

WORKFORCE TRAINING AND PERSONAL ENRICHMENT CLASS SCHEDULE FALL 2011



ivytech.edu/northwest ♦ 219.981.4402



4 EASY WAYS TO REGISTER FOR CLASSES

Online: www.IvyTech.edu/register-now

Phone: 219-981-4402

E-Mail: jblockso@Ivytech.edu

Walk In: Ivy Tech Community College Gary Campus- South Bldg. - Room S106

Office Hours: 8 a.m. – 5 p.m. Monday through Friday

Fees

The course fees listed in this catalog are subject to change without notice. Payments are required at registration.

Changes & Cancellations

Every effort is made to conduct classes as scheduled, however, Ivy Tech reserves the right to cancel, postpone, or combine classes as needed.

Refund Policy

In order to cancel a registration, you must notify our office at (219) 981-4402 or 981-4430 at least five working days prior to the first day of class for a 100 % refund. No refunds will be issued the day of class. All refunds will be placed on the credit card that was charged.

Are you a subject matter expert?

Are you considered an expert at your job or have recently retired with years of experience? Ivy Tech is searching for local experts to share their technical knowledge with others. If you would like to explore teaching a class, we are accepting resumes from individuals interested in part-time teaching assignments.

Interested in Teaching?

Contact: Josephine Blockson, Continuing Education Coordinator
Ivy Tech Community College Northwest
Gary, IN 219-981-4430

jblockso@ivytech.edu

BUSINESS/MANAGEMENT

Introduction to Grant Writing

Have you ever said, “There out to be.....?” “Someone should ...”; “I wish we had...” Northwest Indiana residents have many good ideas for improving their communities through arts and entertainments, education, health care and family life opportunities. If you have a good idea for improving the quality of life in your neighborhood, we invite you to learn how to propose funding for those ideas through Ivy Tech Community College’s course, “Introduction to Grant Writing.”

The five session course includes opening Thursday evening sessions with **Harry Vande Velde III**, President of the *Legacy Foundation*, and **Jim McShane**, Executive Director of *South Shore Grants*, and an all-day Saturday workshop with **Beverly Santicola**, President and Training consultant for *US Government Grants* and founder of *CROPS Rural Health Network Center*. You will be introduced to the area non-profit organizations with which you can team up to develop and propose real grants for real funding for your real projects. Once you learn of the opportunities available for grant funding in the seven counties of Northwest Indiana, you’ll spend the final two sessions of the course putting together real grant proposals for those projects.

Valparaiso Campus

6:30p.m.-8:30p.m. Thursday Evenings, 9/15/11, 9/29/11. 10/13/11 and 11/3/11 and Saturday Workshop 10/3/11, 9:00a.m. – 3:00 p.m. \$99

COMPUTERS

Intro to Personal Computing

Learn the basics of working with Microsoft Windows 2007 operating system, including moving and resizing windows, creating and saving in folders, customizing the desktop, screensaver and more.

8:00 a.m. – 5:00 p.m. Thursday 10/6/11 \$82

Making the Most of Microsoft Word 2007

Go beyond basic word processing by learning advanced techniques in Microsoft Word.

6:00 p.m. – 10:00 p.m. Thursday 10/13/11 \$82

Using Microsoft Excel's Functions

Learn how Microsoft Excel functions work and explore how to use them through hands on practice.

6:00 p.m. -9:00 p.m. Monday 10/24/11 \$36

Everyday Computing (Microsoft Word/Excel)

Learn basic functions common to most computer programs; cut, copy, paste, spell check and more.

6:00 p.m.-9:00 p.m. Mondays 10/10/11-10/17/11 \$135

Making the Most of Microsoft Excel

Learn to use Microsoft Excel functions on the toolbar, as well as the IF, PMT and FV functions.

6:00 p.m.-9:00 p.m. Tuesday 11/10/11 \$82

Intro to Microsoft PowerPoint

Learn the basics of creating a PowerPoint presentation, including how to produce a slideshow that includes graphics and charts.

6:00 p.m.-9:00 p.m. Thursday 11/17/11 \$36

Intro to Microsoft Access

Learn the basic principles and terminology of the Access database, followed by hands-on experience creating and manipulating a table and table data.

