

2016 Noncredit Spring Class Schedule

VUVC Continuing Education



Birthday to do list:

1. Learn to take better pictures!
2. Bake cake and decorate using skills learned in Cake Decorating class.
3. Purchase gift certificate from VUVC.

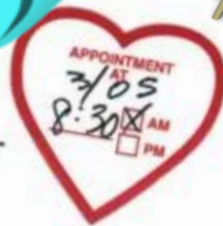
CNA?

Dental Asst?

Management?

Microsoft courses?

Jonathan Jones
YOUR NEXT APPOINTMENT
ON 3/05 AT 8:30



Sign Scruffy
up for Dog
Obedience



OUR INSTRUCTORS

- **Maryla Scarpa** – Adjunct faculty, Vincennes University Jasper Campus.
- **Sarah Reeves** - BFA Murray State University
- **Jennifer Hohne** – Experienced IT high school instructor.
- **Alex Mlsna** – Black belt instructor.
- **Terry Andry** – VUJC Culinary Academy graduate and Manager of VUJC Bistro
- **Ruth Vaughn** – Professional cake decorator for over 30 years.
- **Aaron Terwiske** – Dog trainer since 1973 and has become one of the top dog trainers with over 25 titles held.
- **Dianna Land** – VP and Marketing Director at Springs Valley Bank and Trust.
- **Wade Baker** – Graduate of Jasper High School and earned a BS with a concentration in Jazz Studies from the University of Indianapolis, and MM in Jazz Studies from Cincinnati College Conservatory of Music.
- **James Birkle** – James holds two black belts and earned a gold medal in self defense competition in Geneva, Switzerland in 2013.
- **Bryan Beasor** – Bryan has a bachelor degree in Mechanical Engineering from Rose-Hulman Institute of Technology, a Masters in Management degree from University of Phoenix, and a Six Sigma Black Belt from Villanova University.
- **Ted W. Boehm** – Mr. Boehm has a BS in Mechanical Engineering from Purdue University and a Masters in Business Administration from Indiana University. Ted has been awarded five United States patents, as well as numerous associated foreign patents.
- **Mike Hensley** – He earned degrees of: M.B.A- Finance M&A, St. Francis, B.S. M.E.T.- Purdue University, A.S. E.E.T./Robotics-Vincennes University. Michael is a practicing non-certified Master Black Belt, certified Black Belt and LEAN implementer.
- **Darwyn Nelson**– Darwyn has been adjunct faculty for Vincennes University since 2001, and has designed various quality programs and process systems in manufacturing plants throughout the midwest.

AMSC Manufacturing Quality Production

VU Jasper Continuing Education is pleased to offer this Advance Manufacturing Skill Certificate to local manufacturers. This 48 hour **Manufacturing Quality Production** course will examine quality standards and inspection in manufacturing. Will include the history; basic quality tools, inspection systems, planning, measurement equipment and calibration, sampling plans, corrective actions, quality auditing, basic SPC, management leadership skills, and quality costs. This course looks at the operating environment of quality.

Outcomes met by this course:

- Engage in articulating quality standards and work environment.
- Promote increased quality output and customer support.
- Apply critical and creative thinking skills to solve problems.
- Produce increased written quality reports and charts.
- Provide support for communications between management, workforce and the customer.
- Use appropriate organization or logical sequencing to deliver an oral message to communicate quality information.
- Adapt an oral message for diverse audiences, contexts, and communication channels.
- Identify and demonstrate appropriate oral and nonverbal communication.
- Provide credible and relevant evidence to support an oral argument.
- Understand the quality standards for manufacturing.
- Know the various concepts and terminology used in quality labs.
- Comprehend the strategies in quality planning and management.



Course Content:

- Concentration on quality manufacturing output.
- Realize the various types quality standards.
- List various types of quality systems.
- Know the terminology and planning of quality information.
- Understand the economic order of quality methodology.
- Comprehend the importance of management skills and leadership.
- Know the role of quality in relationship to the customer.

