process and Production The Certified Production Technician certification is awarded to those that successfully pass each of the four component examinations.	140 - 160

MFITMSC13	MSSC Certified Production Technician: Quality	This course provides the student with the basic knowledge necessary to understand and apply quality concepts that have been identified by the MSSC Assessment and certification system for Quality Practices. Students will be introduced to a quality management system and its components. Preparation for taking and passing the MSSC Certified Production Technician (CPT) certification assessment will be emphasized.	72
MFITMSC14	MSSC Certified Production Technician: Production	This course develops the basic knowledge necessary to understand and apply industry defined standards in manufacturing processes and production needed by the nation's entry level production employees. Manufacturing processes, production systems, communication skills, and customer service represent some of the content in this course. Preparation for and completion of the Manufacturing Skills Standards Council (MSSC) – Certified Production Technician (CPT) certification assessment will be emphasized.	72
MFITMSC2	Fast Track Certified Production Technician (MSSC)	The Manufacturing Skill Standards Council (MSSC) developed the Certified Production Technician (CPT) as the industry standard for production workers. CPT is the national certification supported by the National Association of Manufacturers. CPT training enables workers to build core knowledge and skills required in four facets of advanced manufacturing: Safety, Maintenance Awareness, Quality Practices and Measurement, and Manufacturing Processes and Production. Class time includes lecture, Q&A discussion and assessments. Those successfully completing assessments in each of the four areas are awarded CPT certification.  The Fast Track CPT course carries the expectation that students will complete considerably more work on their own than in the regular CPT course. Independent study requires a computer with broadband internet access.	72 - 73
MFITNIM1	NIMS CNC Milling I	This course covers basic skills for safe and proper set-up, operation, preparation and programming of CNC milling centers. This course utilizes industry standard tooling and equipment, and culminates with a nationally recognized certification part and test. The NIMS Level I CNC Milling I Certification is a skills document verified and recognized by industry professionals.	60
MFITNIM5	NIMS CNC Operator	Introduces the basic principles and practices of CNC machine operation used in manufacturing environments. The course will cover all aspects of safe and proper use of tooling, fixtures, and precision measurement devices with respect to CNC Parts and CNC machining centers. This course will use lecture, lab, online simulation and programming, testing, and a formal Credentialing Achievement Record to prepare students for NIMS CNC Operator Certification Level 1.	100 - 200

MFITORT1	Orthopedic Quality Standards and Technical Skills Certificate Program	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.	200
MFITWEL2	Welding Fundamentals with OSHA 10 Hour Certification	This course is designed to be a preparatory class for individuals with little or no experience with welding. Upon completing this course students will have the opportunity to earn AWS D1.1 certifications which will provide them with the credentials to help them obtain gainful employment in the welding industry. The course will focus on Arc and MIG procedures for the novice students. Those with some welding experience will be assessed by the instructor to determine whether they are eligible for training in TIG procedure.	90
MFITOXY1	Oxy-Fuel Brazing	Offers basic instruction in oxy-fuel with emphasis on brazing, Focuses on safety hazards and safe practices in the oxy-fuel brazing processes.	20
MFITPCO1	Programmable Controllers I	Introduces the basic theory, operation and programming of programmable logic controllers. Demonstrates programming examples, set-up examples and troubleshooting, as well as PLC timing, counting, arithmetic and logic and sequencers.	12 - 30
MFITPCO3	RSLogix PLC Programming & Maintenance	PLC Programming & Maintenance Using RSLogix Software	32
MFITPLC1	Introduction to PLCs	Introduce various elements of basic PLCs including the identification of programmable logic control systems as well as an overview of PLC system architectures. Provide instruction in basic numbering systems, computer terminology, PLC functions, program structures, language standard, and point addressing basics.	9
MFITPNE1	Pneumatics	Introduces the student to more complex fluid power circuits. Requires students to design, analyze and troubleshoot complex circuits using schematic diagrams. Studies detailed construction of typical industrial fluid power components. Teaches students to disassemble and evaluate fluid power components in the lab.	2 - 35
MFITREF2	EPA Refrigerant Certification 608 Prep	Technicians in the air conditioning and refrigeration industries will receive training and certification needed to meet the requirements of Section 608 of the Clean Air Act. This class consists of instruction and	12
MFITRIG1	Industrial Rigging	Over 90% of rigging related accidents are caused by human error. Rigging Training for Industry will make your employees understand that they are the key to preventing these incidents. Our workshop is designed for anyone involved with, or responsible for, the movement of heavy loads or equipment. Everyone involved, from Maintenance to Shipping, will benefit from this workshop	12 - 24

MFITRPG1	Basic Robotics Programming	This course is an introduction to basic robotics programming using the Motoman DX100 controller. Covered topics are related to real-world examples and applications, and hands-on experience will be provided. No prior knowledge of robot programming is required.	32 - 40
MFITSMW6	Shielded Metal Arc (Stick) Welding	Provides students with knowledge of shielded metal arc welding operations and equipment. Provides extensive practice time to produce the skills to make satisfactory welds with this process. Emphasizes safety hazards and safety practices in arc welding.	40
MFITTUR1	Advanced Turning Processes	Advanced training in shop safety and industrial terminology utilizing the conventional engine lathe. Experience in manual machine lathe operation or equivalent mechanical background.	36
MFITWAS1	Wastewater Plant Operations - Industrial	This course will provide students with an understanding of the industrial wastewater treatment process and regulations concerning the discharge of treated wastes. Areas covered include preliminary treatment, minimizing wastes at the source, physical-chemical treatment, and biological treatment. Included in discussion of the various treatment processes will be information concerning lab tests and useful plant mathematics associated with those processes. Compliance with state and federal regulations and operator safety will be stressed.	24
MFITWAS2	Wastewater Plant Operations - Municipal	Obtain an understanding of wastewater treatment process and regulations concerning the discharge of treated wastes. Learn about preliminary treatment, primary, and biological treatment. Sludge digestion stabilization and disposal will also be presented. Examine various lab tests and useful plant mathematics associated with those processes. Compliance with state and federal regulations will be stressed.	24
MFITWEL10	AWS Welding Certification	This welding certification course allows highly experienced welders the option to quickly achieve a specific certification issued by the AWS (American Welding Society) in the processes of MIG, TIG, or Stick. Students are required to bring all personal safety equipment: Welders hood, safety glasses, leather gloves, welder's jacket or sleeves, leather work boots/shoes, long pants and long sleeved shirt.	2 - 15
MFITWEL12	AWS 3G Carbon Steel Welding	Covers the welding of ferrous metals utilizing metallic manual welding methods. Covers single pass and multi-pass techniques. Emphasizes safety hazards and safe practices in arc welding. The 3G welding certification position is a plate in the vertical position that is grooved/beveled. This position varies depending on the travel direction of the weld. The 3G test position covers the 1G, 2G, and 3G positions.	64
MFITWEL13	Gas Tungsten Arc (TIG) Welding	This course is designed to introduce TIG welding principles and practice to develop skills specific to the welding of stainless steel in an aseptic processing environment.	32
MFITWEL14	Manufact Welding Qualification w/o PPE Package	Many companies require their welders to be qualified (but not certified) in certain welding process, positions, and materials. Welding Qualification course work is available in the following processes: MIG, TIG, or Stick. Students or the company are required to provide all personal safety equipment: Welders hood, safety glasses, leather gloves, welder's jacket or sleeves, leather work boots/shoes, long pants and long sleeved shirt.	8 - 34