6:00 p.m. – 9:00 p.m. Wednesday 11/9/11 \$45

Microsoft Access – Intermediate

Learn the basic principles and terminology of the access database, followed by hands-on experience creating and manipulating a table and table data.

6:00 p.m. -9:00 p.m. Wednesday 11/16/11 \$45

Microsoft Access – Advanced

Topics include sorting data, complex query definition, complex form design, advanced report generation, SQL, Visual Basic, HTML and Macros.

6:00 p.m. – 9:00 p.m. Wednesday 11/30/11 \$45

Independent Study ServSafe Certification Course or ServSafe Exam Only

This examination is one of only three exams that meet Indiana’s certification requirement of at least one food handler certified per establishment.

Please contact Mauritia Dodson at 219-980-7722 for information regarding ServSafe Courses.

FITNESS AND LEISURE

Ballroom Dancing for Beginners

Dance like a star by learning the most popular social dances. Learn new steps and combination in Foxtrot, Waltz, Rumba, Swing, and Cha-Cha. Impress your friends, spend quality time with your partner, and get a great workout...all while you learn American Social Ballroom Dancing.

Gary Campus

8:00 p.m. – 9:00 p.m. Fridays 9/16/11-11/18/11 \$175 per couple

Intermediate Ballroom Dancing

Catch the excitement with the next level of American Social Ballroom Dancing, Review, refine, and learn new patterns in Foxtrot, Waltz, Swing, Cha-Cha & Mambo/Salsa. Just in time for the Holidays. Be part of this interactive learning experience that will enhance your life.

Gary Campus

6:00 p.m. – 7:00 p.m. Fridays 9/16/11-11/18/11 \$175 per couple

Advance Ballroom Dancing

For couples with previous American Social Ballroom Dance experience (at least 2 years or more). Enhance your American Social Dance steps & style in this advanced level. Learn additional new dances while becoming more confident in your existing dance skills.

Gary Campus

7:00 p.m. – 8:00 p.m. Fridays 9/16/11-11/18/11 \$175 per couple

Cupcake Extravaganza

Cupcake recipes are wonderful inventions that help us to create our favorite cupcakes. Cupcakes are versatile little cakes that can be used for a casual birthday gathering or even a more glamorous affair. Cupcakes are only limited by your imagination however, in this class your imagination will be broadened by learning the following objectives. Baking techniques: Creaming Method, Two stages Method, Flour Batter Method, Scaling, baking and cooling and fillings etc. Decorating Techniques: piping, sugar, moldings, icing etc.

Gary Campus

9:00 a.m. – 1:00 p.m. Saturdays 9/10/11 – 9/24/11 \$145

Football Favorites

With Football season starting this class will focus on Sunday favorites to enjoy with your favorite football team. Basic grilling tips along with indoor cooking techniques for rainy days using a variety of meats and vegetables.

East Chicago Campus

9:00 a.m. – 12:00 p.m. Saturday 9/17/11 \$85

Fall Comfort Foods

The class will focus on fall comfort cooking with a strong emphasis on soups, stews and casseroles and hot and cold sandwiches.

East Chicago Campus

9:00 a.m. – 12:00 p.m. Saturday 10/29/11 \$85

Cooking With Kids

Would you like to have your child eating healthier and a great way to learn exciting ways to prepare healthy foods. We will share our kid-friendly recipes and encourage children to get involve with fun cooking tasks. This class will also introduce your child to make smart food choices using the new “My Plate” guide.

East Chicago Campus

9:00 a.m. – 1:00 p.m. Saturdays 10/1/11 – 10/22/11 \$95

Holiday Cooking

This class will focus on one main course meat and a variety of side dishes to enhance your main course as well as desserts.

9:00 a.m. - 12:00 p.m. Saturday 12/10/11 \$85

Holiday Cooking With Kids

No need to wait until December to enjoy the holidays! Bringing the kids in the kitchen is a great way to create some healthy holiday treats. Capture the spirit of Thanksgiving and Christmas with healthy appetizers, desserts, side dishes, or even a brunch meal. Children will also learn basic cooking skills that they can use at home.