Dates and times: 12 Fridays, February 12 – May 6, 2016, 8am - 12pm. (No class Friday, March 25th)

Location: Center for Technology, Innovation, and Manufacturing

Fee: \$575 includes all materials, and light morning refreshments.

Instructor: Darwyn E. Nelson

REMEMBER: Enrollment is limited and many classes fill early.

REGISTER TODAY: Registration form and information are on the inside of the back page. Once you register and payment is made, consider yourself enrolled and attend the first class as scheduled. **We will notify you if there is a change.**

THE BOOK SYMBOL: When you see this symbol next to program information, a book is required for the course. Please note that some books are included in the fee. Other textbooks will be sold prior to start of class.

CLOSING POLICY: When VUJC is closed due to bad weather, all noncredit classes will also be cancelled. Please listen to WBDC and WITZ radio stations for closing information. Postponed classes will be made up at a later date.

PLEASE NOTICE: Due to the popularity and demand for many of our courses, it is necessary that payment be made in advance. Payment can be made by phone with VISA, MasterCard, or Discover or by mail with a check or money order. Many of our classes have waiting lists. Your paid registration confirms your seat in the class.

The Continuing Education Department reserves the right to make necessary corrections, deletions or additions to courses listed in this schedule.

Approved Real Estate Salesperson/Broker Courses



Students of all ages, backgrounds and educational levels may take this salesperson course to qualify for state real estate licenses and for careers in real estate. The course also helps participants become more knowledgeable property owners, buyers, or sellers. This course covers real estate law, finance, math, license laws, appraisals, and contracts.

Contact the Center for Real Estate, Indiana’s oldest real estate school, at 1.800.742.4067 for complete details on classes available in JASPER.

Help Wanted!

VUJC is looking for part-time instructors for both credit and non-credit classes. To teach non-credit, no degree is needed, but you must have a special skill or knowledge that you would be willing to share with others. To teach a credit class a master’s degree in the appropriate field is required.

Call Jim McFaul at 812.481.5909 for an application or details or send an email to VUJCCE@vinu.edu.

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Registration is

**Easy! Phone,
 Come in, Scan and
 email, or mail-in
 your registration.
 See inside back
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Vincennes University
 Jasper Campus, an
 institutional member of the
 Indiana Council for
 Continuing Education.
www.indianacce.org

Beginning Microsoft Excel

Learn spreadsheets using MS Excel 2013. This course covers all the basics including: entering and editing text and numbers; copying and moving cells; using AutoFill, AutoComplete, and AutoCorrect; working with formulas and functions; formatting cell contents (including currency, dates, AutoFormat, Format Painter, wrap text, and merge); formatting the worksheet (including changing columns and rows, vertical alignment, and rotating text); proofing a worksheet; and using Help.

3-Tues., Feb. 9 - 23, 6– 9pm
Administration Bldg., Room 103
Instructor: Maryla Scarpa
Fee: \$109 (includes text 📖)

Excel Formulas and Functions

3-hour Workshop! Get up to speed with the most widely used formulas and functions. Review formula basics and essential knowledge such as order of precedence, absolute reference, Insert Function, and formula AutoComplete. Use Named Ranges and 3D References to make your formulas easier to create and understand. Use Criteria IF functions for making decisions with multiple criteria and then add logical functions for more specific results. Nest functions within each other for maximum computing power. Select data from a table with VLOOKUP and understand the basics of Array Formulas.