MFITWEL16	Introduction to MIG & TIG	Learn basic theory and get practical welding skills. This course will provide basic background of the GMAW (MIG) and GTAW (TIG) welding process and the basics necessary for visual inspection of welds. Progress through the basic welding positions - flat, horizontal and vertical welding. Methods of visual inspection and the identification of defects will be emphasized. Inspection tools and specifications are also discussed.	30
MFITWEL18	Introduction to Welding Processes	Description: Introduction to Welding Processes allows students the opportunity to attempt an American Welding Society (AWS) qualification and OSHA 10-Hour certification, to give them the skills needed to become a Production Welder. During this training course students will investigate various Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding, (GTAW) & Shielded Metal Arc Welding (SMAW) processes including: short circuit transfer, spray transfer, metal-core and flux-core (FCAW) welding. Welding techniques in all positions on various thicknesses of metal.	120
MFITWEL5	Welding Certification Prep	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 welding procedure and standards established by the American Welding Society (AWS).	4 - 80
MFITWEL8	Welding Qualification	Many companies require their welders to be qualified (but not certified) in certain welding process, positions, and materials. Welding Qualification course work is available in the following processes: MIG, TIG, or Stick. Students are required to bring all personal safety equipment: Welders hood, safety glasses, leather gloves, welder's jacket or sleeves, leather work boots/shoes, long pants and long sleeved shirt.	2 - 8
PERSABC1	Asset Based Community Development	Asset Based Community Development focuses on aspects of how to organize people in communities including effective use of existing community assets in neighborhoods. Through a series of exercises that build community, participants learn how to reach out to neighbors, bring them together to address problems, work toward shared goals, and build strong and organized communities.	6
PERSAGR2	Getting Started in Farming	This is an introductory seminar for those wishing to know how to get started in an agricultural business endeavor. Since the greatest increase in farms today are those that are 10 acres or smaller, this seminar is geared to anyone who would like to know more about the federal agency, Farm Service Agency, and how it helps those who would like to get started in farming. Financing agriculture after the business is once	2
PERSAGR4	Agricultural Succession Planning	This is an introductory seminar in succession planning. Terms such as will, estate planning, succession planning, and trusts are defined. The disadvantages of not doing succession planning are emphasized. Tools, such as a will and a trust, are defined and discussed. Various inheritance taxes are enumerated and defined. Deceptive practices used by others to help you with your planning are warned against.	2

PERSAGR5	Farmland Real Estate Trends	This Ag seminar describes farm management and various real estate services associated with farm management. This seminar appeals to not only the farmer but the farmland investor. It takes a historical perspective discussing the relationship between farmland values, commodity prices, and the global economy. Several current case studies are analyzed. Why people buy farmland is discussed. The changes in commodity prices and farmland values to land-lease agreements are highlighted, as well as various land-lease agreements. In particular, the cash-flex lease model is explained.	2
QLTYA001	Advanced Organizational Optimization	This course provides an in-depth look at process performance using a Lean Manufacturing. In this class, participants will learn how to use core metrics and lean mathematics to create a system that uses single piece flow with visual management tools and built in quality. Participants will learn how to create standard work from a process map, calculate takt time, calculate standard WIP and utilize meaningful visual tools to manage and optimize a process. A review of continuous process improvement and root cause problem solving will also be included for ongoing process management.	8
QLTYASQ3	ASQ Cert Qual Technician	This course will assist you to better understand the CQT body of knowledge and help prepare those who are planning to take the exam for certification. Participants should gain an enhanced understanding of the core disciplines outlined in the ASQ body of knowledge (Quality Concepts, Tools, Teams, Statistical Techniques, Control Charts, Metrology & Calibration, Inspection & Test, Quality Audits, and Corrective & Preventive Action).	40
QLTYISO4	ISO 9001 Standards Transition Course (2015)	This course provides guidance on Transition Planning and an overview of the changes to ISO 9001. Each clause in the Standard will be reviewed, highlighting the specific changes found in the 2015 revision of the 9001 standard.	8
QLTYLEA1	Lean Six Sigma Discovery	Lean and Six Sigma are continuous improvement methodologies used by organizations to achieve world-class performance. Implementation includes consideration of the strategic, tactical and cultural elements of process improvement. Lean and Six Sigma deployment models are introduced with emphasis on the value streams.	4
QLTYLEA10	Lean Continuous Improvement	This course provides the foundation for lean processes and practices. The content covers a brief review of the development of the lean philosophy, integrating continuous improvement throughout an organization, the classic lean wastes, understanding and application of lean tools, and fundamental lean management principles, including understanding lean transformation	8
QLTYLEA5	Lean for Kaizen Event Leaders	Leading kaizen events requires both prevention and intervention facilitative leadership skills. Guidelines for kaizen success are presented. Leaders learn how to see the 8 wastes in their value streams. The DMAIC	8

