Continuing Education...

Celebrating Indiana’s Past, Building its Future
OUR INSTRUCTORS

- **Maryla Scarpa** – Adjunct faculty, Vincennes University Jasper Campus.
- **Jennifer Hohne** – Experienced AutoCAD instructor.
- **Alex Misna** – Black belt instructor.
- **Shelly Mitchell** – Shelly has over ten years of industry experience and has facilitated customer service training for Whirlpool, Maytag, BJI Furniture, Lennox and Humana.
- **Paul Johnson** – More than 27 years in manufacturing with General Motors and Delco Remy America. He served as an Advanced Manufacturing Specialist consulting, training and assisting in implementation of Lean Manufacturing principles.
- **James Birkle** – James holds two black belts and earned a gold medal in self-defense competition in Geneva, Switzerland in 2013.
- **Martha Rasche** – Bachelor’s degrees in journalism and sociology from Indiana University.
- **Richard Feinberg, Ph.D.** – Consumer psychologist and professor in the Department of Consumer Sciences and Retailing and the director of the Center for Customer-Driven Quality at Purdue University.
- **Tommy Thornton** – Mr. Thornton has numerous years’ experience with the application of the Toyota Production System body of knowledge. He is a Certified Master Facilitator of Lego Serious Play.
- **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 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 Wednesdays, September 21 to December 14 (No class Nov. 23), 8am - 12pm.
Location: Center for Technology, Innovation, and Manufacturing
Fee: $595 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.
### 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-Mon., Oct 10-24, 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.***

Thursday, Oct 27th, 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. Bring a flash drive if you would like to save the sample and information files.***

Thursday, Nov 17th, 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.***

Wednesday, Nov 16th, 6 – 9pm
Administration Bldg., Room 103
Instructor: Maryla Scarpa
Fee: $39

### 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.***

Thursday, Nov. 10th, 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., Sept 29-Oct 13th
6 – 9pm
Administration Bldg., Room 103
Instructor: Marlysa Scarpa
Fee: $109 (includes text  )

### Word 2013

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., Sept 29-Oct 13th
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Administration Bldg., Room 103
Instructor: Marlysa Scarpa
Fee: $109 (includes text  )
Vincennes University Jasper Campus-Continuing Education is pleased to offer these new online 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.

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

Get Funny!
The ability to create humor is a skill many people don't have, yet wish they did. If you're interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going.

Your instructor, an experienced comedy writer and working actress, will guide you through a wide range of comedic sources. You'll learn how to write a one-liner, use physical humor, target your audience, find the humor in everyday events and much, much more.

Session Start Dates: Sept.14, Oct. 12, and Nov. 9
Fee: $99
To register, go to: www.ed2go/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
**Assisting Aging Parents**

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You'll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You'll learn about financial and legal considerations, health issues, and family interpersonal relationships. You'll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You'll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

**Session Start Dates:** Sept.14, Oct. 12, and Nov. 9  
Fee: $99  
To register, go to:  
[www.ed2go/vujc](http://www.ed2go/vujc)
Join us for ISO 9001: 2015 Internal Auditing

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. Cost of the workshop does not include a copy of the ISO 9001:2015 standard. It is recommended that attendees bring a copy from their organization.

Day One
• ISO overview
• Audit principles
• ISO 9001:2015 Standard requirements

Day Two
• Process auditing
• Role playing
• Corrective action and preventive actions
• Reporting effectively on auditing results

Date: October 20 & 21, 2016
Time: 8 a.m. – 4 p.m.
Cost: $525.00
Location: Vincennes University Jasper Campus
Center for Technology, Innovation, & Mfg. (CTIM)
961 College Ave.
Jasper, IN 47546

Paul Johnson
Productivity Improvement Specialist

Paul has 27 years in manufacturing with General Motors and Delco Remy America. While with General Motors his positions included Supervisor, Quality Engineer and Supplier Development Engineer. He also worked in the Human Resource department with divisional responsibilities for coordinating the employee involvement program, Workers' Compensation and Safety. During his time at Delco Remy America he worked as a Lead Supervisor, Quality Engineer and Supplier Development Engineer. He traveled throughout the world auditing suppliers to the GM quality system.