****Experience with Excel is required. You may **Email questions** and topic suggestions to mscarpa@vinu.edu at least one week prior to class date. Bring a flash drive if you would like to save the sample and information files.*

Monday, Feb. 29th 6-9pm
Administration Bldg., Room 103
Instructor: Maryla Scarpa
Fee: \$39

Excel Tips and Tricks

3-Hour Workshop! Supercharge Excel! Save time and effort with mouse and keyboard shortcuts. Use Format Painter to quickly copy cell formatting to one or more cells. Insert the current date, time, month, day, or year. Turn meaningless #ERROR# messages into helpful suggestions. Create custom cell formats to minimize data entry, automatically add text and symbols, or display data with a specific number of digits. Print large spreadsheets with custom page breaks with column and row headings on every page so every number is identified. Use shapes to highlight cells and add comments to explain cell data. Learn easy tricks that will make your charts look professional

****Experience with Excel is required. You may **Email questions** and topic suggestions to mscarpa@vinu.edu at least one week prior to class date. Bring a flash drive if you would like to save the sample and information files.*

Tuesday, March 15th, 6 – 9pm
Administration Bldg., Room 103
Instructor: Maryla Scarpa
Fee: \$39

Beginning Microsoft Word

Learn word processing using MS Word 2013. This course covers all the basics including: formatting words, paragraphs, and pages; proofreading a document; working with line and page breaks; indenting text; creating bulleted and numbered lists; setting tabs; adding borders and shading; numbering pages; and performing a mail merge.

3 - Thurs., Feb. 18, 25 March 3,
6 – 9pm
Administration Bldg., Room 103
Instructor: Maryla Scarpa
Fee: \$109 (includes text 📖)



Excel Pivot Tables and Pivot Charts

3-Hour Workshop! Pivot tables make it easy to group, summarize, and rearrange large amounts of data. Convert data into a normalized table for use in a Pivot Table. Drag and drop fields to sort, filter, count, sum or average. Create a calculated item or field. Use multiple instances of a field to show percentages. Insert Slicers so any user can quickly filter the data. Turn the modified and formatted table into a report. Use the correct method to reference cells in a PivotTable. Create PivotCharts from Pivot Tables or from a normalized table.

****Experience with Excel is required. Bring a flash drive if you would like to save the sample and information files.*

Tuesday, March 29th, 6 – 9pm
Administration Bldg., Room 103
Instructor: Maryla Scarpa
Fee: \$39

Excel Charts and Graphs

3-Hour Workshop! Charts and graphs are visual representations that make data easier to understand. Use the Quick Analysis tool or the Insert tab to create charts. Understand the various chart and graph types. Select the appropriate data for the chart type. Create charts on a separate chart sheet or embed with the data. Move and resize an embedded chart. Add a graphic or text box to highlight or explain the data. Use the Chart Tools tabs (Design, Layout and Format) to customize any part of the chart or graph. Save a customized chart as a template. Print just the chart or both the data and the chart. Create an interactive chart.

****Experience with Excel is required. Bring a flash drive if you would like to save the sample and information files.*

Tuesday, March 1st, 6 – 9pm
Administration Bldg., Room 103
Instructor: Maryla Scarpa
Fee: \$39



Learn More

Vincennes University Jasper Campus-Continuing Education is pleased to offer these new on-line learning experiences. Our instructor-facilitated non-credit online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas. All courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/vujc
2. Click the **Courses** link, once you choose the department and course title you are interested in, select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the username and password you selected during enrollment.

Start Dates:

A new section of every course in this catalog will begin every month.

Cost: Most courses are priced at \$99.

JER ONLINE

Learn anytime from anywhere! Our noncredit programs feature high-quality instructor-led and self-directed online courses and certificates. Enroll today (start anytime) or choose from a fixed start date.

Online Courses/Certificates

Industry-based instruction via email, web and corporate Learning Management System

- Courses range in time on average 5-6 weeks, 90 Days, or more
- Assessment--quizzes, completion projects and final exams vary depending on course of study
- Instructor-led interaction/feedback via email/web/learning management
- Self-directed courses engage student in interactive learning activities and projects
- End of course evaluations
- Industry Certification

Enroll in our courses:

www.coursecatalog.com/vujc

Creating Web Pages

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies. Session Start Dates: Jan 13, Feb 10, Mar 6 Fee: \$99

To register, go to:
www.ed2go.com/vujc



VU Jasper Continuing Education is pleased to partner with ProTrain an affordable solution for students seeking to prepare for an in-demand career that will help them move forward to achieve the goal of Education to Employment!