QLTYLEA8	Advanced Lean/Lean Tools	This course provides a thorough synopsis of the tools and an in-depth look at problem solving using a Lean Manufacturing framework in association with Lean Systems. Participants will learn how to prioritize, manage and execute problem solving initiatives. They will practice root cause problem solving as it relates to a company's strategic plan and be able to communicate specific objectives and goals as they align to a supported business case and return on investment. These are the tools that are commonly used in conjunction with an organizations lean strategic goals for recognizing, reducing and/ or eliminating waste in operations. Participants will practice using problem solving skill in such a way that integrates continuous improvement and sustainable transformation.	24
QLTYMEA1	Quality Assurance: Measurement Tools	The course will give the students a basic understanding of Quality Assurance. Students will be able to identify the basic tools used in measurements and will gain skills using these tools to measure objects used is the trainer. Students will gain knowledge about Geometric Dimensioning & Tolerance and Statistical Process Control.	8
QLTYQIA1	Certified Quality Improvement Associate	Through this highly engaging and interactive course, you will follow the CQIA body of knowledge and explore the history and evolution of quality, quality tools, working with teams, assessing customer-supplier relationships, and more. At the same time, you will be preparing for the CQIA exam. ASQ's Certified Quality	40
QLTYSIX1	Lean Six Sigma Green Belt	Designed to teach the principles of Lean and Six Sigma quality improvement for reducing waste and variation, participants in the class will learn concepts, tools and statistical applications common to the deployment of Lean Six Sigma. Following the DMAIC model, (Define, Measure, Analysis, Improve and Control), this course prepares participants to be functioning members of structured Lean Six Sigma teams. This course covers the body of knowledge necessary for preparing individuals to sit for the ASQ Certified Six Sigma Green Belt exam.	80
QLTYSIX10	8 Steps of Problem Solving	Structured around Toyota's 8 step problem solving model, Lean Six Sigma's DMAIC, and incorporating the Deming cycle of Plan, Do, Check, Act, (PDCA), this course can be delivered in modules fitting into an 8 or 16 contact hour format. This problem solving methodology is a part of implementation strategies companies use to develop a work environment that promotes continuous improvement, eliminates waste, reduces operating cost, improves quality, and achieves measurable improvement in customer satisfaction. Students are introduced to the Toyota philosophy which includes taking pleasure in encountering a problem as that is the opportunity to improve. "No one has more trouble than the one who says the he has no trouble." Taiichi Ohno, father of the Toyota Production System.	8

QLTYSIX11	Yellow Belt Training LEI	<p>The course teaches the fundamentals of variation reduction and lean methodologies. There is a strong focus on the DMAIC process; Define, Measure, Analyze, Improve and Control. You will learn the fundamentals of each of these phases for application in your own area and get a foundational understanding of modern day continuous improvement to incorporate into your classes, to enrich your students' view of the workplace. Additionally, with the strong emphasis on teams working towards a common goal, there is additional focus on problem solving, critical thinking, and communication skills.</p>	18
QLTYWBC1	White Belt Certificate I, LEI	<p>A white belt candidate is someone desiring to develop their continuous improvement who does not require any prerequisites for the program.</p> <p>The white belt candidate will receive specialized training on basic quality and continuous improvement concepts, including training on some application of tools and techniques.</p>	12
QLTYWBC2	White Belt Cert II, LEI	<p>This four hour course explores the basic concepts of quality and continuous improvement. Students are challenged to draw on their own experiences and beliefs of what constitutes quality. Teamwork concepts such as team dynamics, development stages and agreement strategies are presented, as one of the purposes is to prepare the student to become an effective Continuous Improvement team member.</p> <p>The course examines at a high level concepts such as the relationship between customer and supplier, types of data, and optimizing work processes by reducing variation. There is some emphasis on the Six Sigma (DMAIC) methodology.</p> <p>Practical use and/or interpretation of simple tools, graphs and charts is taught. All of these tools lead to a culmination of Root Cause Analysis and basic problem solving. PDCA (Plan, Do, Check, Act) is presented as a smaller scale framework in which to use these techniques.</p> <p>Standard work is covered to emphasize the importance of a consistent process yielding a consistent outcome.</p> <p>The seven wastes of lean are covered as a potential source of looking for waste from a new perspective.</p>	4

QLTYWBC3	White Belt Cert. III, LEI	This six hour course explores the basic concepts of quality and continuous improvement. Students are challenged to draw on their own experiences and beliefs of what constitutes quality. Teamwork concepts such as team dynamics, development stages and agreement strategies are presented, as one of the purposes is to prepare the student to become an effective Continuous Improvement team member. The course examines at a high level concepts such as the relationship between customer and supplier, types of data, and optimizing work processes by reducing variation. There is some emphasis on the Six Sigma (DMAIC) methodology. Practical use and/or interpretation of simple tools, graphs and charts is taught. All of these tools lead to a culmination of Root Cause Analysis and basic problem solving. PDCA (Plan, Do, Check, Act) is presented as a smaller scale framework in which to use these techniques.	6
SABUCUS8	Excellence In Customer Service	Provides workforce training in Customer Service, etiquettes of answering phone, dealing with the problem callers, greeting responses, alternative dialogues & problem resolution.	3
SABUFIN1	Business Finance for Non-Finance Personnel	Using practical explanations and real-life examples, this course will show you how money flows through a typical business. You will learn the basics of how a business operates, including how to develop successful business strategies and how to use financial statements to make better business decisions.	8 - 12
SABUGRA4	Grant Writing A to Z	Grant Writing A to Z	8
SABUHRM1	Essentials of HR Management	Essentials of HR Management	15
SABUHRM3	Essential HR Skills	If you're new to human resources or need to strengthen your employee management skills, the SHRM® Essentials of Human Resource Management Certificate Program is for you. Knowledge of the basics of HR can improve valuable on-the-job effectiveness, protect your business from needless litigation, and help advance your career. Completing this course will arm you with practical skills you can immediately apply to your own situation. Offered in partnership with the Society for Human Resources Management (SHRM), this	8
SABUHRP1	Human Resources Professional (Ed2Go)	This program will prepare you for a career as a Human Resources professional. Additionally, you can prepare to take the PHR, Professional in Human Resources certification exam with HRCI (Human Resource Certification Institute) as the certifying body. In this program you'll explore everything from the basics of HR to specific areas such as planning and strategizing, human resource laws, hiring disciplines, and labor relations. You'll also obtain a reference manual of HR documents. By the time you're done, you'll be fully prepared to begin your career in this	120
SABUINT1	The Art of Interviewing	This workshop is designed to help take the jitters out of the interview process. Learn about all phases of interviewing...from researching the company and preparing for the initial introduction to the vital follow-up processes. Explore how to answer difficult questions, dress for success and develop questions for the interviewer	2