He served as Director of Human Resources for a local Municipality prior going to Purdue University where he works as an Advanced Manufacturing Specialist consulting, training and assisting in implementation of Lean Manufacturing principles, Training within Industry and Sustainability in businesses throughout the US. Paul is certified by the TWI Institute to provide the 10 hour training for Job Instruction (JI), Job relations (JI), Job Methods (JM), and Job Safety (JS). Paul was awarded JI Master Trainer from the TWI Institute August 5, 2011. Paul has trained over 1,000 people in the TWI methods.

To Register: Contact Jim McFaul at jmcfaul@vinu.edu or 812-481-5909.
For More Information: Contact Adam Auffart at 812-630-6965 or aauffart@purdue.edu.
Customer Service Essentials
This engaging workshop will explore branding, the elements of customer service excellence, the resolution of escalated customer issues, and the fundamental importance of customer service to a successful business. Participants will put these concepts into practice through group discussion, interaction, activities, and role plays. This session will provide knowledge and practical tools that trainees can utilize to provide superior customer service.

Topics covered will include:
- Working Definition of Customer Service
- Branding – Individual and Company and Create Personal Branding
- Top 10 Essentials of Customer Service Excellence
- Internal/External Customers
- Escalated Customer Issues and Why Customer Service Matters
- Personal Customer Service Experiences

Friday, Oct. 7, 8am - Noon
Location: CTIM
Instructor: Shelly Mitchell
Fee: $69 includes coffee.

Facilitation Skills
This course will explore the qualities and responsibilities of a good facilitator, how facilitating differs from training and presenting, group process techniques and ideas generation, common challenges of facilitating and how to overcome them, when/how to handle difficult team members, and how a good facilitator can be the difference between success and failure. Participants will put these concepts into practice through group discussion, materials presentation/interaction, activities, and role plays. This session will provide knowledge and practical tools that trainees can utilize to become a skilled facilitator.

Friday, Dec 2, 8am - Noon
Location: CTIM
Instructor: Shelly Mitchell
Fee: $69 includes coffee.

Coaching and Mentoring for Success
This course will explore coaching and mentoring, the similarities and differences, the key elements of each, as well as coaching and mentoring mistakes to avoid. Participants will put these concepts into practice through group discussion, materials presentation/interaction, activities, and role plays. This session will provide knowledge and practical tools that trainees can utilize for coaching and mentoring success.

Friday, November 4, 8am - Noon
Location: CTIM
Instructor: Shelly Mitchell
Fee: $69 includes coffee.

E-Commerce
The digital economy is reshaping the way we do business. The Internet promises to undermine existing organizational strategies and create new market structures and opportunities. Firms need to stake a unique e-commerce position today or lose market share to nimble competitors tomorrow. In the brave new world of electronic commerce, managers that do not understand how to integrate information technology innovations with new forms of organizing to develop an effective e-business strategy are at risk of being "Amazoned" by their competitors. This seminar provides both strategic and technical tips and techniques of what a manager needs to know in order to better manage and lead an electronic commerce initiative.

Monday, October 24, 1-5 pm
Location: CTIM
Instructor: Richard Feinberg
Fee: $99

Lego® Serious Play®
Lego® Serious Play® (LSP) is a facilitated meeting, communication and problem solving method, where participants are led through a series of questions, which go deeper and deeper. This will happen through several cycles of Listen-Build models-Share models-Discover group insights.

Each participant builds their own three-dimensional Lego® model in response to the facilitator’s questions using specially selected Lego® bricks.

These Lego® models serve as the basis for group discussion, knowledge sharing, problem solving and decision making.

Our facilitators will lead you through a series of sequenced questions that will bring forward current condition of the work environment. Participants will recognize barriers and assumptions. And then be able to visualize what actions and processes need to be put in place to move forward from their current condition.

Using this LSP methodology, attendees will move beyond the traditional “talk it out” approach to “thinking with your hands”. The results are returning to the workplace with a new appreciation for each person’s role in transferring the right information to the right people at the right time.

