Considering becoming a paralegal? Check out all of the courses we have available! - page sixteen

Need re-licensed? Everything from childcare to insurance - page 20.

Happy New Year! 2018!

Now... what about those resolutions? - pages 3-4
from the **EXECUTIVE DIRECTOR**

As you can see from the cover, we have some thoughts on how Indian Hills might help you meet your personal New Year’s resolutions this year. In addition to that, the Continuing Education & Workforce Solutions department is also making some of our own.

1. We want to expand our programming in our outlying communities this year, and we need your help! If you have a fun skill that you would like to share with others, please contact Amy at Amy.Hammack@indianhills.edu. We know we have people in all corners of our region that would like to have some of our classes a little closer to home. Please help us make that happen.

2. We will be posting more reminders for upcoming classes on Facebook. (As much as it pains me, I know not everyone saves our catalog for four months.) You can always check our website for upcoming opportunities, but if you want timely reminders of things we have going on, please like our Facebook page. You can find us on Facebook by searching for Indian Hills Continuing Education & Workforce Solutions.

3. In 2017, we worked really hard to improve our online registration process and student feedback tells us it is now much more user friendly. With that in mind, we are going to be directing more people toward online registration. If more people register online, more classes run because we know for sure who is planning to attend. This is a win for all of us!

On behalf of the whole team at Indian Hills, I want to wish you an exceptional 2018. We look forward to seeing you in class!

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**Annual Non-Discrimination Statement**

Non-Discrimination Policy: It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Indian Hills Community College offers career and technical programs in the following areas of study:

- Accounting Assistant
- Associate Degree Nursing*
- Automotive Technology
- Automotive Collision Technology
- Aviation Maintenance Technology
- Aviation Pilot Training*
- Avionics Electronic Technician
- Bioprocessing Technology
- Business Specialist
- Business Specialist - Accounting
- Business Specialist - Office Management
- Child Care Technician*
- Clinical Laboratory Assistant*
- Commercial Driver Training*
- Computer Accounting
- Computer Networks & Security
- Computer Software Development
- Construction Management
- Construction Technology
- Criminal Justice*
- Culinary Arts
- Dental Assisting* 
- Dental Hygiene*
- Diesel Technology
- Early Childhood Associate*
- Electronic Engineering Technology
- Electrical & Renewable Energy Technology
- Emergency Medical Technician*
- Geospatial Technology
- Grounds Equipment Technician
- Health Information Technology*
- Health Unit Coordinator*
- Hotel & Restaurant Management
- HVAC & Refrigeration
- Industrial Maintenance
- Interactive Media Technology
- Landscape & Turfgrass Technology
- Laser & Optics Technology
- Machine Technology
- Medical/Insurance Coding*
- Medical Laboratory Technology*
- Nutrition & Dietary Management*
- Occupational Therapy Assistant*
- Paramedic*
- Paramedic Core*
- Pharmacy Technology*
- Phlebotomy Technician*
- Physical Therapist Assistant*
- Practical Nursing*
- Radiologic Technology*
- Robotics/Automation Technology
- Surgical Technology*
- Sustainable Agriculture & Entrepreneurship
- Therapeutic Massage*
- Welding Technology

If you have questions or complaints related to compliance with this policy, please contact Kristen Parks, Director of Human Resources/Equity Coordinator, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5108; Chris Bowser, Executive Dean, Student Services (students), (641) 683-5159; Darlas Shackley, Executive Dean, Arts & Sciences (students with disabilities), (641) 683-5174; or the U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730-1576.

*Indicate screened programs. For admissions criteria, please visit [www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php](http://www.indianhills.edu/academics/nondiscriminationadmissioncriteria.php)
DECEMBER 2017 - APRIL 2018

- **General Interest** page 5
  - BLAST Baby sitting
  - Crafts
  - Dog Obedience
  - Foods
  - Fitness

- **Driving Programs** page 13
  - Annual Bus Driver In-Service & New Bus Driver S.T.O.P.

- **Vocational** page 13
  - Coaching Authorization
  - Mechanical
  - ServSafe
  - Welding Classes

- **Professional Development** page 15
  - Human Resource Classes
  - Online Paralegal Classes

- **Small Business** page 19
  - Personal Finance Planning
  - QuickBooks
  - Creating Facebook Ad Campaigns

- **Re-Licensure** page 20
  - Childcare Classes
  - Cosmetology
  - Electrical, Plumbing, Mechanical and Safety
  - Insurance

- **Court Mandated** page 23
  - Anger Management
  - Children In Between
  - Drinking Drivers 12-Hour Class
  - Driving Improvement

- **Health** page 24
  - Acute Care and Emergency Certification Courses
  - EMS Continuing Education Courses
  - OT - PT - Massage Therapy
  - Mandatory Reporter – Dependent Adult & Child Abuse
  - American Heart Association CPR & First Aid Classes
  - Nurse Aide (CNA) Certificate Program
  - CNA Registry Testing
  - Other Health Non-Credit Certificate Programs

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**For More Information**

- **Rebecca Appleget**: Registration & General Information 641-683-5281 or Rebecca.Appleget@indianhills.edu
- **Teresa Canaday**: Registration & General Information 641-683-5249 or Teresa.Canaday@indianhills.edu
- **Nathan Crump**: Registration & General Information 641-683-5249 or Nathan.Crump@indianhills.edu
- **Amy Hammack**: General Interest, Kids’ Camps & Personal Development 641-683-5216 or Amy.Hammack@indianhills.edu
- **Ashley Koll**: American Heart Association 641-683-5177 or Ashley.Koll@indianhills.edu
- **Lori Reeves**: Relicensure and Short-term Certificates 641-683-5337 or Lori.Reeves@indianhills.edu
- **Shannon Stevens**: Small Business 641-683-5312 or Shannon.Stevens@indianhills.edu

**Registration & Refund Policies**

We ask that all participants pre-register for class. You may register for Continuing Education Courses online:

- Online: [www.indianhills.edu/cews](http://www.indianhills.edu/cews)
  - Scroll down to the button that says, “Register for a Continuing Education Class”
  - From here you will be able to search for and pay for classes
  - Credit card payment is required in order to complete the registration

If you have trouble registering online, please contact us at either 1-800-346-4413 or cews@indianhills.edu

**Refund Policy**

In order to qualify for a refund, you must cancel your registration 3 business days before the start of your class. If you have not prepaid for the class, charges will still be assessed to your account if you do not show up for the class or cancel within the required time frame. Exceptions will be made only in extreme circumstances. To cancel a registration, call us at 1-800-346-4413.
If you are partaking in the time honored tradition of making a New Year’s resolution this year, let Indian Hills help! We visited Statisticbrain.com to get their take on some of the most commonly made New Year’s resolutions. Here is how we can help with each one:

1. Lose Weight/ Work-out More Often

We have five exercise courses starting within the first half of January. Whatever intensity level you are looking for; we’ve got something for you. Check out page 11 to see our cardio, weight lifting, and yoga offerings.

2. Life/Self Improvements/Find a Better Job

Not happy with your current career or income level? Come and visit our admissions staff at Indian Hills. Indian Hills has over 50 career and technical programs that put you on the direct path to new career opportunities. Here is just a small sample of a few programs that have fantastic placement rates.

- Bioprocessing Technology – Companies in our own backyard, as well as across the globe, are engaging in exciting new processes utilizing biotechnology. Part science, part engineering, part hands-on problem solving, this program is great for people who like to analyze things and figure out how they work, and then make them better.
- Computer Software Development - Does the idea of working from anywhere appeal to you, small town or big city, your couch or a bustling downtown skyscraper, a ski resort or beach front cabana...you get the idea. Companies across the globe are scrambling for people with computer programming skills, where do you want to go?
- Medical Laboratory Technology – Many areas of the country (including Iowa) are experiencing critical staff shortages in this vital area. An integral part of any medical team, Medical Lab Technicians help doctors to diagnosis various diseases and illnesses by performing tests on tissue, blood, and other bodily fluids.
• Paramedic – Do you have nerves of steel combined with a love of helping others? Paramedics are the first responder to accidents and medical trauma, they literally have the opportunity to save lives every time they punch the clock. We get daily calls from facilities wanting to recruit these real life superheros to their teams.

• Have we sparked your interest? Call the One-Stop Center, 641-683-5262, and ask them how to find out more. Why you are at it, be sure to ask about financial aid, we have LOTS of options.


Guess what? We can help with both of these. A great way to bond with family and friends is to learn something new together. Check out any of our general interest courses on the following pages to find a fun new skill that you can learn with friends or family. Since we think our classes are pretty exciting, we are saying they meet that goal as well!

In addition to our great classes, we are also home to a very large group of talented student athletes, musicians, and thespians. Visit www.indianhillsathletics.com to find out which teams are playing right now and check out www.indianhills.edu/arts to find our Performing and Visual Arts calendar.

4. Better Financial Decisions

On page 19 you will find our course on Personal Financial Planning. This course covers the financial gamut, it will touch on: credit scores, retirement, student loans for education, investing, budgeting, tax management and the appropriate use of debt. Don’t miss signing up for this class, it will be held on January 30th!

Even if you don’t make a New Year’s resolution this year, we hope something we listed above might catch your eye. As a community college, we offer a little something for everyone. See more about what we might have for you at www.indianhills.edu.
Oils of the Bible

What the Bible says sets a biblical foundation for the use of modern day essential oils. We will explore the uses in the Old and New Testaments to uncover where the oils came from, how they were made and how they were used in biblical times. We will reveal the oils and spices most commonly mentioned in the Bible. Learn their origins, histories, significance and how they can be used today to help our bodies heal.

18/YR*NON*1327*102
Dec 05 - Dec 05
Ottumwa Campus
Tues, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 111A - $20.00
T. Reck

Country Line Dancing

This popular dance class is a great opportunity to learn modern Country Line Dances and also serves as an exercise class. The sessions start at the beginner level and progresses from there. No partner necessary. Get your friends together and come have some fun.

18/YR*NON*1327*104
Apr 17 - Apr 17
Ottumwa Campus
Tues, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 111A - $20.00
T. Reck

Essential Oils 101 - the Basics

Natural, organic oils have powerful properties to enhance one’s emotional and physical well-being. We will cover the basics of essential, therapeutic oils including how to choose quality oil, how to use them safely, and which oils can be part of your daily routine to support general health, minor ailments, skin care, and cleaning.

18/YR*NON*1327*103
Mar 20 - Mar 20
Ottumwa Campus
Tues, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 111A
$20.00
T. Reck

Pinterest and YouTube.

18/YR*VOC*1071*101
Jan 23 - Jan 23
Ottumwa Campus
Tues, 7:00PM - 9:00PM
Advanced Technology Center
Rm: 216 - $29.00
T. Reck

Smartphone for Dummies – Android

Do you have a new phone? Would you like to use your smart phone to its full potential? This class is for you! Learn about the “apps” and everything “cool” about your new phone.

18/YR*NON*1260*102
Feb 20 - Feb 20
Ottumwa Campus
Tues, 6:00PM - 9:00PM
Advanced Technology Center
Rm: 111A - $29.00
T. Reck

Social Media Basics

What is it? How do I get started? What do I do once I get started? How do I use it? Get the answers to these questions and others during this class. Learn the benefits of the most recent social networking tools. Topics covered will include Facebook,
Self-Defense Techniques for Everyday People

Be prepared. Both men and women need to know simple, personal protection techniques to protect themselves or loved ones. Learn from a self-defense expert, essential, easy-to-use close quarter defensive techniques and strategies, which use your body and your surroundings to increase personal safety. If you work late, park in dark parking lots or are out alone at night, this class will teach you defensive techniques.