SABUNET1	Business Social Networking	Ivy Tech's Business Social Media class will explain the importance of Social Media in the business world and how it can affect your business. You will learn what it is, its popularity, who is using it, how they are using it and why. You will also obtain hands on learning assistance with the different social media applications and how to use them.	9
SABUPHR1	aPHR Certification Prep	HRCI's Associate Professional in Human Resources™ (aPHR™) is the perfect certification to help fast-track your career growth and provide you with the confidence to launch into the HR profession. The aPHR is the first-ever HR certification designed for professionals who are just beginning their HR career journey and proves your knowledge of foundational Human Resources. The aPHR exam is offered throughout the year. The aPHR certification is valid for three (3) years after testing. To remain certified, you must earn 45 recertification credits over the three-year time span or retake the exam.	30
SABUPMP1	Project Management Professional Certification Preparation I	Learn how to prepare for the Project Management Institute's prestigious PMP certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 4th edition- the essential resource for the PMP certification exam. Find out about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. This course, the first part of a two-course series, will demystify the toughest sections of the PMBOK Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.	36
SABUPRO5	Project Management Fundamentals (Ed2Go)	If you have the title but no training or your organization doesn't recognize project management as a well defined process with standard templates and techniques, then your chances for success are pretty small. This foundation workshop provides a conceptual framework for the application of modern project management. You will learn why "business as usual" for projects doesn't work in today's complex, rapidly changing business environment. You will read "A Guide to the Project Management Book of Knowledge" (PMBOK) and other resources to understand the discipline of project management and how to make project management real and actionable in your organization.	24

SABUPSW1	Presentation Skills for the Workplace	<p>Presentation Skills for the Workplace stresses the importance of preparation and practice in delivering presentations. Participants will explore the seven aspects of dynamic presentations, including speaker, message, audience, channel, feedback, noise, and setting. Several exercises are included to allow participants the opportunity to put knowledge into practice. Because this course requires most participants to step outside of their comfort zone, a safe, positive environment is created within the classroom. This course is designed for front-line and middle-level managers and supervisors.</p> <p>Benefits to your organization:</p> <ol style="list-style-type: none"> <li>1. Increases level of professionalism and knowledge of managers and supervisors</li> <li>2. Prepares participants to effectively deal with growth and change in your organization</li> <li>3. Provides job skills immediately applicable on the job</li> <li>4. Develops confidence in those entrusted with supervisory responsibilities</li> </ol> <p>This instructor-led course with reference materials and handouts focuses on the skills and tools needed to help managers and supervisors understand themselves and become more productive in the workplace. This course will focus on the learner and the ability to coach, mentor, and motivate employees in the workplace. The course begins with a pre assessment and ends with a post assessment to document learning.</p>	7
SABUSAL3	Communication Skills in Sales & Business	<p>Communication in Sales and Business has been developed to help the transitioning employee move into a sales role by increasing his professional communication skills. The goal of Communication in Sales and Business is to create a complete understanding of the importance of image, professional writing, including emails, and telephone etiquette are in the business world. Additionally, instruction on excellent customer service is touched upon to further reinforce how each objective works together to achieve business goals.</p>	4
SABUSFP1	Salesforce Power User (Ed2Go)	<p>In the Salesforce Power User course, you will learn how to work with Salesforce in order to achieve the desired results within your position. The course covers all uses of Salesforce – from the sales perspective through HR and management’s perspective. As a sales person, learning all the various best practices of Salesforce allows you to manage your time more efficiently as well as increase your sales through better lead management and nurturing.</p> <p>For HR Managers as well as Sales Managers, understanding Sales Force is crucial in order to create best practices for your employees and ensure that leads are being properly cultivated and nurtured. Without proper use of Salesforce, leads will not get the necessary attention to hit quota and revenue goals. With Salesforce being the world’s #1 CRM, understanding the various features and customizations is an important skill-set for a variety of positions. This course is entirely online and is completed at your own pace. When you register, you receive six (6) months to complete this course.</p>	30

SABUSHR1	SHRM Learning Systems	This course includes application exercises that develop specific competencies and decision-making skills. SHRM Learning Systems offered in cooperation with the Society for Human Resource Management (SHRM) and is effective way to pursue your Professional Human Resources (PHR) and Senior Professional in Human Resources (SPHR) designation. This certification preparation program consistently beats the national pass rate.	12 - 40
SABUSHR2	SHRM-CP/SHRM-SCP	This course includes application exercises that develop specific competencies and decision-making skills. SHRM Learning Systems offered in cooperation with the Society for Human Resource Management (SHRM) and is effective way to pursue your Professional Human Resources (PHR) and Senior Professional in Human Resources (SPHR) designation. This certification preparation program consistently beats the national pass rate.	36
SABUUBB1	Understanding Business Basics	Looking back at business 10 years ago, 50 years ago, or even longer, it has not changed significantly. Technology has changed, our competition has changed, and our customers have changed. Business has not changed, but the way we do business has changed dramatically. Our customers and competition used to be across the street. Now, they can be anywhere in the world. Communication has gone from day, to hours, to minutes, or instantaneous. The need to act and react has placed greater demands on our businesses. A supervisor in today's business world must make not only the day-to-day operating decisions but is challenged by the big picture items such as: absenteeism, overtime, programs of the month, and more. Supervisors are faced with situations requiring snap decisions, armed with limited information, and unaware of the impact of these decisions. The second part of this course introduces individuals and teams to the realities of the business bottom line through a game-based business simulation. The simulation provides background information about the business setting as well as the opportunities to calculate financial metrics and engage in team competition. Throughout the competition, business concepts are related back to the participants' specific organization. This two-part course is designed for front-line and middle-level managers and supervisors. Benefits to your organization: 1. Increases level of professionalism and knowledge of managers and supervisors	12

