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## **Workforce and Economic Development**

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## **Winter 2006 Schedule of Classes**

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## **DEVELOPING A WORKFORCE**

The Workforce & Economic Development (WED) division of Ivy Tech Community College Northwest creates and delivers customized training on-site or at one of our four regional campuses located in East Chicago, Gary, Michigan City and Valparaiso. We continue to monitor and develop programs that fit the unique needs of the northwest Indiana workforce.

Because of our success in workforce training, the governor of Indiana and the General Assembly have singled out Ivy Tech for a bold and unique assignment—to be the primary instrument for workforce development in the state. We are to be a key contributor to economic development by preparing more highly skilled and technically competent workers for the more rigorous, ever-changing demands of the job market. Drawing on the vast resources of the College, virtually any type of training can be developed.

The WED staff provide customized training, professional development and evaluation services. No project is too big or too small. Whether its quality training, industrial maintenance training, apprenticeship training or training in the latest computer software, we can customize a successful training program for your company.

Services offered include:

- Customized training
- Workforce Certification Center
- Apprenticeship Training
- ACT Center for training and evaluation
- CLEP Center for college credit by exam

We offer high quality training and educational services at a reasonable cost, with flexibility and fast turnaround. Contact our office today at (219) 981-4402 and let us take care of your training needs.

### **Workforce & Economic Development Staff**

Bill Thon, Executive Director, [Ext. 4828](#)

Julie A. Malkowski, Secretary, [Ext. 4402](#)

Brenda A. Cole, Workforce Certification Center Coordinator, [\(219\) 476-4722](#)

Mark R. Lewers, Workforce Certification Center Manager, [Ext. 4442](#)

Karen Orosz, Manager, [Ext. 4947](#)

Marcos Rodriguez, Jr. Apprenticeship Coordinator, [Ext. 4948](#)

Terry L. Smith, Manager, [Ext. 4445](#)

## **CONTINUING EDUCATION PROGRAM—CHANGING LIVES**

When most people think of education, they think of something that ends with a diploma. The implication is that there is an end. At Ivy Tech Community College of Indiana, education is something that doesn't end with the completion of a degree. It is something that benefits you throughout your life. As you make plans for your busy schedule, take time out for yourself. Pursue something that will enhance your skills or something that you've always wanted to do. Ivy Tech's Continuing Education program has something for you—classes that will expand your world and delight your mind. Join others in the community that has discovered the joy of lifelong learning at Ivy Tech.

Good luck,

The WED Staff and Faculty

### **PROFESSIONAL DEVELOPMENT**

In today's competitive business environment, it is becoming more important than ever to continue to gain new skills. Ivy Tech's Department of Workforce and Economic Development and its Continuing Education Program is the place to go to receive training that will give you the edge as you prepare to seek promotions or even a new, exciting position.

Professional development courses at Ivy Tech will take only a small amount of time from your busy schedule, but will still provide big returns. Many of our professional development courses help you prepare for required certifications or continuing education units such as: the ServSafe® Sanitation training, and continuing education units (ceu's) for funeral directors. These professions, among others, are required by their respective Indiana laws to earn continuing education credits to maintain their professional licensure. They also give you the advantage of networking with other professionals who face similar challenges in the workplace.

Take time out to improve your career skills this semester. Learn how you can advance your career, while experiencing the positive features of professional skills advancement at Ivy Tech.

### **CERTIFICATION RENEWAL UNITS (CRU'S)**

Ivy Tech Community College of Indiana is an approved provider of Certification Renewal Units (CRUs), which are required for Indiana master's degreed teachers to renew their state teaching licenses every five years. We offer a variety of credit programs as well as non-credit classes. Teachers interested in learning more information about CRU's contact (219) 981-4402.

## IACET CERTIFIED PROVIDER



Ivy Tech Community College has been reviewed and approved as a Certified Provider of continuing education and training programs by the International Association for Continuing Education and Training [IACET Certified Provider #102670]. Courses are taught through a variety of methods including lectures, workshops, and lab activities. There are no admissions requirements for enrollments in continuing education courses unless specified. For more information, call (219) 981-4402.

Ivy Tech is an approved sponsor of continuing education units (ceu's) for funeral directors. For more information, contact Rick Soria at (219) 392-3600.

## DEFENSIVE DRIVING COURSE FOUR (DDC-4) PROGRAM

Ivy Tech 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 driving record. Call (219) 981-1111, ext. 2298 for recorded information.