9:00 a.m. – 12:00 p.m. Saturdays 11/5/11-12/3/11 (no class 11/26) \$95

International Cuisines

The course provides students with a comprehensive picture of cuisines found throughout the world. Through chef demonstrations and hands on cooking, students will explore the ingredients commonly used, cooking techniques, regional differences, and flavor principles of Europe, the Mediterranean, Asia, Africa, and the Americas.

Gary Campus

4:00 p.m. – 8:00 p.m. (Wed.pm) **OR** 8:00a.m. - 12:00 p.m. (Fri.am) 10/05/11-12/14/11 \$750

Zumba

The word “Zumba” is a fusion of a Colombian word meaning “fast moving” with the Latin word “rumba”, meaning “party”. Zumba is a Latin dance inspired fitness class; with easy to follow moves that anybody can do according to organizers. The routines feature interval training sessions that tone and sculpt your body while burning fat.

Gary Campus

6:00 p.m. – 7:00 p.m.	Mondays & Wednesdays	9/26/11–10/26/11	\$55
6:00 p.m. – 7:00 p.m.	Mondays & Wednesdays	11/07/11-12/07/11	\$55

HEALTHCARE/MEDICAL

Career Step Online Programs

Career Step is a leader in online allied health education and job training, preparation for the national certification and employment. Founded in 1992, trained over 60,000 students, A+ rating with The Better Business Bureau (BBB)

Career focused education and job training that includes real work practicum and software used in the workplace. Final exam simulates national certifications exams and tests a student’s preparation and proficiency. Program structure: core curriculum, employer provided job-training and industry-used software embedded into programs.

Pharmacy Technician (6months access, 285 hours)	\$1,805.95
Medical Administrative Assistant (6 months access, 200 hours)	\$1,209.95

Medical Coding & Billing Programs –

Inpatient/Outpatient Medical Coding & Billing (1 year access, 640 hours)	\$2,299.95
Outpatient Medical Coding & Billing (1 year access, 570 hours)	\$1,934.95

Medical Transcription Programs

Medical Transcription Editor (1 year access, 640 hours)	\$2,389.95
Medical Transcription (1 year access, 640 hours)	\$1,889.95

Health Information Technology Certificate

Health Information Technology is a demanding, growing profession that requires specialized skills. As working, professionals with a background in either Healthcare Information Technology, you are eligible to participate in a 6-month online training program in a collaborative partnership between Ivy Tech Community College/Tri-C, sponsored by the Midwest Training Consortium – a product of the Office of the National Coordinator.

Programs:

- Practice workflow and information management redesign specialists
- Clinician/practitioner specialists
- Implementation support specialist
- Implementation managers
- Technical/software support staff
- Trainers

Curriculum:

- Completed within six months
- Curriculum development based on regional groups of faculty from leading universities.
- Mostly online (approximately 12 required hours of face-to-face class time).

Enrollment: To apply for training in this program, and dual enrollment to Tri-C (Cuyahoga Community College) and Ivy Tech, potential students need to complete an online application. New cohorts begin monthly and a background check is required.

For More Information: Visit www.ivytech.edu/hit-training or contact 1-888-999-3639.

Dementia Care Specialist Certification (DPC)

The Dementia Care Professional Certification (DPC), offered by Ivy Tech Community College-Northwest in association with the Alzheimer's Association of Greater Indiana, addresses the continuing education needs of health care professionals in their efforts to deliver high quality dementia care. To earn the DPC, a total of 40 hours of course work comprised of 9 individual courses is required.

Class schedule, Location and Fees TBA - Please contact Josephine Blockson at 219-981-4430 or jblockso@ivytech.edu

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.

Understanding Dementia

This course is designed for health care professionals who are either new to the health care industry or who are unfamiliar with dementia and Alzheimer's disease. The session begins with an overview of dementia and the disease will be covered. Medications and non-pharmacological forms of treatment will also be addressed.

Effective Communication

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

Problem Solving & Challenging Behaviors

The challenges behaviors of agitation, both aggressive and non-aggressive, are explained. Potential solutions and techniques are presented, with specific emphasis on topics such as combativeness, incontinence, sexuality, and wandering.