Protrain's Personal Training Assessment Managers will work with you throughout the entire process before, during, and after to assist you with your program of study.

At ProTrain, they realize that learning is a commitment that we are all making to have a better future. Our clients' needs (partners and students) are paramount. We are committed to your success and ours, one student at a time. ProTrain proudly adheres to 4 core values:

- 1) Anticipating, understanding, meeting, and exceeding our customers' evolving needs.
- 2) Respecting our clients' time, patronage and desire for high-quality and good value.
- 3) Flexibility in providing a wide range of educational programs and pathways.
- 4) Continuous commitment to service and support throughout the entire process.

Browse through the categories or use the search box at the top of the VUJC page to locate what you are looking for. You can begin the enrollment process directly from the courses you find or using the 'Ask a Question' feature. We will assign a Training Assessment Manager to help guide you through the entire process - from pre-enrollment to course completion.

See more at:

<https://vinu.theknowledgebase.org>

AutoCAD 2015 Essentials

Develop Your Skills

Participants will develop the skills



necessary to

- Create 2D objects, text, and dimensions accurately.
- Perform basic editing,

manipulation commands, inquiry commands and plotting drawings in model and paper space to scale.

- Create, manage, and manipulate blocks and symbols, external references, and translators.
- Create, manage, and manipulate blocks and symbols, external references, and translators.

Topics covered include:

Intro to the Software ▪ Basic 2D Construction Techniques ▪ Editing and Plotting ▪ Geometric Construction Techniques ▪ Creating Templates ▪ 2D Orthographic Projection ▪ Dimensioning ▪ Section and Auxiliary Views ▪ Manipulating Blocks, the Design Center, and Tool Palettes

7 Sessions, Tuesdays and Thursdays, Feb. 9 – March 1

6 – 9 pm

Location: VUJC, Center for Technology, Innovation, and Manufacturing, AutoCAD Lab
Instructor: Jennifer Hohn
Fee: \$475 includes materials

Get the Picture...Digitally

In this digital photography class you will learn to use your digital camera more effectively and get the shot you really want. We will discuss the features of a digital camera, lenses, lighting, exposure, camera adjustments, the mechanics of photographic composition and developing good photographic techniques.

Please bring your manual and digital camera with multiple settings

4 Tues., Feb. 9,16,23, March 1, 6-8 pm

Location: CTIM

Instructor: Sarah Reeves

Fee: \$99

Tai Chi / Stick Fit for Seniors

This low impact exercise program is designed to improve balance, flexibility, breathing and overall fitness for men and woman. The exercises can be done standing or sitting and incorporates many Tai Chi elements along with proper breathing and balancing techniques.

Please wear comfortable work out clothes to class.

4 - Wednesdays, March 9, 16, 23, 30
9 - 9:45 AM

Ruxer Student Center Gym

Instructor: James Birkle

Cost: \$50. Attend with a friend and friend pays only \$25.

Martial Arts For All

AKA certified! This course will focus on Tae Kwon Do and will include self-defense, pressure point fighting, joint manipulation, ground fighting, and sport karate. Belt rank can be arranged. This course will continue with an optional eight-week extension. For adults and children.

Session 1: 8 Tues., Jan 26– March 15, 6:30 – 8 pm

Session 2: 8 Tues., March 29 – May 17, 6:30 – 8 pm

Fee: \$50

Ruxer Gym

Instructor: Alex MIsna

Junior Chef Camp

Your child will love this class where he/she will create their own snacks and lunch. Students will learn proper use of kitchen tools as well as sanitation and safety in the kitchen.

Lunch will be provided everyday! At the end of class, they will go home with a cookbook of all the recipes to try on their own families. Camp instructor will be Terry Andry, a graduate of the VUJC Culinary Academy and Food Service Manager of the campus Bistro.