## VETERANS' AFFAIRS (VA)

The Indiana Department of Veterans Affairs' (VA) has approved several Ivy Tech-Workforce and Economic Development (WED) programs for GI Bill educational benefits. If eligible, you may receive educational benefits while attending classes. Contact VA toll-free at (800) 400-4520 to find out if you are eligible or call (219) 981-4402 for approved programs.

## NON-CREDIT CLASS INFORMATION

Generally, there are no admission requirements to enroll in a continuing education course. These courses are taught using a variety of methods including lectures, seminars, workshops, and hands-on activities. Our instructors carry the highest subject-specific credentials and are comfortable in the adult learning environment. If you are interested in professional development, personal enrichment or job enhancement, there is definitely something in the schedule for you. Reserve your seat early! Most classes have limited enrollment. Seats are filled in the order received and payment must accompany the registration form.

## FEES

Fees may vary and are based on the cost of the class, supplies, and materials. These non-credit classes do not meet the requirements for Title IV financial aid and Senior Scholar approved programs.

## CANCELLATION POLICY

To cancel your registration, contact Julie Malkowski at (219) 981-4402. Please give 24-hour advance notice when canceling a class. WED reserves the right to cancel a class due to low enrollment. In that case, your fee is fully refunded.

## REFUNDS

If you withdraw from a class before the first session meets, a 100% refund will be granted. No refunds are given after experiencing the first class session. **Refunds will not be granted to “NO SHOWS.”**

## CERTIFICATE OF COMPLETION

The Certificate of Completion is an acknowledgment that you have taken the course—it does not represent any type of accreditation or certification. A student will receive a certificate of completion if you complete 85% of the course. Request a certificate at the time of registration. Allow 2-3 weeks for processing. For a lost certificate, a student can request a copy of a non-credit transcript from the Registrar's Office.

## TOBACCO-FREE POLICY

Ivy Tech is a tobacco-free institution. No consumption of tobacco will be allowed on any college property. The institution will display notices of the tobacco-free policy at all college locations. Receptacles will be located near parking areas for disposal of tobacco products once on campus.

**Remember to...** Reserve your seat early. Most classes have limited enrollment and seats are filled in the order received. Payments must accompany all registration forms.

### **You can register 4 easy ways:**

1. By Phone: You can pay by credit card or company purchase order number by phone. To register for classes call Julie at (219) 981-4402.
2. By Fax: Fax your completed registration form including credit card information, check number or company purchase order number to Attn: Julie Malkowski (219) 981-4431.
3. By Mail: Complete the continuing education registration form. Send it along with your personal check, credit card information, or company purchase order number to the address below. Make check payable to Ivy Tech Community College of Indiana.

Ivy Tech Community College of Indiana  
Attn: Julie Malkowski, Secretary  
1440 E. 35<sup>th</sup> Avenue  
Gary, IN 46409

4. In Person: You can register for classes by coming to the Gary campus Monday – Friday between the hours of 8:00 am – 5:00 pm.

A student is not officially registered in a course seminar until payment has been received.

**Note:** All computer classes, with the exception of Just the Basics, require students to have some basic keyboarding skills, some knowledge of computers and be mouse literate.

## INFORMATION TECHNOLOGY

### **Just the Basics**—9 hrs

Have you recently purchased a new computer or are you thinking about buying one? Once you turn it on, are you confused about what to do next? Have you made a decision to re-enter the job market and need to brush-up on your computer skills? This class is designed especially for you. This class will discuss the basics of the computer systems, how to store data, discuss the difference between software and hardware, and learn the basic fundamentals of using the Internet. Prerequisites: None.

Section #1 580 01104A  
Dates: Saturday, December 2, 9, 16, 2006  
Time: 9:00 a.m.-Noon  
Location: Gary Campus  
Fee: \$129 (book included)

### **Let's do Windows**—6 hrs

Microsoft Windows XP is the most significant upgrade since the introduction of Windows 95. Those of you that have worked with the Windows operating systems before will notice the latest enhancements. The student will learn how to make use of the Windows desktop, how to create and save a document, how to access the WordPad program for creating documents. The student will learn how to use the file management system by creating files, folders and subfolders. You will learn about computer maintenance and will learn some Internet basics. Prerequisites: Some basic computer knowledge is useful.