SABUWSW1	Writing Skills for the Workplace	<p>Participants in the Writing Skills for the Workplace course will gain understanding of the differences between writing/speaking, common business writing mistakes, conventions in email/letter writing, and writing based on audience and purpose. Participants will also gain experience in the analysis of appropriate and inappropriate business writing formats and complete a personal writing assessment using an online tool. This course is designed for front-line and middle-level managers and supervisors.</p> <p>Benefits to your organization:</p> <ol style="list-style-type: none"> <li>1. Increases level of professionalism and knowledge of managers and supervisors</li> <li>2. Prepares participants to effectively deal with growth and change in your organization</li> <li>3. Provides job skills immediately applicable on the job</li> <li>4. Develops confidence in those entrusted with supervisory responsibilities</li> </ol> <p>This instructor-led course with reference materials and handouts focuses on the skills and tools needed to help managers and supervisors understand themselves and become more productive in the workplace. This course will focus on the learner and the ability to coach, mentor, and motivate employees in the workplace. The course begins with a pre assessment and ends with a post assessment to document learning.</p>	12
SAFECFP1	Confined Space Entry	This training provides information to establish employee proficiency in the duties required by OSHA Standard 1910.146(g) (3) and shall introduce new or revised procedures, as necessary, for compliance with	4
SAFECRN1	Crane Safety	Focusing on crane accidents and breakdowns, this class will address inspections and safe operation of slings and shop-operated power hoist equipment.	2
SAFEELE1	Electrical Safety	Students will be trained in and become familiar with the safety-related work practices required by OSHA Subpart S. The training requirements contained in Subpart S apply to employees who face a risk of electric shock that is not reduced to a safe level by the electrical installation requirements of 1910.303 and 1910.398. Arc Flash safety precautions are also covered.	4 - 8
SAFEFAC1	First Aid and CPR	Ivy Tech Community College is an American Heart Association Training Center offering two-year certifications in Heartsaver AED, Heartsaver CPR, Basic Life Support for Healthcare Providers and First Aid.	3.5 - 4.5
SAFEFAL1	Fall Protection	In 2008, the Bureau of Labor Statistics reported that 680 construction workers died on the job as a result of falls. Events surrounding these types of accidents often involve a number of factors, including unstable working surfaces, misuse of fall protection equipment and human error. This class aids in recognizing and	2
SAFEGHS1	OSHA GHS	You need to know the hazards of the chemicals you work with and are around everyday. The Hazard Communication standard is now enhanced with the Globally Harmonized System of Classification and Labeling of Chemicals, better known as Globally Harmonized System (GHS)	1

SAFEHAZ1	COT HAZMAT Awareness	Hazardous materials in transportation present unique challenges to emergency responders, emergency planners, enforcement personnel and other state and local government agencies. This class addresses hazardous materials transportation safety and security issues; offered in English or Spanish.	4
SAFEHAZ7	Lockout/Tagout	Training focuses on the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.	2
SAFELTM1	Lockout Tagout Maching Guarding	Focusing on the recognition of applicable energy sources, participants will learn the necessary methods for energy isolation and control.	2 - 3
SAFEMIN1	Surface Miners Annual Refresher	Annual refresher surface training is a Mine Safety and Health Administration required 8 hour course of instruction. Instruction of surface miners and miners at surface areas of underground mines will include the specific needs of the class participants. Completion of this course of instruction is required to continually be assigned work duties at our country's underground mines. This certification will remain valid for 12 months. MSHA: Part 48 – Section 48.28 – Annual Refresher Training for Surface Miners and Miners at Surface Areas of Underground Mines. Must be 18 years of age or older to enroll.	8
SAFEMIN4	New Miner Training-Surface P48	New miner surface training is a Mine Safety and Health Administration required 24 hour course of instruction, 8 hours of which will be used to introduce new miners to the potential work environment and potential mining or operation methods that can be expected. Completion of this course of instruction is required prior to being assigned work duties at our country's surface mines and surface areas of underground mines. This certification will remain valid for 36 months preceding employment.	24
SAFEMIN6	MSHA - Underground New Miner Pt. 48	New miner underground training is a Mine Safety and Health Administration required 40 hour course of instruction, 8 hours of which will be completed on-site by the participant's future employer. Completion of this course of instruction is required prior to being assigned work duties at our country's underground mines. This certification will remain valid for 36 months preceding employment. MSHA: Part 48 – Section 48.5 – New Miner Training for Underground Miners Must be 18 years of age or older to enroll.	32
SAFEMIN7	Surface Miners Annual Refresher	Annual refresher training is a Mine Safety and Health Administration required 8 hour course of instruction. Instruction of Part 46 miners must include changes at the mine that could adversely affect the class participants, and address other health and safety subjects that are relevant to mining operations at the mine. Completion of this course of instruction is required to continually be assigned work duties. This certification will remain valid for 12 months.	8

SAFEMIN8	New Miner Training for Miners Engaged in Shell Dredging or Employed at Sand, Gravel, Surface Stone	Part 46 – Section 46.5 – New Miner Training for Miners Engaged in Shell Dredging or Employed at Sand, Gravel, Surface Stone, Surface Clay, Colloidal Phosphate, or Surface Limestone Mines Must be 18 years of age or older to enroll. New miner Part 46 training is a Mine Safety and Health Administration required 24 hour course of instruction for workers of surface facilities under Part 46. The surface facilities of underground mines are excluded. Completion of a portion of this course of instruction is required prior to being assigned work duties at our country’s Part 46 mining operations. Upon completion of the full course of instruction, this certification will remain valid for 36 months preceding employment. Completion of training under sections 48.5 and 48.25 within 36 months of beginning work may be used to satisfy paragraphs (a), (b), and (c) of this section.	24
SAFENOI1	Noise & Hearing Conservation	On or off the job, this course gives understanding of the affects of noise and your ability to hear.	2
SAFEOSH1	10 Hr OSHA General Industry	Designed for safety personnel from any type of industry, this course addresses on-the-job safety and health work practices complying with OSHA regulations. Course completers will receive a 10-hour card from OSHA.	10
SAFEOSH2	10 Hr OSHA for Construction	Providing a variety of training on construction safety and health to entry level workers, this course emphasizes hazard identification, avoidance, control and prevention; offered in English or Spanish. Course completers will receive a 10-hour card from OSHA.	10
SAFEOSH4	30 Hr OSHA General Industry	Designed for safety and supervisory personnel from any type of industry, this course addresses on-the-job safety and health work practices complying with 29 CFR 1910 regulations. Course completers will receive a 30-hour card from OSHA.	30
SAFEPLA1	Plant Safety and Environmental Toxicology	This is a basic course on “Plant Safety and Environmental Toxicology”. It provides an overview of proper safety practices as applied in environmentally hazardous areas. A brief review of a broad area of Hazardous Materials and proper safety procedures is given.	4
SAFEROB1	Operator Robotics	Instruction in safe robotics operations for operators.	11.25
SAFETRU1	Powered Industrial Trucks	Providing information for safe operation of powered industrial trucks, this course precedes the on-the-job evaluation necessary to comply with 29CFR 1910.178(l).	2 - 4