18/YR*NON*1904*103
Feb 21 - Feb 28
Ottumwa Campus
Wed, 6:00PM - 9:00PM
Rural Health Education Center
Rm: 111 - $60.00
D. Shaw

Basic Bedding Plants

Get a jump on your gardening while the snow is still on the ground and join us for this popular class! Get your hands dirty and grow annual and perennial flowers and vegetables from seed, cuttings and divisions. Also touch on basic controlled environments and growing structures. Please bring a variety of seeds that you wish to see flourishing in your garden to class the first evening. Class size is limited to 20 so don’t wait to enroll. An additional $20 fee is due the IHCC Horticulture program for materials and supplies. The course includes a limited number of flats; additional flats will be charged accordingly.

18/YR*NON*1151*101
Mar 06 - Apr 24
Ottumwa Campus
Tues, 6:00PM - 8:00PM
Horticulture Bldg
Rm: 100 - $150.00
N. Smith

Ham Radio 101

Ham Radio 101 is just one of the many courses we are offering this fall that can introduce you to your new favorite hobby! For over 100 years “hams” have been using radio waves to communicate with other people from around the country and even around the world. In Ham Radio 101, join instructor Joe Goudy and learn the basics of radio equipment and operations, as well as FCC regulations. After this course, participants will be prepared to take the federal exam that grants them a Technician license which is necessary to legally communicate via the radio. After earning this license, you are officially a “ham” and can join the community of operators in North America and have limited privileges on the radio bands used for international communications.

18/YR*VOC*1374*102
Feb 21 - Mar 28
Ottumwa Campus
Wed, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 156 - $120.00
J. Goudy

Iowa in the Civil War

The Civil War was largely fought by young farmers. Iowa sent a higher percentage of young farmers to the war than any other state. Much material will be presented from unpublished letters and journals from soldiers and people at home. Artifacts and weapons from the conflict will be shown.

18/YR*NON*1575*101
Mar 10 - Mar 10
Ottumwa Campus
Sat, 10:00AM - 12:00PM
Advanced Technology Center
Rm: 111A - $25.00
M. Zahs

Landscape Design: How Do I Start and Where Do I Go From Here?

A well-designed landscape adds beauty and value to any home or business. Proper creation of that design ensures that it will provide a functional outdoor space you can enjoy for years to come. Join Steve Huffman for this three night course that will cover the following topics:

- Sight Analysis
- Owners wants & needs of landscape
- Principles of Design
- Hardscape vs Landscape
- Line locates before you dig
- Design Process
- Cost analysis
- Ease of installation/maintenance

18/YR*NON*1898*101
Mar 14 - Mar 28
Ottumwa Campus
Wed, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 111B - $60.00
S. Huffman
BLAST Baby sitting

BLAST Baby sitting Class - Ages 11-14

The BLAST (Baby sitting Lessons & Safety Training) Program is an exciting and interactive course that teaches participants how to set up and run their own baby sitting business, how to handle the basics of childcare, how to react responsibly to medical emergencies and injuries, how to preform first aid for common childhood injuries and illnesses and how to entertain children with a variety of activities. Participants will complete Heartsaver Family and Friends CPR and receive a CPR course participation card. During the course students will also make first aid kits and baby sitter busy bags filled with activities and games to use while baby sitting. This class is open to student’s age 11-14 years of age. Enrollment is limited. Participants should bring a 12-16” doll or teddy bear and a flash drive with them to class. Lunch will be provided.

18/YR*NON*1081*101
Dec 28 – Dec 28
Ottumwa Campus
Thurs, 9:00AM – 3:30PM

Advanced Technology Center
Rm: 111A - $50.00
A. Koll

18/YR*NON*1081*102
Feb 10 – Feb 10
Ottumwa Campus
Sat, 9:00AM – 3:30PM
Advanced Technology Center
Rm: 111A - $50.00
A. Koll

18/YR*NON*1081*103
Mar 14 – Mar 14
Ottumwa Campus
Wed, 9:00AM – 3:30PM
Advanced Technology Center
Rm: 111A - $50.00
A. Koll

Crafts

Santa & Mrs Claus Wine Glass Painting Class

Pour, Sip, Paint and Repeat! Gather your friends and head out for a fun-filled night of art and wine. Painting is not just for the canvas! Create your own custom wine glasses, hand-painted by YOU! We’ll provide the glass, art supplies, snacks and wine to sip on while you work. You will leave with a Santa and Mrs. Claus painted glass. Register today and let’s add to your wine glass collection.

18/YR*NON*1687*101
Dec 01 - Dec 01
Ottumwa Campus
Fri, 6:00PM - 8:00PM
Bennett Student Services Center
Rm: 100 - $40.00
A. Winn

Zentangle - Gems II

The Zentangle method is simple to understand and easy to enjoy -- even if you are convinced you are not an artist. At first glance, a Zentangle creation can seem intricate and complicated. But when you learn how it is done, you realize how simple it is... sort of like learning the secret behind a magic trick. Then, when you create a piece of Zentangle art, you realize how fun and in grossing the process itself is. This class students will create drawings of semiprecious stones, such as turquoise, opal, and lapis.

18/YR*NON*1001*107
Dec 07 - Dec 07
Ottumwa Campus
Thurs, 6:00PM - 9:00PM
Advanced Technology Center
Rm: 111B - $20.00
C. Oldfield-White

Crafty Desk Calendars

Fun 2018 desk calendars! Make one for yourself or give as a Christmas gift. Each month features a different theme! An additional $20 fee is due to the instructor at class for materials and supplies.

18/YR*NON*1121*101
Dec 07 - Dec 07
Ottumwa Campus
Thurs, 6:00PM - 9:00PM
Advanced Technology Center
Rm: 116 - $30.00
L. Morgan

**Beaded Bracelets**

Learn to create fun, creative beaded bracelets! Make them stretchy or string them on wire! Keep them for yourself or make a special gift! An additional $5 fee is due to the instructor at class for each bracelet.