Please bring: Portable electric mixer

2-Saturdays, April 9 & 16

9:00am- 1:00pm, Grades 3-8

Ruxer Student Center Bistro

Cost \$75

Easter Cooking for Kids

Our ever popular kids cooking classes are back this semester with a concentration on the Easter holiday. Terry Andry will again be the instructor for this course. The students will cook all the fun things that make Easter time special including traditional egg coloring and bunny cake. Each child will go home with treats to share with their family.

Please bring: Portable electric mixer

Saturday, March 19th

9:00am- 1:00pm, Grades 3-8

Ruxer Student Center Bistro

Cost \$75

Register early! These classes fill quickly. Class space will be limited to 12 students.

Discover Sign Language

ONLINE COURSE! In this course, you'll discover how to use this graceful, expressive language to communicate with Deaf people.

You'll begin with an introduction to the language itself, and learn to create the signs for numbers. You'll also master the sign alphabet so you can fingerspell proper names.

Then you'll learn to sign phrases and expand to complete sentences, and see how to put it all together so you can introduce yourself and start a conversation. Along the way you'll learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don't.

Throughout, you'll learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you'll be immersed in silence, so you'll gain an understanding of the perspective of Deaf people and sign language.

Session start dates: Jan. 13, Feb. 10 and March 16 (6 week course)

Fee: \$99

To register, please go to: www.ed2go/vujc

SCUBA Diving Lessons

VU Jasper Continuing Education in cooperation with Aquatech Scuba Center, Evansville, is pleased to provide certified SCUBA (Self-Contained Underwater Breathing Apparatus) lessons.

If you've always wanted to take scuba diving lessons, and discover the world of underwater adventures, then this is where it starts.

Instruction will include:

Classroom: Required minimum of 10 hours of classroom instruction. During the classroom portion the students will learn about safety procedures, different types of scuba equipment, equipment adjustments, the physics and physiology of scuba, and the aquatic environment.

Pool: Required minimum of 10 hours of confined water instruction. During this session the student will learn how to remove and replace the scuba unit, learn the basic skills to make them a safe and competent diver. They will also learn emergency skills to keep them safe in the underwater environment.

Open Water Training Dives: At the completion of the classroom and pool sessions you will be well prepared for your open water training dives. The five training dives (four scuba and one skin dive), are done over a 2 day period. During the open water dives the instructor leans more on being an evaluator and mentor. Here the student shows that they can perform all the skills they learned in the pool and apply them to open water.

After completion and passing of the course, the student will be a certified diver for life.

What are students required to purchase for the course?

Mask, fins, boots and snorkel. As a student they will receive a 10% discount on these items from Aquatech Scuba Center.

What is furnished for the

course? All scuba equipment to be used including air fills for the pool sessions, classroom books, certification card and expert instruction.

Class requirements: Must be able to swim 200 yards (Free swim) or 300 yards with mask, fins and snorkel.

5 Wed., April 27, May 4, 11, 18, 25
 Classroom time: 5:30-7:30pm
 Pool time: 7:30-9:30pm
 Location: Jasper High School
 Fee: \$449 per person includes all scuba equipment to be used including air fills for the pool sessions, classroom books, certification card and expert instruction. **Deadline to register is April 20, 2016.**

Dog Obedience

Do you have a "difficult dog" that is suffering from "behavioral problems?" Your solution to this and other complex canine concerns is just a class away! If you have any age dog and want to gain control, this is the class for you. **Bring to class:**

- Choke collar
- 6 Foot leash
- Proof of immunizations
- Plastic bags and paper towels for clean up.

Beginning:

8 Wed., Feb. 3 – March 23,
 6:00 – 7:00 pm

Intermediate:

8 Wed., Feb. 3 – March 23,
 7:00 – 8:00 pm

Advanced:

8 Wed., Feb. 3 – March 23,
 8:00 – 9:00 pm

Instructor: Aaron Terwiske
 Fee: \$80

Location: Dubois Co. 4-H

Fairgrounds in the Clover

Pavilion. *The building will be*

heated and each participant will

be responsible for cleaning up

after their animal.