SUPVCMG1	Conflict Management	<p>When you deal with people there will be conflict situations, this is normal. The key is to recognize when conflict is occurring and take steps to manage it. This course covers the basic steps to managing conflict and conflict resolution. First and foremost is to recognize when conflict is occurring. It is not always as obvious as a shouting match. Once the conflict situation is confirmed, understanding the behavior of the parties involved and communication are the key elements in starting the resolution process. Successful resolution involves exploring options, choosing one, and evaluating the results. While not always possible, a successful resolution should allow all parties to go away feeling like winners. This course is designed for front-line and middle-level managers and supervisors.</p> <p>Benefits to your organization:</p> <ol style="list-style-type: none"> <li>1.Increases level of professionalism and knowledge of managers and supervisors</li> <li>2.Prepare participants to effectively deal with growth and change in your organization</li> <li>3.Provides job skills immediately applicable on the job</li> <li>4.Develops confidence in those entrusted with supervisory responsibilities</li> </ol> <p>This instructor-led course with reference materials and handouts focuses on the skills and tools needed to help managers and supervisors understand themselves and become more productive in the workplace. This course will focus on the learner and the ability to coach, mentor, and motivate employees in the workplace. The course begins with a pre assessment and ends with a post assessment to document learning.</p>	1 - 7
SUPVCOA2	Coaching	<p>The fundamental concepts of directing, coaching, supporting, and delegating will be presented in terms of Situational Leadership® with a focus on application for personal self-development. The participant will be introduced to techniques for giving and receiving feedback in a coaching role.</p>	4
SUPVCON2	Conflict Resolution in the Workplace	<p>The primary objective of the course is to spot and discover potential conflict and understand the various types of conflict. Key skills learned in this course will be that each of us defines conflict based on the intensity or degree of conflict. A discussion of the causes of conflict consists of personal, structural, external and other forms are presented. Common goals of the course are to separate the individual from the issues. The steps to conflict resolution (CR) are defined and options for CR range from open discussion to imposed litigation results. The role of the mediator is presented as an alternative for problem solving a collaborative result.</p>	3 - 4
SUPVDDI1	DDI Resolving Conflict	<p>This course teaches leaders how to approach and resolve conflict among others. These skills/techniques can be applied when: Differences of opinions between two or more individuals escalate to a level that negatively affects (or might affect) productivity, quality, service, morale, or working relationships, requiring the team/department leader to intervene to resolve the conflict. Resolving it, you can lead them on the path of discovery.</p> <p>Prerequisites: DDI Essentials of Leadership</p>	4

SUPVDDI14	DDI Coaching for Peak Performance	<p>Effective coaching is one of the most important drivers of team member performance. Whether leaders are guiding people toward success in new or challenging situations or helping people improve or enhance their work performance, their ability to coach and provide feedback makes the difference between mediocrity and high performance.</p> <p>By helping learners understand the importance of three coaching techniques and how to effectively handle both proactive and reactive coaching discussions, this course helps leaders have more effective and efficient interactions.</p>	4
SUPVDDI23	DDI Your Leadership Journey	<p>Making the transition from individual contributor to leader is both exciting and challenging. Unfortunately, we often promote individuals based on their hard work, and they struggle because being a leader is a career change, not just a slight shift in the work they do.</p> <p>This course arms a new or prospective leader with the knowledge and skills they need to confront the challenges they face early in their leader career. The course encourages the learner to think about the transitions that newer leaders face and how to handle those challenges. They are introduced to three leadership differentiators that are most important to building a positive reputation as well as contributing to the organization's success.</p>	4
SUPVDDI27	DDI Communicating for Leadership Success	<p>Organizations need leaders who can do more and be more in order to succeed in today's complex environment. They need frontline leaders with strong interpersonal skills who can get things done by mobilizing and engaging others.</p> <p>This foundation course for most Interaction Management® courses helps leaders communicate effectively so they can spark action in others. The course teaches leaders the interaction essentials they need to handle the variety of challenges and opportunities they encounter every day in the workplace and beyond.</p>	3
SUPVDDI28	DDI EmbracingChange	<p>Your Role in the Business of Change: Teams find and identify best practices for implementing change. Participants are introduced to four common reactions to change and the importance of moving people toward embracing it and discuss the benefits of drawing out resistance and the importance of seeking reactions and feelings (a Change Accelerator). The Personal Needs of Change: Facilitator explains the critical role of Key Principles in meeting personal needs during change, particularly Empathy and Involvement. Learners practice using skills to respond in real time to people resisting change. Regaining Control: Learners identify an aspect of their change situation that can be controlled or influenced in an effort to help their team members gain control (a Change Accelerator). With a partner, they determine how they can influence a no-control factor using one of the Change Accelerators. A Model for Change: Facilitator leads a discussion on how leaders can use the Change Accelerators with the Interaction Guidelines to meet people's practical needs in change discussions.</p>	4

SUPVDDI32	DDI Delegating With Purpose	Delegation is a critical skill for leaders in today's "do more with less" business environment. Fewer resources, changing motivations, virtual employees, and global workforces are just a few of the challenges leaders face as they attempt to meet ever-increasing workplace demands. In this course, leaders learn the skills they need to address these challenges, gain the commitment of team members, develop individual skills and abilities, and enhance the overall capability and capacity of their teams and, ultimately, the organization	5
SUPVDDI38	DDI Building and Sustaining Trust	What does trust have to do with business success? Everything. Trust is directly linked to employee engagement, retention, productivity, and innovation. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to team and organizational success. This course introduces Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common Trust Breakers that can erode or quickly break trust. Applying these skills to build trusting relationships enables people to take risks, identify and solve problems, and collaborate to achieve business results.	4
SUPVLEA11	Expectations of a Leader	This seminar is designed to provide an overview of leadership. The concepts of leadership will be focused on the interpersonal skills that provide the foundation for effective leadership behavior. An emphasis on leadership skills, goal setting, and techniques for managing stress for use in personal and professional roles will be presented in an interactive format.	2
SUPVLEA15	Leadership Development in Manufacturing	This leadership program was designed for 1st line leadership. The overall objective of the 3-day training is to help new leaders to make the shift from individual performers to supervisors and ultimately advancing their careers. The training is experiential, instructor-led and highly interactive. The following are the key modules: What is a leader – The difference between individual performer, supervisor, and manager; Roles and Responsibilities: how to transition from individual performer to a supervisor/manager Know You – Focused on Self-Awareness using the Meyers Briggs Type Indicator (MBTI) assessment. Activities throughout the 3 days include how to "flex" your DNA to be the most effective in your leadership skills. Build Trust – What is trust, how to build trust with individuals and your team, Recognition and how to give it and how rebuild trust which it is broken Ready for Change – This module focuses on the importance of a leader to embrace change and to help the team to be a thriving organization Communication – The module is developed to help leaders to improve and hone their communication skills particularly listening and questioning which is an essential skill in coaching for improvement and delivering effective feedback The 3-day training is highly engaged and impactful.	12 - 28