18/YR*NON*1820*101
Dec 14 - Dec 14
Ottumwa Campus
Thurs, 6:00PM - 9:00PM
Advanced Technology Center
Rm: 116 - $30.00
L. Morgan

18/YR*NON*1820*102
Jan 25 - Jan 25
Ottumwa Campus
Thurs, 6:00PM - 9:00PM
Advanced Technology Center
Rm: 116 - $30.00
L. Morgan

**Square Up and ‘tangle down! Beginner level Quilting Class**

When you finish this class, you will have learned how to assemble several quilt blocks using squares and rectangles as basic building blocks. You may make more of your favorite block to create a wall hanging, small quilt or any size quilt you desire. If you can sew a straight seam and operate a rotary cutter, you can quilt.

**Tools you need to complete this project:**
- Sewing machine, thread, 2 loaded bobbins, size 12-14 machine needles for woven fabric.
- Sharp fabric scissors (pinking preferred), rotary cutter, rotary cutting mat, clear quilting ruler.
- Marking pencil (dark or pencil for light fabrics and silver/yellow for dark fabrics).
- Quilting pins, seam ripper and your imagination.
- Fabric you need to purchase and bring to class:
  - 1 Pkg of Charm Squares (these are 5” squares of coordinating/contrasting fabric) and a 1 Layer cake pat (10” squares of coordinating/contrastin g fabric) and 1 yard white tone on tone or other appropriate color for borders OR
  - 2 yards contrast/coordinate fabric and 1 yard white or white tone on tone for borders.
- The actual amount of fabric you need will depend on how many blocks you want to make, so choose fabric you can buy more of fairly easily.

**Finished product:** You will have at least four different patterned blocks that you can create any size quilt, table runner, placemats, lap quilts, baby quilts or just a bed cover. If we have time, we can try more than four patterns. We can also discuss sandwiching, quilting/tying and binding if we have time. Come and have a great time! You’ve got this!

18/YR*NON*4137*101
Jan 12 - Jan 26
Ottumwa Campus
Fri, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 111A - $60.00
C. Francis
“Frosty” Window

To beat the frosty weather, bring the snowman indoors and make a painted vintage window a great addition to your home. It would also make a very memorable gift for someone special. A $20 supply fee, payable to the instructor, for all of the supplies, including the window, to complete your project. Come enjoy a relaxing, fun night with friends. Sign up early as space is limited!

18/YR*NON*1110*102
Jan 16 - Jan 16
Ottumwa Campus
Tues, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 116 - $20.00
A. Winn

Heart on a string

Don’t miss out on this String Art Class! Learn how to create a beautiful, personalized wall hanging. Each participant will leave class with a finished wood pallet with a heart design made with string and nails.

18/YR*NON*1104*101
Feb 06 - Feb 06
Ottumwa Campus
Tues, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 116 - $20.00
A. Winn

Crochet for Beginners

Learn the basics of how to crochet including hooks, yarns, and pattern selection. The first three sessions will have an assignment to present the next week. Supplies you will need to bring to class are any crochet hook and some scrap yarn. (Extra will be available for use during the class.)

18/YR*NON*1221*101
Mar 06 - Mar 27
Centerville
Tues, 7:00PM - 8:00PM
Centerville Training Facility
Rm: 15 - $40.00
N. Camardo

4 Leaf Clover – “Wine and Wood” Class

Paint your very own masterpiece while you sip on some wine and receive step by step instructions. You’ll be making memories, having fun and laughing with others. If you’ve never painted before, NO PROBLEM! All the supplies are provided and the instructor is here to help guide your creativity! Bring the girls and let’s have some fun! A $20 supply fee, payable to the instructor, for all of the supplies to complete your project. Space is limited so sign up today.

18/YR*NON*1105*102
Jan 16 - Jan 16
Ottumwa Campus
Tues, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 116 - $20.00
A. Winn
Pineapple Wreath

Put away all your winter decorations and let everyone in the neighborhood know that you can’t wait for spring with this pineapple wreath on your front door! Get the girls together and come get crafty. A $20 supply fee, payable to the instructor, for all of the supplies to complete your project. Space is limited so sign up today.

Dog Obedience

Develop a rewarding relationship with your dog! By providing leadership, structure, and fulfillment, you will learn how to create clear communication, establish reliable obedience, condition calmness, build confidence, and prevent problem behaviors in your canine companion. In this six week course, handlers will practice and proof six basic commands: Sit, Down, Place, Heel, Leave It, and Recall. Marker words and release cues will also be introduced, as well as ways to motivate and reward your dog to reinforce desired behaviors and build engagement. Dogs should be at least 5 months of age to take the course. Class size is limited so early registration is recommended. Pit Bulls and Staff Terriers cannot be accepted in this class due to city ordinances. The first day of class is an informative session, you will not bring your dog, just current rabies certificate. At this class the instructor will schedule two one-on-one sessions with you and your dog to meet with him individually and then the remaining three weeks you will meet as a group.

Holiday Cookie Creations

Don’t stress over your holiday baking, instead come spend a fun afternoon in the IHCC baking lab. We will make, bake and decorate a variety of holiday cookies to take home and share with your family and friends.
Homemade Baby - Make Your Own Baby Food

As a new parent, you only want the best for your little one, and that includes what he or she eats. Join Registered Dietitian and new mom Heather Larson as she demonstrates the ins and outs of making your own baby food, gives you samples, recipe book and ideas to take with you. There is a $25 supply fee to the instructor at class and each participant will leave with a set of baby food containers and a freezer kit.

18/YR*NON*1548*101
Dec 11 - Dec 11
Ottumwa Campus
Mon, 6:00PM - 7:00PM
Food Service Complex
Rm: B80 - $20.00
H. Larson

Date Night: Pizza, Wine & Beer

Bring your sweetheart or best friend and spend a fun evening creating your own masterpiece pizza while sampling a delicious wine and beer selection. Chef Mark and Chef Adam will demonstrate the process of making your dough from scratch and walk you through the pizza making process. They will also demonstrate appetizer flatbread pizzas and amazing dessert pizzas that will be sampled during class. Come learn some fun baking and cooking techniques and sit down to a delicious meal at the end of the class! You will work as a team of 2 during the class, course fee is a per couple charge, only one participant per couple needs to register and pay online. Space is limited so sign up today!