Blues Guitar

This is class that will take the guitarist to the next level to learn how to play the blues. Will include blues bass lines, 12 bar blues harmony, chords and slides, and the scales and rhythms needed for soloing.

Prerequisite: knowledge of basic chords and strums. Participants must provide own guitar.

6- Mondays, Feb 15, 22, 29,
 March 14, 21, 28.

(No class March 7)

Time 6:00 - 7:00 PM

Location: Center for Technology,
 Innovation and Manufacturing

Instructor: Wade Baker

Fee: \$149

Social Media

Marketing Workshop

Twitter, Facebook, YouTube...companies are using these "tools" to communicate with their customers. Learn about social media and how to use it to enhance your business in ways you never have before. Whether you are promoting your company, your personal business, or a special event, it pays to understand the value of online social networking sites.

2-Tues., Feb. 1 and 8
 6 – 8 pm

Location: Center for
 Technology, Innovation and
 Manufacturing, Room 118

Instructor: Dianna Land

Fee: \$59

Beginning Cake Decorating

Students will learn cake baking, decorating and techniques that will enable them to make professional looking cakes in this introductory course. Will also, include holiday decorations.

4 Mon., Feb. 8 – 29

6:30 – 9 pm

Location TBA

Instructor: Ruth Vaughn

Fee: \$69, plus supply cost.

Supply list will be available from CE Department.

Foundations of Faith Community Nursing

VU Jasper Campus, in cooperation with Memorial Hospital and Healthcare Center is pleased to offer specialized training for nurses. This noncredit course is designed to introduce and prepare registered nurses for the specialty practice of faith community nursing.



What is Faith Community Nursing?

Faith community nurses are licensed, registered nurses who practice wholistic health for self, individuals and the community using nursing knowledge combined with spiritual care. They function in paid and unpaid positions as members of the pastoral team in a variety of religious faiths, cultures, and countries. The focus of their work is on the intentional care of the spirit, assisting the members of the faith community to maintain and/or regain wholeness in body, mind, and spirit. Parish nursing is a growing specialty practice of nursing that is recognized by the American Nursing Association as Faith Community Nursing. It is also a ministry that is embraced by many different Christian denominations as well as other faith traditions. To learn more about Foundations of Faith Community Nursing go to parishnurses.org.

What is taught in the course?

In this nondenominational course, spirituality is a content thread woven through out each module. The modules are divided into the units of spirituality, professionalism, wholistic health, and community.

Topics covered include:

Spirituality

History and Philosophy
Health, Healing and Wholeness
Spiritual Care
Prayer & Self Care

Professionalism

Ethical Issues
Documenting Practice
Legal Aspects
Beginning Your Ministry
Communication and Collaboration

Wholistic health

Health Promotion
Behavioral Health
Transforming Life Issues: Family Violence
Transforming Life Issues: Loss, Suffering & Grief

Community

Assessment
Accessing Resources
Advocacy
Care Coordination

Who is eligible to enroll? As a nursing specialty, there are specific qualifications for those entering faith community nursing. The person must be a registered nurse with a current license or a student in a baccalaureate nursing education program. The person must also have at least 2-5 years of experience where skills have been developed for health assessment and problem-solving. Upon completion of the program students will receive a nationally recognized certification. Attendance for all classroom hours is required for the certificate.

Dates and times:

3 Fridays and 3 Saturdays, 9AM - 5PM, March 4, 5, 18, 19 and April 1 and 2.

Location: Memorial Lodge, 2590 S. Newton, Jasper, IN (For directional map send an email to vujcce@vinu.edu.)

Cost: \$435 includes book, materials, morning coffee and lunch.

Tuition assistance may be available from the Memorial Hospital and Healthcare Center Foundation and the Welborn Baptist Foundation. Send an email to jmcfaul@vinu.edu for further details.