Section #1 620 014A1A  
Dates: Tuesday, January 2, 2007 & Thursday, January 4, 2007  
Time: 9:00 a.m.-Noon  
Location: Gary Campus  
Fee: \$129 (book included)

### **Introduction to Microsoft Office 2003**—18 hrs

Microsoft Office 2003 integrates applications so they work together easily. Create letters and reports using Word; create spreadsheets and charts using Excel; create a simple database of information using Access and create a slide show using PowerPoint. You will experience an overall knowledge of how the programs in this office suite are designed to work together. Prerequisites: Should have basic computer and basic keyboarding skills.

Section #1 320 01103A  
Dates: Saturdays, January 6, 13, 20, 27, 2007 & February 3, & 10 2007  
Time: 9:00 a.m.-Noon  
Location: Gary Campus  
Fee: \$169 (book included)

### **Mail Merge Basics—3 hrs**

The mail merge feature in Word 2003 allows you to easily produce customized letters, mailing labels and envelopes. The student will work with a database (names and addresses) which can be used to generate envelopes, mailing labels, e-mail messages, etc. Editing and updating your database will also be covered. Prerequisites: Word or equivalent word processing knowledge or experience is recommended along with some basic keyboarding skills.

Section #1 690 011A1A  
Dates: Saturday, November 25, 2006  
Time: 9:00 a.m.-Noon  
Location: Gary Campus  
Fee: \$69 (handouts are included)

### **Microsoft Excel 2003—8 hrs**

This course focuses on the basics and some intermediate skills necessary to work with data in worksheets. Topics to be covered in the basics are introduction to the workbook environment; planning, designing, and formatting a worksheet; and working with charts. The intermediate level will cover formulas and functions; managing workbooks and using lists. Prerequisites: Should have some spreadsheet knowledge or experience and basic keyboarding skills.

Section #1 530 011B1A  
Dates: Saturday, February 17 & 24, 2007  
Time: 8:30 a.m-12:30 p.m.  
Location: Gary Campus  
Fee: \$109 (book included)

### **Microsoft Access 2003—8 hrs**

Access is a user-friendly database program which allows the user to organize information. This course focuses on the basics and some advanced skills necessary to create and maintain a database. Topics include an introduction to the database environment, using tables and queries, using forms, and reports. The advanced level includes modifying a database structure, creating multiple table queries, and developing forms and sub-forms. Prerequisites: Should have some computer knowledge or experience and basic keyboarding skills.

Section #1 490 011B1A  
Dates: Saturday, November 18 & 25  
Time: 9:00 a.m-1:00 p.m.  
Location: Gary Campus  
Fee: \$109 (book included)

**Microsoft PowerPoint 2003—8 hrs**

Learn how to transform your ideas into professional compelling presentations. This class focuses on the basics and some advanced skills necessary to creating presentations in PowerPoint. Topics to be covered include orientation to the PowerPoint presentation screen, creating, modifying, enhancing and customizing a presentation. Some advanced levels include enhancing a chart, and working with embedded and linked objects. Prerequisites: Should have some computer knowledge or experience and basic keyboarding skills.

Section #1 210 01105A  
Dates: Saturday, December 23 & 30  
Time: 9:00 a.m-1:00 p.m.  
Location: Gary Campus  
Fee: \$109 (book included)

## HOSPITALITY AND GAMING CERTIFICATE PROGRAMS

### **ServSafe® Sanitation Certification**—16 hrs

ServSafe is a internationally recognized certification dedicated to helping the restaurateur prevent food borne illness potentials. The training focuses on the proper sanitary methods for receiving, storing, preparing, and serving uncontaminated food. The course will discuss how to identify and avoid chances for food contamination; how to watch for and avoid food handling errors which permit disease germs to grow; how to purchase, receive, and store foods to maximize quality and minimize spoilage; how to prepare, cook, serve, chill, and reheat foods to insure the highest quality and safety; how to train and motivate employees to follow safe and sanitary food handling practices; and how to identify and avoid major causes of accidents. The student must successfully pass the examination with a score of 75% or better in order to receive their certificate from the National Restaurant Association Educational Foundation (NRAEF).

