

**A COLLEGE THAT WORKS.
FOR YOUR WORKFORCE.**

February 2009



<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
1	2 Creating a Movie Using Windows Movie Maker 6:00 pm	3 Conversational Spanish for Beginners / 6:00 pm	4 Microsoft® PowerPoint Introduction / 9:00 am	5 Customer Service for Logistics / 9:00 am DIY Series Ceramic Tile Basics 6:00 pm	6 Six Sigma Overview 9:00 am	7
8	9 Train the Trainer / 9:00 am	10 Microsoft® Office 2007 Updates / 8:00 am Basics of Selling on eBay® 6:00 pm	11 Microsoft® PowerPoint Intermediate / 9:00 am	12 DIY Series Plumbing Basics 6:00 pm	13	14
15 Main Campus College Goal Sunday 12:00 pm - 5:00 pm Boiler and Pressure Vessel Inspector's Pre-Certification Training 1:00 pm	16	17	18	19 DIY Series Basic Home Wiring 6:00 pm	20 Windows Vista® 9:00 am	21 Defensive Driving 8:00 am
22	23 A+ Essentials / 6:00 pm	24 Water Gardening / 6:00 pm	25	26 How to Deal With Conflict 12:30 pm Digital Photography for Beginners / 6:00 pm	27 Insurance Life, Accident & Health Pre-Licensure 8:00 am Microsoft® Word Introduction / 9:00 am	28
<p>CENTER FOR WORKFORCE DEVELOPMENT 1700 E. INDUSTRIAL DR. TERRE HAUTE, IN 47802 (812) 298-2382 IVYTECH.EDU/ACTNOW</p>						

Workforce and Economic Development

Creating a Movie Using Windows Movie Maker

Create professional looking movie clips using current home movie recorders, photos and other similar clips.

Conversational Spanish for Beginners

Learn to speak Spanish as quickly as possible for your job, travel or your own enjoyment.

Microsoft® PowerPoint Introduction

Learn how to create, modify and enhance presentations.

DIY Series (Ceramic Tile Basics)

Learn the basics of tiling, including actually laying and grouting tile.

Customer Service for Logistics

Learn courteous and effective ways to deal with customers.

Six Sigma Overview

Learn the five-step problem solving structure of define, measure, analysis, improve and control.

Train the Trainer

Learn to use on-the-spot activities to evaluate your audience and how to accommodate their learning styles.

Microsoft® Office 2007 Updates

Learn the basics on how to navigate and get an understanding of the changes to the new 2007 software.

Basics of Selling on eBay®

This course will walk you through the steps of establishing a presence on eBay.

Microsoft® PowerPoint Intermediate

This course covers incorporating graphics, sound, pictures and much more.

DIY Series (Plumbing Basics)

Learn the basics of plumbing and how to do your own plumbing repairs.

Boiler and Pressure Vessel Inspector's Pre-Certification Training

A special training course for persons interested in acquiring eligibility for securing certification from the National Board of Boiler and Pressure Vessel Inspectors.

DIY Series: Basic Home Wiring

Learn how to safely and competently do your own basic home wiring projects.

Windows Vista®

This course will teach you the features of Microsoft's newest operating system.

Defensive Driving

This is a National Safety Council (NSC) approved course, curriculum and instructor.

A+ Essentials

This course prepares you to take the A+ Essentials certification exam.

Water Gardening

Learn how to enhance your landscape with a water garden. It can be done in a container or a full scale pond.

How to Deal With Conflict

The focus of this class will be on describing methods for dealing with difficult people and strategies to reduce stress and conflict.

Insurance Life, Accident & Health Pre-Licensure

This course meets the state requirements to sit for the licensing exam.

Microsoft® Word Introduction

Learn how to create, modify and enhance Word documents.

Activities/Announcements

College Goal Sunday

Financial aid professionals from Indiana colleges and universities will help college-bound students and their families complete the required financial aid paperwork. To learn more, call 1-800-992-2076 or visit CollegeGoalSunday.org.



Save
50%
on second
registration

Digital Photography for Beginners

This course gives you the ability to put the fundamentals of photography to work with your digital camera. You'll learn about aperture and speed settings, symbols found on digital cameras, composing an image (including the rule of thirds), matting and preparing the image for displays.

Feb. 26 - March 12 (Thursdays)

6 pm - 8 pm

\$69

Register one student at regular price (\$69) and pay only \$34.50 for second student registration. Offer good on the above course and date only. Both students must attend the course and be employed with the same company or live in the same household. If one withdraws, remaining student must pay regular price of \$69. Course costs must be paid at time of registration. Seating is limited. We reserve the right to cancel or postpone any classes due to insufficient enrollment. Contact Scott Ramsey for more information.

Offer Expires: February 26, 2009