Instructors:

- Lanet Owen, RN, BSN. Ms. Owen is certified Parish Nurse educator and coordinator of the Parish/Faith Community Nurse program for Memorial Hospital and Health Care Center, Jasper, IN.
- Amy Hanson, RN. Ms. Hanson is a certified Faith Community Nurse and Health Ministries Coordinator Welborn Baptist Foundation, Evansville, IN .
- Teresa Casey, MSN, APRN, FCN . Ms. Casey is a Family Nurse Practitioner and currently serves as the faith community nurse and medical provider for Isaiah House, a faith-based addiction recovery program in Willisburg, KY.

Registration with full payment required one week prior to class start. To register please send an email to: vujcce.edu and request a registration form or call 812-481-5937.



MEMORIAL HOSPITAL
And Health Care Center
Sponsored by the Sisters of the Little Company of Mary, Inc.
800 West 9th Street ▲ Jasper, IN 47546 ▲ 812/996-2345
www.mhhcc.org

This Faith Community Nurse Foundations course is based on curriculum developed through the International Parish Nurse Resource Center, which curriculum is owned by Church Health Center of Memphis, Inc., 1210 Peabody Avenue, Memphis, TN 38104.

ISO 9001: 2015 Internal Auditing - February 10 & 11, 2016

Time: 8am - 4pm Cost: \$525

This program provides classroom and hands-on experience that includes conducting actual practice audits. Topics include an overview of the appropriate Standard, process auditing techniques, and audit reporting.

In just two days, you'll gain the knowledge and skills you need to audit your quality system! We'll be talking about auditing principles and process auditing techniques, as well as reviewing the ISO 9001:2015 standards.

Problem Solving & Root Cause Analysis – March 30, 2016

Time: 8am - 4pm Cost: \$295

This one-day workshop provides the background and skills necessary to lead an effective, structured, team-based, analytical approach that detects potential problems and thus alleviate chronic failure problems within an organization.

Learn how to apply several techniques to detect, identify, analyze and solve performance problems by understanding variation, and uncover root causes and apply the Lean Six Sigma DMAIC problem solving approach. Be exposed to several techniques that help reduce waste, eliminate organizational inefficiencies, determine weaknesses in systems and processes, and reduce human error.

Operations Leadership Development Series – April 5, 12, 19, 26

Time: 8am - Noon Cost: \$396 for series (\$99 per session)

Sharpen your leadership skills with this new offering. This series includes four ½ day courses. You can take them as a series or individual sessions.

- April 5, 2016 - Productive Conflict Resolution
- April 12, 2016 - Coaching Superior Performance
- April 19, 2016 - Building Self Confidence & Trust
- April 26, 2016 - Team Building in Manufacturing



Dental Assistant Training Program with Dental Radiographer Certification

Vincennes University provides a noncredit training program that prepares students for an entry level position in one of the fastest growing healthcare careers. The purpose of this 102-hour course is to familiarize students with all areas of entry level dental assisting and provide training in the professional skills required to function as an assistant in the dental practice.

Clinical and administrative instruction will include an introduction to the dental office, legal aspects of dentistry and dental assisting, state dental practices policies and guidelines.

The **Limited Dental Radiographer** portion of the training is to provide classroom training so that the student may be licensed by the Indiana State Department of Health. All persons operating diagnostic x-ray equipment in the State of Indiana must be certified by the Indiana State Department of Health.

Fee: \$ 2,099.00 📖

Phlebotomy Technician Training Program

This a noncredit training program for those who wish to learn skills for an entry-level healthcare profession. The VUJC Phlebotomy Technician program prepares students to be a phlebotomist in a hospital, clinic, or laboratory. The primary responsibility of a phlebotomist is to obtain blood specimens from clients for the purpose of laboratory analysis. The focus of this training program is to provide the students with the comprehensive skills to be able to perform venipunctures competently and safely.

Fee: \$ 1,615.00 includes all textbooks📖, materials and testing fees.