Section #2 130 012F1A  
Date: Monday, December 4<sup>th</sup> and December 11<sup>th</sup>, 2006  
Time: 7:30 a.m.-5:00 pm (one hour for lunch on your own)  
Location: Valparaiso Campus  
Fee: \$145 (textbook, answer sheet, and test booklet included)

Section #1 130 011A1A  
Date: Monday, March 5<sup>th</sup> and March 12<sup>th</sup>, 2007  
Time: 7:30 a.m.-5:00 pm (one hour for lunch on your own)  
Location: Gary Campus  
Fee: \$145 (textbook, answer sheet, and test booklet included)

### **ServSafe® Sanitation Re-Certification Exam**—4 hrs

This class is designed for those individuals that have taken the ServSafe® Sanitation class, but did not pass or for those individuals who feel they know enough about proper food handling without taking the entire course. The student must successfully pass the examination with a score of 75% or better in order to receive their certificate from the National Restaurant Association Educational Foundation (NRAEF). No walk-ins allowed. Registration must be made in advance.

Section #2 130 01245A  
Date: Monday, December 11, 2006  
Time: 1:00-5:00 pm  
Location: Valparaiso Campus  
Fee: \$65 (answer sheet, and test booklet included)

Section #1 130 01125A  
Date: Monday, November 13, 2006  
Time: 1:00-5:00 pm  
Location: Gary Campus  
Fee: \$65 (answer sheet, and test booklet included)

## **Casino Dealer Training Opportunities**

Ivy Tech Community College of Indiana is the primer provider in northwest Indiana for students who want to join the gaming industry as casino dealers. We offer training in blackjack, dice, roulette, and various poker (Carnival) games. Classes are conducted on an on-going year round basis.

In the past ten years, we have trained more than 3900 dealers who are currently working in the exciting gaming industry. This statistic represents a 90% placement rate. Many of our qualified dealers are holding supervisory positions throughout the casino industry. Classes are held mornings and evenings Monday through Thursday. Contact Julie Malkowski or Karen Orosz, at (219) 981-4402 for more information.

### **Blackjack and Carnival Games Training—150 hrs**

This course will meet Monday through Thursday.

Date: November 27, 2006 – January 23, 2006  
Time: 8:00am – 1:00pm  
Location: Gary Campus  
Fee: \$699.00

### **Craps Training—200 hrs**

This course will meet Monday through Thursday.

Date: November 27, 2006 – February 7, 2006  
Time: 5:00pm – 10:00pm  
Location: Gary Campus  
Fee: \$799.00

Other casino training:

### **Roulette Training—90 hrs**

This course will be offered Monday through Thursday based upon eight (8) registered students. The cost is \$400.

### **Mini Bac Training—20 hrs**

This course will be offered Monday through Thursday based upon eight (8) registered students. The cost is \$119.

## Center for Workforce Certification

*Are your skills changing with the times? Or... is it time you changed your skills?*

One of the most rapidly growing and evolving segments of today's business world is that of information technology (IT). With the development of new technologies almost on a daily basis, the demand for new workers, and updated skills for those already in the industry increases constantly. Needless to say, workers with those skills are always readily available, and are in constant demand.

Because of the rapid transition in the skills necessary for many jobs, many of the leading companies in the IT industry, such as Microsoft, CISCO, Novell, and others have developed training and testing programs to better provide skilled workers for the businesses who ultimately use their products and provide their services. Along the same line, employers have begun to recognize that individuals with these certifications have an objectively proven level of skill in a specific area of expertise in a chosen profession. Employers feel that the certifications validate the worker's knowledge in the area, and provide a method by which the employer can assess a more "real-world" level of technical skill. These certifications also provide job competencies that are recognized not only locally, but also throughout the country and even the world.

To meet the ever-increasing demand for certified workers in Indiana, Ivy Tech Community College has created Workforce Certification Centers statewide. These centers for workforce certification offer the most up-to-date training and certification testing in:

- Microsoft – such as MCSE (Microsoft Certified Systems Engineer), and MOS (Microsoft Office Specialist)
- Comp TIA – such as A+ and Network+
- Cisco – such as CCNA (Cisco Certified Network Administrator)

Our current offered courses include:

- ◆ A+, Network+
- ◆ MICROSOFT MCSE, MOS
- ◆ CISCO CCNA

**The Workforce Certification Centers are located on each campus of Ivy Tech Community College, Northwest Region: East Chicago, Gary, Michigan City, and Valparaiso.**

Select certification testing, licensing, and assessment are offered at each campus, including: CLEP (College-Level Examination Program®), ACT Testing (ASWB, ADA, NMT, ASE), Certiport, Pearson Vue, Promissor, PSB, TEAS, etc.

For information about classes and testing, contact our office toll free at (866) IT-CENTR or for more information about the center, please contact the Workforce Certification Manager, Mark Lewers by email at [mlewers@ivytech.edu](mailto:mlewers@ivytech.edu) or by phone 219-981-4442.