18/YR*NON*2039*101
Jan 19 - Jan 19
Ottumwa Campus
Fri, 6:00PM - 9:00PM
Food Service Complex
Rm: The Studio - $60.00 per couple
M. Fisher, A. Darland

Valentine Day Cookie and Decorating Class

What’s better than receiving homemade sugar cookies? Giving them! Learn how to make your Valentine a special gift as Chef Mark shows you everything you need to know about making, baking and decorating sugar cookies. You’ll spend the morning rolling, cutting and decorating cookies. Take these masterpieces home with you to give as gifts or keep all to yourself! Call today to get registered as space is limited! Course fee covers the cost of the supplies as well.

18/YR*NON*1136*102
Feb 10 - Feb 10
Ottumwa Campus
Sat, 8:00AM - 12:00PM
Food Service Complex
Rm: B80 - $50.00
M. Fisher

Fitness

Yoga for the Mind & Body

Create balance by developing both strength and flexibility through yoga. Relieve stress, find focus and achieve peace of mind, body and spirit. This class will focus on breathing techniques, stretching, toning, balance and relaxation. Although Yoga is for everyBODY and EVERYbody, many of the yoga positions include floor exercises. If you have physical limitations or questions, please contact us. You will need to bring a yoga mat to class--Yoga blocks are not required but recommended. Class size is limited, therefore, participants must register and pay prior to the session to hold their place in the class. Please no ‘walk-ins’. Namaste!

18/YR*NON*1451*104
Dec 07 - Dec 21
Ottumwa Campus
Thurs, 5:15PM - 6:15PM
Advanced Technology Center
Rm: 111A - $30.00
K. Sisler

18/YR*NON*1451*105
Jan 11 - Jan 25
Ottumwa Campus
Thurs, 5:15PM - 6:15PM
Advanced Technology Center
Rm: 111A - $30.00
K. Sisler

you've got NEXT at Indian Hills! Call 1-800-346-4413 or email cews@indianhills.edu
ZUMBA® fitness

18/YR*NON*1451*106
Feb 01 - Feb 22
Ottumwa Campus
Thurs, 5:15PM - 6:15PM
Advanced Technology Center
Rm: 111A - $30.00
K. Sisler

18/YR*NON*1451*107
Mar 01 - Mar 29
Ottumwa Campus
Thurs, 5:15PM - 6:15PM
Advanced Technology Center
Rm: 111A - $30.00
K. Sisler

18/YR*NON*1451*108
Apr 05 - Apr 26
Ottumwa Campus
Thurs, 5:15PM - 6:15PM
Advanced Technology Center
Rm: 111A - $30.00
K. Sisler

Zumba

Do you have an inner Jennifer Lopez longing to emerge? Then, come on out and join this one-hour class that will have you moving to a combination of Latin and current Pop music. Brandea is a certified Zumba® instructor that will have you burning a ton of calories without even realizing it! No dance experience is required and all fitness levels are welcome.

18/YR*NON*1020*104
Jan 09 - May 15
Ottumwa Campus
Tues, 5:15PM - 6:15PM
Hellyer Student Life Center
Rm: 105 - $50.00
B. McCann

Brazilian Cross Training

Brazilian cross training is a great way to mix and match your workout routine by using different muscle groups you can reach a higher level of fitness. These workouts are short, intense and really help you burn more calories. Class is led by Gabby Zeller and all levels are welcome, she will keep things interesting and fun and also helps you stick with it.

18/YR*NON*1020*105
Jan 08 - May 17
Fairfield
Mon & Thurs, 5:45PM - 6:45PM
Morning Star Studio, 51 ½ South Court, Sunset Gallery - $100.00
B. McCann

Insanity

Looking for INSANE results? INSANITY may be your answer. Jennifer Hess is certified in Shaun T’s INSANITY workout. Insanity entails max interval training which includes cardio and plyometric drills with intervals of strength, power, resistance, and core training. The program involves long bursts of maximum-intensity exercises with short periods of rest so you can burn calories and sculpt muscles. The course will begin with 30 minute sessions and build up to 50 minutes. This class will push your limits but modifications are adaptable to any fitness level.

18/YR*NON*1020*106
Jan 09 - May 15
Ottumwa Campus
Mon & Wed, 5:15PM - 6:15PM
Hellyer Student Life Center
Rm: 105 - $100.00
J. Hess

Woman Power! Weight Class

This class, developed for women, offers community, energy, and motivation to help deliver fitness results by developing strength and endurance in your major muscle groups. We will be using high repetitions of light to moderate weight in this fun workout. This will be a 10 week program in a small group setting so sign up early as space is limited!

18/YR*NON*1725*102
Jan 09 - May 15
Ottumwa Campus
Tues & Thurs, 5:15PM - 6:15PM
Tom Arnold Net Center
Rm: Weight - $100.00
G. Zeller

Register online at: www.indianhills.edu/cews
**DRIVING PROGRAMS**

We offer Bus Driver Education classes. Visit our website to see a complete listing of these classes. [www.indianhills.edu/cewsbusdriver](http://www.indianhills.edu/cewsbusdriver).

**AARP Smart Driver**

The AARP Driver Safety course offers the nation’s first and largest refresher course designed specifically for older drivers. This new and improved course is the results of nearly two years of planning, research, and testing, and was launched on January 1, 2014. The new curriculum is the product of input from the dedicated volunteers and insight from experts across the transportation and driver safety industries. Come and enjoy a relaxed atmosphere where you will gain knowledge and helpful hints to make you a safer driver.

18/YR*ELI*1010*103
Apr 17 - Apr 17
Ottumwa Campus
Tues, 9:00AM - 1:00PM
Advanced Technology Center
Rm: 111A

Tuition payable to AARP, $15 for AARP members and $20 for non-members. Cost payable day of class. S. Winkel

**VOCATIONAL**

**Coaching Authorization**

We offer all of the courses necessary to earn your coaching authorization for junior high or high school athletics in the state of Iowa. Visit our website to see a complete listing of these classes. [www.indianhills.edu/cewascoachingauthorization](http://www.indianhills.edu/cewascoachingauthorization)

**Mechanical**

**Small Engine Repair**

This class will cover the fundamentals of two and four-cycle engines. Students will receive instruction and laboratory experience in the operation, maintenance, diagnosis, repair and care of the engines. Students are encouraged to bring their own projects to repair.