SUPVLEA8	Achieving Leadership and Supervisory Excellence	This course is designed to provide the skills and knowledge necessary for first time supervisors to become seasoned and experienced leaders through adaptable and modular training.	42
SUPVMSI2	Management and Supervisory Institute version 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, organization, and motivational skills to effectively get the job done through other people. MSI 2.0 provides manager and supervisors professional development training in communication, leadership, interpersonal skills, and managerial performance.	105
SUPVMYP1	How To Manage Your Priorities	This program will provide basic guidelines to enhance project management, identify time wasters, prioritize our goals, and learn the important tool of delegation. It has been said that time is the "great equalizer". In the workplace, there are a number of time wasters that can control our workday. Recognizing and eliminating some of these time wasters will provide increased planning and productivity. How to Manage Your Priorities is a half-day workshop combining lecture, instructor-led role playing assignments, and visual presentation.	2 - 4
SUPVSUP1	Achieving Supervisory Excellence	Frontline Leaders are critical to your organization's success. Are they trained to meet the challenges they will face? Achieving Supervisory Excellent (ASE) provides a structured and comprehensive overview and skills training program for first-time and seasoned supervisors.	56 - 80
SUPVSUP6	Supervisory Essentials	Supervisors and current employees need strong technical skills, and often businesses neglect to equip their people with the next level of skills needed to lead the workforce, assume new levels of responsibility, and become exceptional leaders. Supervisory Essentials trains supervisors to model behavior that will develop organizational change. It provides supervisors with the following skills: understanding their own behavioral style and how it affects their performance, gives the individual a 'big picture' perspective of business operations, Exposes the individual to the tools that enable increased productivity, provides an overview of HR law, which allows them to understand the impact and liability of their decisions, instills confidence to handle conflict and to coach and motivate employees, provides facilitation skills for helping to conduct meetings to achieve maximum results, and increase appreciation of diversity and its value within the organization.	36
SUPVTEA1	Team Building	Teamwork is a main focus of any successful company, and a key role for every leader is to never stop building a team environment within his or her organization. This Teambuilding workshop helps students create a level of teamwork awareness, not only in management, but also in every member of the team. During this workshop, students discover ways to uncover the potential of their organizations and employees by fostering a team approach to daily operations and planning.	2 - 3

TRDLAVI1	Aviation Flight	The student will obtain the knowledge, skill, and aeronautical experience necessary to meet the requirement for a pilot certificate with an airplane category rating and a single-engine land class rating.	64
TRDLAVI2	Introduction to Aviation Technology	Provides the student the opportunity to develop an understanding of various aspects of the aviation industry to include general regulations and laws associated with the field. Included is an overview of aviation field and all employment opportunities. Students will also learn of the departments associated with an airport and their impact on the industry as a whole.	46
TRDLAVI3	Aviation Weather Services	An introduction to the aviation weather service program. Course includes the National Weather Service, Flight Service Stations, International Civil Aviation Organization, and analyzing and interpreting of weather reports and maps	90
TRDLCDL1	CDL A	The CDL-A Truck Driver Training program is designed to prepare students for the Indiana CDL examination. Driving time included over-the-road and range instruction, utilizing a one-on-one delivery.	82 - 224
TRDLCDL10	CDL Prep Drive Time	CDL Drive Preparation prepare students to obtain a CDL Class B or A License.	4 - 80
TRDLCDL2	CDL B Class	The CDL-B Truck Driver Training program is designed to prepare students for the Indiana CDL examination. Ivy Tech is partnered with SAGE Technical Schools to provide CDL training based on the renowned curriculum of the Professional Truck Drivers Institute (PTDI).This curriculum will act as the basis for national standards and rules for truck driver training schools. Driving time includes 24 hours of over-the-road and range instruction, utilizing a one-on-one delivery.	80
TRDLCDL5	CDL Class A TTD 40 Refresher	This is refresher training for students that already have a class a license but either has not used it within a year OR they have less than 1 year of documented driving experience. This program DOES NOT include a road test or permit fees because the student is required to already have a Class A license. The student MUST have a DOT physical and a drug screening to be permitted into a SAGE truck. The 40 hour program consists of 20 hours in classroom covering the entry level training, pre-trip inspections and general knowledge/FMCSR rules-regulations upgrade. The program also consists of 20 hours behind the	40
TRDLCDL9	CDL Class B	85 hour Class B CDL Truck Driver Training	85
TRDLFMC1	Federal Motor Carrier Entry	This course contains the requirements established for Entry Level Commercial Drivers y the Federal Motor Carriers Association. Students will participate in classroom instruction as well as vehicle evaluation per student. Training certifications include: (1) 380.5 Entry Level Driver; (2) Defensive Driving for Professional Drivers; (3) 391.31 Road Certificate.	10

TRDLLOG1	Logistics Readiness Cert	<p>There is a foundational level of knowledge and skills that front-line workers in supply chain logistics should understand. To remain competitive, logistics-related companies increasingly need a flexible, knowledgeable, problem-solving workforce. This means workers that can keep pace with rapid changes in technology and processes, be easily trainable, and work in a global environment. These workers must also be competent in the critical work activities common across all facilities within the supply chain: safety, quality control, communications, teamwork, good workplace conduct and familiarity with the key computer systems that underpin supply chain operations.</p> <p>In 2008, logistics industry subject matter experts identified skills standards for two levels of certification. The first is the Certified Logistics Associate (CLA), based upon the individual's command of the foundational knowledge and skills.</p> <p>Students will also participate in a portion of the College's interactive HIRE Camp devoted to the discussion and enhancement of soft skills education. The Secret Life of an Exceptional Employee module helps participants better understand integrity, trustworthiness, attitude, cooperation, reliability, flexibility, adaptability, and motivation and how they impact job performance.</p> <p>Each participant will sit for the national CLA exam which is administered through the Manufacturing Skill Standards Council (MSSC). He or she will also participate in a WorkKeys assessment based upon a predetermined occupational profile within the Logistics industry. Participants will be assessed in four key categories: Applied Math, Locating Information, Observation, and Reading for Information.</p>	48
TRDLPIL3	Private Pilot Theory	<p>Ground school knowledge required for certification as a private pilot with an airplane single engine land rating, Areas of study include aerodynamics, aircraft systems, performance, weight and balance, physiology, regulations, cross country planning, weather, and decision making skills.</p>	135
TRDLTRK1	Heavy Duty Diesel Power Truck Technology	<p>This course is designed to introduce and increase the knowledge of Students in the field of Diesel systems mechanics from bumper to bumper of Heavy Duty Trucks. The Diesel Power Technology course will be split into three different areas which cover many aspects of Medium and Heavy-duty Equipment. One being the basic design and nomenclature for the diesel engine. Students will learn Fluid Power Basic that will cover the hydraulic repairs and rebuilds. Attendees will also learn Start and Charging Systems basics of maintenance troubleshooting. Students will also be introduce to other areas such as; Heavy Duty Brake Systems, Diesel Fuel Systems, Heavy Duty Chassis Systems and Alignment, Mobile Air Conditioning, Engine Overhaul, Transmissions, and Power Train.</p>	720