## **Culinary Opportunities**

### **Holiday Cookies**

Description: If you're tired of the same old "Tollhouse Cookies", why not spend an evening at Holiday Cookie School learning some delicious new recipes just in time for the Winter Holidays.

Date: December 6, 2006  
Time: 5:00pm – 8:00pm  
Location: Gary Campus  
Fee: \$35.00

### **Winter Soups**

Description: Cold winter weather seems to demand a good bowl of soup. Take this opportunity to learn how to cook

Date: January 17, 2006  
Time: 5:00pm – 10:00pm  
Location: Gary Campus  
Fee: \$35.00



## Innovation and Entrepreneurship Center

The Innovation and Entrepreneurship Center is a place at your community college where all ideas are welcome. Though the physical plant is located on the Gary Campus, it is linked to the community and to the other campuses in East Chicago, Michigan City, and Valparaiso through a variety of initiatives and projects.

The establishment of a regional Center underscores the chancellor's commitment to innovation as a tool to sustain and strengthen our inventive genius in a world economy. Our many classes and projects promote the concept that a passion for change can be positive, innovation is about taking the risk to do the same things in a better way and lifelong learning is a way to reinvent and retool ourselves which is at the very heart of innovation.

Although not limited to, these are the types of workshops offered through the Innovation and Entrepreneurship Center.

### Innovation in Instructor Series—Mini Workshops

***How Adults Learn*** – This workshop will explore adult learning theories and provide insight into how adults learn best and what methods are more effective when teaching adult students.

Date and Time: TBA

***Designing Effective Instruction*** – This workshop will discuss designing effective syllabi and lesson plans to meet the needs of our diverse student population.

Date and Time: TBA

***Integrating Learning Technologies into the Classroom*** – This workshop will include instruction on the effective use of Blackboard, Plato and other useful classroom technologies.

Date and Time: TBA

***Innovation in the Classroom*** – This workshop will involve participants in a creative presentation and mini-mind-storming session on innovation in the classroom.

Date and Time: TBA

For more information regarding these workshops, contact Viktoria D. Voller, Director of the Innovation and Entrepreneurship Center at (219) 981-4942

*Uh Oh!* We're sorry, but we cancelled your class because we didn't know you wanted to enroll.

Sometimes, excellent courses with great instructors are cancelled when people wait just days to register for a class. To avoid any inconvenience to students, we cancel under-subscribed courses at least 48-hours ahead of time. Don't hesitate—avoid disappointments—register early!

We do not send confirmation letters. If you are not notified prior to the start of class, assume that your registration is confirmed and the course will meet as scheduled.

Because of insurance purposes, the College policy states that “Children are not allowed in the classrooms.” Anyone violating this policy will be asked to leave the classroom.

Classes missed because of teacher absences or school emergency closing will be rescheduled. Listen to your local radio station for accurate weather information.

WJOB AM 1230 (Hammond)  
WZVN FM 107.1 (Merrillville)  
WLTH 1370 (Merrillville)  
WAKE AM 1500 (Valparaiso)

WKVI AM 1502 (Knox)  
WLOI AM 1540 (LaPorte)  
WEFM 95.9 (Michigan City)

Check online at: [www.emergencyclosings.com](http://www.emergencyclosings.com) or phone (312) 222-SNOW (local call)



## REMEMBER ...

You can register for classes by:

1. Calling (219) 981-4402
2. Faxing to (219) 981-4431
3. Mailing to Ivy Tech Community College, WED, 1440 E. 35<sup>th</sup> Ave., Gary, IN 46409
4. Coming to the WED Office, Rm. T106 Monday – Friday between the hours of 8:00 am to 5:00 pm.

### ***Continuing Education Registration Form below:***

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of class(es) \_\_\_\_\_

Name of class(es) \_\_\_\_\_

### ***Method of Payment:***

MasterCard, Visa, Discover, Debit are accepted credit cards.

Charge account number \_\_\_\_\_

Company purchase order number \_\_\_\_\_

Personal Check Number \_\_\_\_\_ Amount \_\_\_\_\_

Indicate whether Certificate of Completion is needed Yes \_\_\_\_\_ No \_\_\_\_\_  
(please allow 2-3 weeks for processing)

This publication and its provisions are not a contract between a student and Ivy Tech Community College of Indiana and are subject to change without notice at any time.