18/YR*VOC*3044*102
Apr 11 - Apr 25
Ottumwa Campus
Wed, 6:00PM - 8:00PM
Advanced Technology Center
Rm: 111B - $69.00
K. Bogert

**ServSafe Certification**

ServSafe Course/Testing is designated for foodservice owners, operators, managers and supervisors in order to achieve certification on food safety mandates and requirements. Materials have been developed by the National Restaurant Association Educational Foundation. The course fee includes the current edition of ServSafe Essentials, course materials and test. It is mandatory that you pick up the book prior to the class taking place. It is also recommended that you bring your lunch to this class. Note: If you have a group of people who need certification and live in the 10-county area, please call to set up a class in your area.

18/YR*VOC*3044*103
Apr 17 - Apr 17
Ottumwa Campus
Tues, 9:00AM - 1:00PM
Advanced Technology Center
Rm: 111A

Tuition payable to AARP, $15 for AARP members and $20 for non-members. Cost payable day of class. S. Winkel

**COMMERCIAL TRUCK DRIVING**

**WEEKDAY COURSES (six weeks)**
Monday through Thursday 8AM - 4PM

17/CW*TDT140*01
Jan. 8 through Feb. 15, 2018

Feb. 19 through March 29, 2018

April 3 through May 10, 2018

18/CS*TDT140*03
March 3 through April 29, 2018

In state tuition: $2,205 - Out of state tuition: $2,905

**WEEKEND COURSES (nine weekends)**
Saturday and Sunday 7AM - 5:30PM

18/CS*TDT140*01
April 3 through May 10, 2018

18/CS*TDT140*03
March 3 through April 29, 2018

In state tuition: $2,150 - Out of state tuition: $2,805

For more information, or to pre-register, please contact trinita.shewry@indianhills.edu or call 1-800-726-2585, Ext 5214.
you've got at Indian Hills! Register online at: www.indianhills.edu/cews

Welding Classes

Basic Welding

During this welding class, participants will have the opportunity to explore the different types of welding applications and how each application might best fit a particular project. There will be hands-on welding, so proper safety equipment is required.

AWS Welding Certification

If you are an experienced welder and would like to move your career to the next level, this is your opportunity. Indian Hills Community College is now an American Welding Society (AWS) Accredited Test Facility (ATF). IHCC is now able to perform AWS Welding Certification Testing for welders. The AWS test will be performed on 3/8 inch steel in 3G and 4G positions. All weld tests are certified to the AWS D1.1 structural welding code. Schedule your test early as seats are limited to the first 4 welders that register and pay. Successful participants will receive a certificate stating they have obtained the AWS Certified Welder status.
PROFESSIONAL DEVELOPMENT

Human Resources

Drug Testing Training

Are you in compliance with the provisions of the Iowa Drug Testing statute or the DOT drug testing requirements? If not, Gayla Harrison of Harrison, Moreland, Webber & Simplot Law Firm, will be conducting a 2-hour training that will cover the requirements mandated by the Iowa Drug Testing Law. The training will cover the recognition of evidence of employee alcohol or drug use, documentation of employee drug or alcohol abuse and action plans for employees who abuse alcohol or drugs.

18/YR*VOC*3050*602
Apr 4 – Apr 4
Ottumwa Campus
Wed, 02:00PM - 04:00PM
Advanced Technology Center
Rm: 111A - $50.00
Instructor: G. Harrison

18/YR*BUS*2057*602
Feb 20 – Feb 27
Ottumwa Campus
Tues, 12:30PM - 04:30PM
Advanced Technology Center
Rm: 111A - $199.00
Instructor: G. Harrison

Employment Law for Supervisors

Today’s workplace can be extremely complex and frustrating unless one knows the basics. This workshop will help you understand employment law in 8 hours. Topics include hiring, handling attendance and leave of absence issues, discipline and discharge, discrimination and related topics. The target audience is: New supervisors, Existing supervisors wanting a refresher on new information regarding human resource matters and human resource personnel with limited experience.

The presenter is Gayla Harrison, an Ottumwa attorney, whose practice includes labor and employment law.

18/YR*BUS*2050*201
Jan 23 – Jan 23
Ottumwa Campus
Tues, 1:00PM - 3:00PM
Perkins Conference Room - $129.00
Instructor: Lisa Munger Oates

Ethics: A Line in the Sand

Ethical lapses continue to occur throughout our Corporations, Governments, Schools and Charitable Entities. Every day a new violation of ethics can be read about in the news. What is the underlying reason for most unethical behavior? Can we identify candidates in advance of hiring that may have the potential to be unethical? How can the company set the ethical “tone at the top of the company?” Is bending the rules ever acceptable? Our speaker, Jim Lindell, CPA, CSP has authored “Ethics – A Line in the Sand” and has spoken extensively on this topic. Jim will highlight the funny and the sad stories of ethics and most importantly provide the roadmap to increase ethical behavior and accountability in your company.

18/YR*BUS*2122*201
Mar 27 – Mar 27
Ottumwa Campus
Tues, 1:00PM - 3:00PM
Perkins Conference Room - $129.00
Instructor: Jim Lindell

Persuasive Communication

We all have moments in our work lives where being prepared to communicative precisely, confidently and competently what we intend (even if we’re on the spot) can be career-changing. In this workshop you’ll learn how to present yourself for those moments, whether planned or unplanned. We’ll address talking points, body language, vocal tonality, the imposter complex and any other topics asked for by the audience. You’ll walk away feeling more in control of the messages you are sending—both verbally and non-verbally. We’re always sending non-verbals—harness them to send the messages you want.

