Ivy Tech Community College

Skills Training

SPRING 2021

Indianapolis / Avon / Franklin / Greencastle
Lawrence / Mooresville / Noblesville / Shelbyville

Our Career Coaching and Employer Connections (CCEC) team is equipped to empower you with tools and resources to help grow your career and succeed in the workplace. (Career coaching may also be available for those who need guidance to discover their path.) Here are the open enrollment skills training opportunities for Spring 2021.

Business	**Hospitality**
Nursing	**Information Tech**
Adv. Manufacturing	

Registration Closes Two Weeks Before the Start Date of the Course Unless Otherwise Noted

CompTIA A+ Certification Testing

Instructor: Matt Pranger

Description: The CompTIA A+ Certification program prepares students for the CompTIA A+ 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 concepts of 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. Vouchers to take the A+ certification exam (220-1001 and 220-1002) are included pending the successful completion of the course.

CRN	Day(s)	Date(s)	Time	Mode	Cost
60148	Tuesdays	1/19/2021 – 4/27/2021	5:30-8:30pm EST	Hybrid	$2,500

Register by here or email Indianapolis-ccec@ivytech.edu for additional information.

LPN Refresher

Instructor: Angie Koller

Description: This course provides a comprehensive review of medical surgical nursing, pharmacology, dosage calculations, and clinical nursing skills and techniques. LPN Nurse Refresher also provides an opportunity for former LPNs to review and learn in a non-threatening environment enabling them to progress towards contemporary nursing practice. **This is not an NCLEX prep course.

CRN	Day(s)	Date(s)	Time	Mode	Cost
60180	Self-paced	Self-paced	Self-paced	Online	$599

Register by here or email Indianapolis-ccec@ivytech.edu for additional information.

RN Refresher

Instructor: Angie Koller

Description: This course provides a comprehensive review of Medical Surgical Nursing, pharmacology, dosage calculations, and clinical nursing skills and techniques. This course provides an opportunity for former RN's to review and learn in a non-threatening environment, enabling the student to progress towards contemporary nursing practice. **This is NOT an NCLEX prep course.

CRN	Day(s)	Date(s)	Time	Mode	Cost
60179	Self-paced	Self-paced	Self-paced	Online	$599

Register by here or email Indianapolis-ccec@ivytech.edu for additional information.

Nurse Refresher Skills Lab

Description: This course allows those in the nursing profession to practice their skills in a lab before reentry into the workforce. Participants will learn 17 areas of instruction, including: how to take temperature, blood pressure, suctioning, physical assessments, and mixing insulin in one syringe. Topics are presented in a step-by-step approach, with clear examples.

CRN	Day(s)	Date(s)	Time	Mode	Cost
60024	Saturday	2/6/2021	8am-5pm	Virtual	$315
60183	Saturday	4/3/2021	8am-5pm	Virtual	$315

Register by here or email Indianapolis-ccec@ivytech.edu for additional information.

MSSC Certified Production Technician

Instructor: John Shyrock
Description: The MSSC Courses examine four (4) content areas for production: Safety, Quality, Manufacturing Processes, and Maintenance Awareness. Students will be exposed to manufacturing concepts and actions that can produce higher quality products, increase productivity, achieve greater customer satisfaction, and assure a safe and healthy work environment. Each of the four areas are broken down with definitions, examples, and exercises. Practical examples are investigated and discussed. Capitalizing on a blended learning approach, students experience lectures, self-paced studies, on-line labs, and individual and group activities.

Course Objectives:
- Learn the history, global view, and economic impact of manufacturing
- Develop individual and group communication and problem-solving skills
- Learn manufacturing safety requirements and individual practices that assure a safe workplace
- Develop a broad understanding of manufacturing sub-industries and their related products, processes, challenges, and "best practices"
- Learn basic equipment/tool applications and safe operations
- Gain insight to maintenance practices
- Develop understanding of electrical, mechanical, and fluid power systems

CRN	Day(s)	Date(s)	Time	Mode	Cost
60175	Monday, Wednesday, Friday	2/1/2021 – 5/24/2021	10:00am – 2:00pm EST	Hybrid	$2,600

Register by here or email Indianapolis-ccec@ivytech.edu for additional information.

ServSafe Food Manager Certification

Description: The ServSafe program is the restaurant and food service industry's leading food safety training solution. ServSafe® is a nationally recognized food safety program developed by the foodservice industry. Indiana law requires foodborne illness protection training of at least one food manager per establishment. Registration one week before the class is required to receive the manual in advance. Two pieces of identification required to take exam including one photo I.D. with signature. An Exam is given following the end of class time.

- $155 non-member
- $145 Member

See dates/times and register for this class here.

SHRM CP/SCP Certification Prep

Instructor: Rhonda Foster

Description: Advance your Human Resources career by becoming a Certified Professional (CP) or Senior Certified Professional (SCP) from the Society for Human Resource Management (SHRM). The 2021 SHRM Learning System delivers the most comprehensive, flexible, and effective SHRM-CP and SHRM-SCP exam preparation. Designed using a proven approach for teaching adult learners, this system helps you understand, apply, and engage with behavioral competencies and HR knowledge through online modules and interactive study tools. The SHRM-CP course is designed for HR professionals with 1-3 years of experience, while the SCP class has been designed for those with 3-6 years of HR experience. This course is only an exam preparatory course. Students will need to register with SHRM to take the CP or SCP exam.

*Seating is very limited due to Covid-19 limitations for the in-person classroom experience.

CRN	Day(s)	Date(s)	Time	Mode	Cost
60144	Tuesdays	2/2/2021 – 6/1/2021	5:30-7:30pm EST	Virtual	$1,295
60145	Thursdays	2/4/2021 – 6/3/2021	5:30-7:30pm EST	In-person	$1,295

Register by here or email Indianapolis-ccec@ivytech.edu for additional information.

Questions?

Email: Indianapolis-ccec@ivytech.edu

Call: 317.921.4775

Website: ivytech.edu/indyccec