WORKABE1	Adult Basic Education	An open entry/ open exit program designed to assess and academically challenge students in adult basic education starting with reading (basic literacy skills, reading simple material on familiar subjects, and reading comprehension on simple and compound sentence structure with familiar vocabulary), writing (basic survival needs and personal communication skills for the adult learner), and math (basic number sense and solving problems skills, including place value and whole number operations). Instruction will continue into advanced topics in reading, writing and math based on the student's educational functioning level and test scores with a goal of 1. Moving up one level (an improvement of two grade levels) as measured by the TABE; 2. Moving up one level in all areas assessed from the Adult Learning Plan (ALP), 3. Achieving a GED.	40 - 170
WORKAST4	American Society for Training & Development Facilitating For Excellence	You will learn how understanding of adult learning principles and proper practice and preparation are the key to successful facilitation. Participants will learn how to foster learner engagement and enthusiasm, address the needs of all learning styles, leverage effective questioning techniques, and manage participant behaviors to lead impactful sessions. ASTD Certificate Programs are learning events and a certificate is awarded to participants upon successful completion of the program. No test is given and participants are not certified. Certification is a testing event that confirms that skills, knowledge, or competencies have been acquired.	8
WORKDEF2	Self-Defense Basics	Learn easy and effective techniques to defend yourself against potentially dangerous situations. Discover valuable tips on how to increase your awareness of surroundings.	3
WORKDIV1	Diversity for All Employees	All Employees is a half day workshop combining lectures, video presentations, and instructor-lead role playing assignments.	4
WORKDIV9	Diversity Excellence Lead Styl	The more effectively people can interact and work through differences, the higher the probability they will choose to contribute to the process. In this module, participants learn the connection to differences and conflict while determining their leadership and conflict management styles.	4
WORKDRI1	Alive at 25	The Defensive Driving Course (DDC) Alive at 25 specifically targets drivers between the ages of 16 and 24-- the group of drivers most likely to be involved in fatal collisions. This highly effective program encourages young drivers to take responsibility for their driving behavior. Information is presented in a non-lecture, interactive format featuring two video presentations, Real Streets and Real People. Indiana Driver License holders who successfully complete this course are granted a 4 point credit by the Indiana Bureau of Motor Vehicles.	4
WORKESL1	English As Second Language	Prior to the start of the ESL course, Ivy Tech will utilize the nationally recognized Comprehensive Adult Student Assessment System (CASAS) tool to gauge placement and assist in program development. The CASAS test will consist of a listening, writing, and reading test as well as an oral interview. The ESL course will be based on the assessment of participants. The objective will be to develop basic vocabulary for oral communication, listening comprehension, and will introduce reading. Participants will also be encouraged to bring materials from their work environment for use in the classroom.	20

WORKGRA2	Grammar Refresher	Grammar Refresher	8
WORKHAR1	Discrimination and Harassment Prevention	This training is designed to increase employee awareness of behaviors that can be considered harassment and unacceptable in the workplace.	4
WORKIVY2	Professional Presence	This course provides students with the opportunity to develop a professional presence in business and social settings. Topics include professional communication, proper etiquette and job attainment skills.	1
WORKMAT6	Technical Math I- Algebra	Present an overview of pre-algebra and algebra topics which are useful in the tool making trade. Concentrate on basic operations with fractions, decimals, and integers, conversions, percentages,	36
WORKQUE1	StrengthsQuest	Learn how to lead and support others as you discover your strengths and apply your talents to achieve academic and personal success.	4
WORKSAT1	SAT Preparation	SAT Preparation	6 - 8
WORKSHW1	Sexual Harassment in the Workplace / Anti Harassment Training	Do you know what a sexual harassment lawsuit could cost your company? Too many employers have found out the answer to that question the hard way. Sexual Harassment in the Workplace is designed to insure that everyone in the organization is aware of the right and privilege of working in a harmonious, peaceful workplace, free of unwelcome conduct of a sexual nature.	3 - 4
WORKSHW2	Sexual Harassment Awareness	This training is designed to increase employee awareness of behaviors that can be considered harassment and unacceptable in the workplace.	1 - 2
WORKSOF1	Soft Skills Solutions	The goal of the program is to provide the skills necessary for entry level employees to be targeted for growth positions in the future. The skills taught in this program are those most commonly identified by employers to be lacking in the workforce: teamwork, communication, critical thinking, and time management.	6 - 24
WORKSPA10	Workplace Spanish for Supervisors	Workplace Spanish for Supervisors	15
WORKSPA21	Workplace Spanish for Courts	This course was developed for Indiana court clerks, deputy clerks, administrators and court staff, this course enables communication with Spanish speakers about court operations and communication, crimes and traffic court. No grammar, no rules, no prior Spanish experience necessary.	24
WORKSPA4	Workplace Spanish	Workplace Spanish® is a short-duration, command-specific language development course that is specific to your identified need. Rather than grammar and rules, you will learn how to communicate simply, but effectively. Courses include; banking, inspectors, car dealers, government, construction, courts, customer service, firefighters and EMS, golf courses, health care, human resources, landscapers, manufacturing, pharmacy, police, real estate, restaurants, retailers and supermarkets, supervisors, teachers, tourists, and utilities.	16

WORKTWR1	Technical Writing	No matter how brilliant an idea, if it isn't conveyed clearly, its value is never realized. The Technical Writing workshop will help our participants develop conventional writing standards, make good writing choices, and deliver the appropriate writing style based on the audience. The content of the course can be modified to your audience.	8
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