18/YR*BUS*2122*201
Jan 23 – Jan 23
Train the Trainer: A Leader’s Guide to Developing Your Team’s Talent

On-the-job training. Whether you are a full-time, part-time, or occasional trainer, the techniques you use to prepare and deliver the training makes a big impact on how much is actually learned by your participants. This program provides practical tools and techniques for “trainers” to use before, during, and after a learning experience.

18/YR*BUS*2084*201
Mar 13 - Mar 13
Ottumwa Campus
Tues, 9:00AM - 4:00PM
Advanced Technology Center
Rm: 111A - $199.00
M. Matt

Six Key Directives to Boost Your Revenues & Jumpstart Your Profitability

The emphasis of this workshop is on the activities and actions that drive revenues and profitability. Speaker, Jim Lindell, will take participants through a tool that he has developed called “Thorsten Profit Enhancers.” The six major categories to be covered are: Macro Tools, Revenue Cycle, Decreases Expenses (Lean & Continuous Improvement), Ratio Tools, Benchmarking, and Policy and Procedure.

18/YR*BUS*2088*201
Mar 28 - Mar 28
Ottumwa Campus
Wed, 9:00AM - 12:00PM
Bennett Student Services Center
Rm: 100 - $129.00
J. Lindell

Executive Leadership Series – VP or CEO Level

The Executive Leadership Series is designed to bring together top level leaders from across the Indian Hills region. Facilitated by Indian Hills’ President, Dr. Marlene Sprouse, the theme for this year’s series is Data Influenced Decision Making. How do we collect data, when do we make decisions based on data, and do we ever just ignore it and go with our gut?

- Mar. 29th – The Data Driven Company
- June 28th – Who’s Afraid of the Big Bad Data
- Sept. 27th – A Look at Our Region’s Data and How It Affects You
- Dec. 6th – Planning for the Future in this Time of Change

This series meets from 9:00 a.m. to 3:00 p.m. and lunch is included in the price of the Series. Participants may send another executive from their company to sit in on sessions that their schedule may not allow them to attend.

18/YR*BUS*2094*201
Mar 29 - Dec 06
Ottumwa Campus
Thurs, 9:00AM - 12:00PM
Arts & Sciences Complex
Board Room - $995.00
M. Sprouse

Online Paralegal Classes

Paralegal Certificate

Midwest Paralegal Studies, in partnership with Indian Hills Community College, is offering a 12-month Paralegal Certificate. For program details and questions, contact the instructor, Mr. Zoran, Perovanovich via email, zoran1990@juno.com. This is an online tutoring program designed to let you work at a pace comfortable for your busy lifestyle. It begins with a free one-hour orientation seminar held online. The certificate series includes a total of five classes, each lasting seven weeks. Classes are designed to facilitate the individual needs of both novices and those currently working in the legal field and looking to upgrade their skills. You will learn how to: Research and write a legal office memo; Explore and investigate a legal specialty; Learn the procedures of a local court system; Understand the management of a law office; Develop strategies for a paralegal job search. How the program works: At the beginning of each course, students will access all of the lectures and study materials they will need online and via email. Additional individual tutoring will be furnished to each student during the course of the program, as needed. Courses may be taken in any order at the start of each class term. However, we recommend students take classes in the order in which they are listed below. Start dates for all five classes are the first week of February, April, June, September, and November.

18/YR*BUS*1015*502
Nov 2 - Dec 14
$195.00

18/YR*BUS*1015*503
Feb 1 – Mar 15
$195.00

18/YR*BUS*1015*504
Apr 12 – May 17
$195.00

18/YR*BUS*1015*505
Jun 7 – Jul 19
$195.00
**Paralegal Jurisprudence**

This course will coach you in the paralegal profession including many of the more popular entry-level specialization (family, corporate, probate, real estate and many others). All students will be required to select and pursue at least one specialty area and write a twelve-part report for substantive career development. Each student will also be required to take weekly quizzes and a final exam online.

- **18/YR*BUS*1016*502**
  - Nov 2 - Dec 14
  - $195.00

- **18/YR*BUS*1016*503**
  - Feb 1 - Mar 15
  - $195.00

- **18/YR*BUS*1016*504**
  - Apr 12 - May 17
  - $195.00

- **18/YR*BUS*1016*505**
  - Jun 7 - Jul 19
  - $195.00

**Paralegal Litigation**

This course will coach you in litigation and trial support by entry level practicing paralegals in daily procedural work. All students will be required to visit a local court system and investigate the procedures of pre-trial, trial, post-trial, and appeals. In addition, each student will be asked to make a presentation of the court visit, and complete a selected deposition abstract online.

- **18/YR*BUS*1017*502**
  - Nov 2 - Dec 14
  - $195.00

- **18/YR*BUS*1017*503**
  - Feb 1 - Mar 15
  - $195.00

- **18/YR*BUS*1017*504**
  - Apr 12 - May 17
  - $195.00

- **18/YR*BUS*1017*505**
  - Jun 7 - Jul 19
  - $195.00

**Paralegal Management**

This course will coach you in paralegal office manager tools at work. All students will be required to network/mentor with an entry level, practicing paralegal in the field and acquire information on the organization of law firms, corporations and/or government legal departments in order to complete a presentation for class. All quizzes and the final exam will be taken online.

- **18/YR*BUS*1018*502**
  - Nov 2 - Dec 14
  - $195.00

- **18/YR*BUS*1018*503**
  - Feb 1 - Mar 15
  - $195.00

- **18/YR*BUS*1018*504**
  - Apr 12 - May 17
  - $195.00

- **18/YR*BUS*1018*505**
  - Jun 7 - Jul 19
  - $195.00

**Paralegal Career**

This course will coach you in paralegal job search/portfolio methods and will help you identify special legal skills that are part of your unique niche in the paralegal market. All students will be required to compose a 15-section paralegal career portfolio and explore three job leads in a local law practice in order to complete a class presentation. Each student will also post an eResume online at the end of class.