Physical Health and Safety

The course explores classification of medications and how to identify adverse reactions. Nutrition and hydration are addressed as well as goal setting and identifying strategies for care giving when changes in eating behaviors occur. Effective care planning to include preventative measures for falls and wounds will be addressed.

Activities of Daily Living

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

Strategies for Creating Better Care Environment

The potential of the physical environment to play an active role in shaping and supporting independence, stimulation and quality of life for individuals with Alzheimer's disease and related dementias will be explored in this course. Special emphasis will be placed on principles behind design and the importance of utilizing the environment as a therapeutic tool.

Managing Activities

This course addresses the use of activities throughout the day that are individualized for those with dementia. Tips, techniques, and examples will be used to provide a meaningful exploration of the possibilities that activities provide in allowing residents to lead the fullest life possible. Individual and group activities as well as environmental design will be emphasized.

Directing an Alzheimer's Unit

This training is designed specifically for the unit manager, staff educator, and administrator. A review of Alzheimer's disease and care practices, administrative practices, educating staff, regulations, and way to reduce deficiencies will be covered.

LANGUAGES

American Sign Language – Bravo Level 1

The Bravo ASL curriculum teaches the basics of conversing in sign language and helps individuals gain broader sign language experience.

6:00 p.m.-8:30 p.m. Wednesdays 10/6/11-10/26/11 \$100

American Sign Language Bravo Level 11

This is a continuation of the study of American Sign Language using the Bravo series for conversational signing and studying grammar and linguistics.

6:00 p.m. – 8:30 p.m. Tuesdays 11/01/11-11/22/11 \$100

Online Medical Spanish

This online course is design for the medical practitioner who needs to communicate with the area's Spanish-speaking residents.

Online 9/21/11 \$99

Online 10/19/11 \$99

MANUFACTURING

Introduction to Programmable Logic Controllers (PLCs)

This course includes your very own PLC Instruction Component Set specifically designed to provide self-study learners a hands-on training experience.

Programmable logic controllers (PLCs) are increasing in use and all PLC technicians must be familiar with the fundamentals of programming, application, and troubleshooting. This class provides a solid foundation in PLC theory, installation, programming, operation, and troubleshooting.

At Home on Your Own Computer 9/12/11- 12/17/11 \$950

notification is provided two weeks before the start of class. The transmission and tools necessary for the course are provided along with all printed materials. Students will not be able to keep the in-class transmissions or tools unless they bring their own. Enrollment is limited to 8 students.

East Chicago Campus

8:00 a.m. – 12:00 p.m. **OR** 4:00p.m.-8:00p.m.Tuesdays 10/04/2011-10/25/2011 \$600

PERSONAL ENRICHMENT

Digital Photography

Learn how to get the most from our point and shoot digital camera. Topics covered will include shutter speeds, apertures (f/stops) selective focusing, composition, depth of field, and workflow (limited and basic Photoshop skills).

Gary Campus

9:00 a.m. – 12:00 p.m. Saturdays 10/15/2011-11/5/2011 \$89

Finding Your Voice with Darlene M. Washington

This course is for beginning/intermediate writers. It is designed to help them find and get comfortable writing in their voice. Students will learn to:

- ❖ Write using their voice in whatever person they choose
- ❖ Write creatively using everyday instances which drive their story
- ❖ Take 10 pages of their best writing and re-write it in their new found or revised voice
- ❖ Learn how to get in touch with their creative characters
- ❖ Learn how to take fact writing and turn it into creative flow
- ❖ Learn how to listen to opinions without losing their voice
- ❖ Learn how grammatically correct isn't creative writing, while using complete sentences instead (Dialect)
- ❖ Use Perception vs. Reality (Judging book by its cover, voicing opinions)
- ❖ Find their audience

- ❖ Listen to music (tempos, tone, voice)

The end result of this course will be a newfound comfort level writing in your own voice.

9:00 a.m. – 11:00 a.m. Saturday 10/01/11-10/29/11 \$60

The Art of Interviewing

In this workshop learn about all the phases of interviewing...from researching the company and preparing for the initial introduction to the vital follow-up process.