Facilitators: Tommy Thornton
Date: November 11, 2016
8AM- 4PM
Fee: $249 includes coffee, lunch and Lego Explorer Kits.
Location: VUJC Center for Technology, Innovation, and Manufacturing

Seating is limited. Call 812-481-5937 to register.
Deadline to register is November 4th.
Join us for the **Workforce Development Series**

Sharpen your Workforce skills with this series. You can take the courses as a series or as individual sessions. The **series is $1000** or just **$295 for individual day**!

**Effective Communication/Emotional Intelligence – September 9, 2016**

Have you ever expressed frustration around perceived poor communication? Effective communication is all about the transfer of information and the accurate understanding of that information. This workshop will explore the reason why communication efforts fail and then discover techniques to help improve your communication personal communication skills.

Daniel Goleman contends, “IQ determines the careers and professions people enter, but EQ (emotional intelligence quotient) determines how far they get in that career or profession.” Emotional intelligence is the ability to comprehend value and manage the emotions of one’s self and others. It is an essential skill for leaders and for a project team environment. Leaders need self-awareness, self-discipline, motivation, social competence, and empathy, but our society isn’t developing people with these competences. This workshop explores the importance of using emotional intelligence for creating a stronger leadership model.

**Skills for Success – Oct. 14, 2016**

An ideal employee is one who is reliable, professional, and eager to learn. In addition, organizations in today’s workplace expect employees to work smarter and contribute to the company’s success. To do this, employees must be able to do the following effectively: communicate, work in teams, deal with and resolve conflict, take initiative, solve problems, and work safely. In this course, you will learn methods, techniques, and tools that can help you become a highly valued member of an organization. You will also assess your own workplace skills and identify areas in which you can improve.

**Quality Tools and Techniques – November 18, 2016**

Quality is a significant concern of all companies and organizations; to stay in business, companies must offer a quality product or service that meets or exceeds the needs of the customer. All employees, including line workers, technicians, and office workers, affect quality. In this workshop, you’ll learn more about what quality is and why it is important. You'll also learn some key quality terms and learn to create and use tools organizations commonly use to monitor and improve quality.

**Problem Solving (Using PDCA, A3, and Root Cause Analysis) – December 9, 2016**

In this course, participants will learn about the Plan, Do, Check, Act (PDCA) problem solving method. In addition, participants will learn about problem solving tools and activities, including A3, root cause analysis, process mapping, cause and effect diagrams, and others. Using a variety of real-world scenarios and hands-on activities, participants will practice implementing problem-solving methods and tools.

**Dates: Sept. 9, Oct. 14, Nov. 18, & Dec. 9, 2016**

**Time: 8 a.m. – 4:00 p.m.**

**Location: Vincennes University Jasper Campus**

**CTIM Building**

**961 College Ave.**

**Jasper, IN 47546**

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**To Register:** Contact Jim McFaul at jmcfaul@vinu.edu or 812-481-5909.

**For More Information:** Contact Adam Auffart at 812-630-6965 or auffart@purdue.edu.
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: $995 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 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

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Charge the Business below:

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

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Check #__________made out to VUJC enclosed. ❑ Total amount $__________

❑ VISA/MasterCard/Discover*

__________________________-__________-__________-__________ Exp. Date _______/_____

*Please do not email credit card number. Email registration form and call with payment information.
Several online programs are available. Get started NOW!!

VU Jasper - Continuing Education offers several noncredit Business and Management courses and other programs that fit your schedule and busy lifestyle.

**Popular Programs**
- HRCI/PHR Certification Program
- Human Resources
- Project Management PMP
- Help Desk/Customer Service
- Business Strategy and Operations
- Export Management
- Life Skills Coach
- Sales and Consulting Professional
- Supply Chain Management
- E-commerce/e-business
- Grant Writing
- Business Writing
- Change Management
- Editing and Proof-Reading
- Fundamentals of Public Relations
- Fundamentals of Stress Management
- Principles of Time Management

Train for a new career in the Business/Management field or update certifications you have already earned. Organizations demand the necessary business skills to achieve the company goals and implement business strategies. It is important to your career advancement to keep your business skills current.

Business & Management Development

**Just a Click Away!**

Change your career in less than 9 months

For complete details go to:
https://vinu.theknowledgebase.org