Certified Nursing Assistant

CNAs can be found in nursing homes, hospitals, adult day health centers, assisted living facilities, and personal homes. Wherever there is a need for personal care, CNAs are the ones who, for the most part, perform the most basic needs for patients, young and old alike. This 105 hour program includes 30 classroom hours and 75 clinical hours. All clinical hours will be done at local nursing home facilities. Our curriculum meets all required guidelines for nursing assistant training set forth by the Federal Government and the State of Indiana. Upon Completion of the Course each student is eligible to sit for the Indiana State CNA competency examination.

Fee: \$950 includes all textbooks📖, materials and State testing fees.

Certified Medical Assistant

This program prepares medical assistant students to perform patient clinical skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining clinical equipment in an ambulatory care setting.

Medical assistants perform routine clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and optometrists running smoothly. This program will provide the necessary training and skills required to challenge the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. This 220 hour program includes 140 classroom hours (lecture and labs) and 80 hours of a clinical externship. Students must successfully complete the 140 hour classroom requirement to be eligible to participate in the 80 hour clinical externship rotation.

Fee: \$ 2,659.00 includes all textbooks📖, materials and testing fees.

Admission Requirements for all of the above courses except the Certified Nursing Assistant:

Students must possess a high school diploma, GED or high school seniors may register with permission from their high school. No formal admission to Vincennes University is required.

For Certified Nursing Assistant:

Applicants must be 16 years and older and be able to read and write English and have basic arithmetic skills.

These courses run at various times throughout the year. For additional information regarding Dental Assistant Training, Phlebotomy Technician Training, Certified Nursing Assistant or Certified Medical Assistant Training, please call 812.481.5937 or email vujcce@vinu.edu.


FOUR WAYS TO REGISTER

BY EMAIL



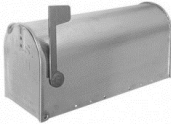
Scan and email to:
vujcce@vinu.edu

BY PHONE



Call 812-481-5937 or
812-481-5909. Visa,
Discover, or MasterCard
makes registration by
phone easier.

BY MAIL



Vincennes University Jasper
Continuing Education Dept.
850 College Avenue
Jasper, IN 47546-9393

WALK IN



Come to the Continuing
Education Office located in
the Center for Technology,
Innovation, & Manufacturing.
on the VU Jasper Campus.

Space is limited, so register early. Registrations are accepted on a first-come, first-served basis. Remember, your registration is not complete until payment is made. Once payment is received, consider yourself enrolled. You'll be contacted if there are any changes in your class. You *will not* receive a confirmation letter.

Cancellations

If you need to change your registration, or cancel, please let us know. **Refund for cancellation of non-credit classes will be provided *only* if the CED office is notified a minimum of 1 business day prior to the start day of class.** CED may cancel a course if registration requirements are not met prior to program start date. If a course is cancelled, those who have registered will be notified. A full refund of fees will be made or the credit can be transferred to another class. *The Continuing Education Department reserves the right to make corrections, deletions, or additions to courses as necessary.*

If registering by mail, complete the following section and return it along with payment, or credit card information, to:
VUJC Continuing Education Department, 850 College Ave, Jasper, IN 47546-9393.

..... ✂

VUJC/CED Non-Credit Programs Registration Form

<i>Name</i>			
<i>Home Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Day Phone</i>		<i>Other Phone</i>	
<i>E-mail Address</i>		<i>Fax</i>	

<i>Course</i>	<i>Date/Time</i>	<i>Cost</i>

- Check # _____ made out to VUJC enclosed.
 Total amount \$ _____
 VISA/MasterCard/Discover
 _____ - _____ - _____ Exp. Date ____/____
 Charge the Business below:

Complete this section if your business is to be billed for the above programs:

<i>Business Name</i>		<i>Contact Person</i>	
<i>Business Email</i>		<i>Business Phone</i>	
<i>Business Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>



VINCENNES UNIVERSITY JASPER CAMPUS
Continuing Education Department
850 College Avenue
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- Business Writing
- Change Management
- Editing and Proof-Reading
- Fundamentals of Public Relations
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- Principles of Time Management