6:00 p.m.-8:00 p.m. Wednesday 11/7/11 \$30

Imaging and Dress for Success Class

In this workshop learn about principles of self imaging and acceptable standard, how to shop on a budget, organizing a wardrobe, basic accessorizing skills and good grooming and hygiene

6:00 p.m. – 8:00 p.m. Thursday 11/03/11 \$30

Ed2GO Online Learning

Ivy Tech Community College and Ed2go offer a wide range of highly interactive courses that you can take entirely over the internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Courses include computer applications, digital photography and video, web graphics and multimedia, healthcare, nutrition and fitness, person enrichment, and more. Go to www.ed2go.com/northwest for a complete listing of courses and prices. All materials will be made available to you over the World Wide Web unless otherwise indicated. Most courses are only \$99 and run for six weeks! A new section begins every month.

www.ed2go.com/nwivytech

It is east to get started:

1. Visit ed2go.com/nwivytech
2. Select the Enroll Now button, once you have chosen the course you are interest in
3. Follow instructions to enroll
4. Choose a username and password that will grant you access to the Classroom
5. Begin the course on its start date, by returning to www.ed2go.com/nwivytech
6. Click the Classroom link.
7. Log in with you username and password

Gatlin Education Online Learning

Ivy Tech Community College and Gatlin Education Services brings you up-to-date online career training in high demand fields. Our self-paced courses are available 24-hours a day. Courses are available in healthcare and fitness, business and professional, IT and software development, management and corporate, media and design, hospitality and skilled traders and industrial.

All you need is Internet access, a computer, and a desire to learn. A team of online professionals, flexible scheduling, and educational textbooks provide a relevant, interactive learning experience. Costs and class hours vary. Programs usually take three to six months to complete. Go to www.gatlineducation.com.ivytech.northwest for a complete listing of courses and prices.

SPECIAL PROGRAMS

Defensive Driving Course Four (DDC-4) Program

Ivy Tech Community College is an affiliate of the National Safety Council (NSC) and offers the Defensive Driving Course Four (DDC-4) program in Northwest Indiana. Individuals completing the course will receive a four point credit on their Indiana state record. **Classes are held every second Saturday of the month.** Registration begins at 7:30 a.m. -8:00 a.m., Class starts at 8:00 a.m. sharp and runs until 12:30 p.m. Classes are located at the Gary Campus. The cost of the course is \$55.00; you must bring your License or State ID

Please call (219)981-1111 ext. 2298 for recorded information.

With enough interest, any course can be run from any of our regional community campuses. If a class is not offered in your area, or if you have a suggestion for us, please give us a call.

CONTINUING EDUCATION REGISTRATION FORM

The following information is to be completed by the student. Please print legibly.

Social Security Number _____ - _____ - _____ Date of Birth ____/____/____

Last Name _____ First Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ - _____ Cell Phone(____) _____ - _____ County _____

E-Mail _____

Employer _____ Work Phone (____) _____ - _____

Fax Number (____) _____ - _____

Employer Address _____

City _____ State _____ Zip _____

(please check one) Sponsored _____ Reimbursed _____ By Whom? _____

Course Number	Course Title	Credit/Contact Hrs.	Day(s)/Time	Fee (s)
Total Due:				

To the best of my knowledge, the above information is complete and accurate. In case I am injured, I authorize the officials of the College to take the necessary actions to save my life. Additionally, I agree to comply with the practices of Ivy Tech. I understand that if I knowingly provide false information, my enrollment may be revoked. If for any reason my fees and charges are not paid for by financial aid or a third party, I promise to pay to the order of Ivy Tech Community College the full amount of the balance due upon request. It is understood that costs incurred in the collections of a delinquent account, including collection and attorney fees, shall be added to the balance of the delinquent account. It is also understood that lack of payment may result in being withdrawn and/or prohibited from registering for future terms.

Student Signature _____ Date ____/____/____

Term _____ Campus _____ Program _____ Specialty _____ Degree _____

Signature _____ Program Advisor

Input by _____ Date ____/____/____ Amount Due \$ _____

Payment by phone or mail:

Check (Please make checks payable to Ivy Tech Community College)

Debit Card MasterCard Discover Invoice Third Party