- **18/YR*BUS*1019*502**
  - Nov 2 - Dec 14
  - $195.00

- **18/YR*BUS*1019*503**
  - Feb 1 - Mar 15
  - $195.00

- **18/YR*BUS*1019*504**
  - Apr 12 - May 17
  - $195.00

- **18/YR*BUS*1019*505**
  - Jun 7 - Jul 19
  - $195.00
SHRM CERTIFICATION PREP
JANUARY 25, 2018 - APRIL 19, 2018

SHRM-CP/SHRM-SCP CERTIFICATION

NIACC’s SHRM-CP/SHRM-SCP certification preparation course is designed for individuals preparing for the SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) exam.

- 2017 SHRM Learning System® included
- 12 week instructor-led course
- Thursday night webinars
- 2 hours, once a week
- Recorded for your convenience
- Real-time interaction with instructor
- Collaborate with other HR professionals preparing to sit for the SHRM-CP and SHRM-SCP exam
- Instructor Elizabeth Crandon

ENROLL TODAY.
641-422-4358
Course
#111456
Cost $1,195*
*SHRM Learning System INCLUDED ($985 VALUE)

†Due to the cost of materials, no refunds will be issued if the course is dropped after January 22, 2018.

IN PARTNERSHIP WITH
SOCIETY FOR HUMAN RESOURCE MANAGEMENT

you’ve got NEXT at Indian Hills!
Register online at: www.indianhills.edu/cews
SMALL BUSINESS

The Small Business classes in this section will be held at our Regional Entrepreneurship Center in the training room. The REC building is located on our IHCC North Campus which is north of Ottumwa at 15330 Truman Street.

New Business Start-Up

This class is designed to be flexible and meet the needs of the participants. The instructor will talk with everyone about their business interests and ideas and target the material presented to meet those needs. Areas that may be covered include: market research, product/service development, pricing, marketing, finance, accounting, insurance, and legal and employment issues. Bring your questions to this class!

18/YR*BUS*12078*302
Feb 6 – Feb 13
Tues, 6:30PM – 9:00PM
$49
B. Ziegler

Ag QuickBooks

Learn how to set up and manage your agricultural business through the QuickBooks software program. Track your income/expenses, depreciation, loans, etc., as well as understand the reports needed to run your farm or agricultural-related business. This will be a hands-on experience that will enable you to enjoy the paperwork portion of farming.

18/YR*BUS*1407*302
Jan 30 – Jan 30
Tues, 6:30PM – 9:00PM
$25
B. Ziegler

18/YR*BUS*1407*304
Feb 1 – Feb 1
Thurs, 9:00AM – 3:00PM
$69.00
B. Ziegler

18/YR*BUS*1407*305
Mar 15 – Mar 15
Thurs, 9:00AM – 3:00PM
$69.00
B. Ziegler

Creating Facebook Ad Campaigns

More and more businesses are utilizing the paid advertising features of Facebook. This class is designed for business owners who have already set up their business Facebook page and are ready to begin paid advertising. We'll look at Facebook marketing strategies, managing your ad spend, and more. Be sure to bring your Facebook login information and a credit card if you'd like to place your ad during class. Computers will be available, but students are encouraged to bring their own laptops if possible.

18/YR*BUS*1245*302
Feb 6 – Feb 6
Tues, 6:00PM – 9:00PM
$79.00
D. Upton-Hill

18/YR*BUS*1245*304
Feb 6 – Feb 6
Tues, 6:00PM – 9:00PM
$79.00
D. Upton-Hill

18/YR*BUS*1245*305
Mar 6 – Mar 6
Tues, 6:00PM – 9:00PM
$79.00
D. Upton-Hill

Personal Financial Planning

Building your personal financial value will be the focus of this seminar. Topics of discussion will include credit scores, retirement, student loans for education, investing, budgeting, tax management and the appropriate use of debt. We will discuss the use of software, internet sources and some of the views of the national known speakers on the topic. We will discuss how to create your own personal balance sheet and monitor the changes over time. This class is intended for both your personal side of finance as well as the business side.

18/YR*BUS*1207*302
Feb 6 – Feb 13
Tues, 6:30PM – 9:00PM
$49
B. Ziegler

Business QuickBooks

Do you need a quick start to using QuickBooks? This class will include hands-on experience with QuickBooks software. You will learn how to: Set up a business; Pay and enter expenses, deposits and invoices; Complete the payroll set-up; Understand the reports of income and balance sheet; Handle exemptions of inventory, depreciation and loan payments; Make corrections when things are wrong; and Prepare for income tax time. Several handouts will be provided. We can make QuickBooks fun!!!

18/YR*BUS*1407*302
Jan 18 – Jan 18
Thurs, 9:00AM – 3:00PM
$69.00
B. Ziegler

18/YR*BUS*1407*304
Feb 1 – Feb 1
Thurs, 9:00AM – 3:00PM
$69.00
B. Ziegler

18/YR*BUS*1407*305
Mar 15 – Mar 15
Thurs, 9:00AM – 3:00PM
$69.00
B. Ziegler
Childcare Classes

These childcare classes are each approved for 2 CEU’s of continuing education for DHS licensed childcare professionals and are approved for training contact hours for other childcare providers through the Iowa Childcare Provider Training Registry. These courses are FREE to all childcare providers in the home daycare, community daycare and pre-school settings. Other community childcare providers are welcome to attend.

Adverse Childhood Experiences & Childhood Trauma (ACES)

As early childhood professionals, we need to begin to come to grips with what ACEs (Adverse Childhood Experiences) is, and how it impacts our lives, and the children and families we serve. The goal is not only to increase awareness of the scope of this issue, but together to strategize how we can, with greater intentionality, provide the best childcare, preschool experiences and family support services possible for children and families with high ACE scores. This training examines the role that adverse childhood experiences have on future health and well-being.

This class is facilitated by Pat McReynolds. Pat McReynolds is an Early Childhood Development Specialist & Consultant and currently the Mahaska/Wapello Empowerment Area Director. She is the owner and operator of Genesis Development Center and is also a community stakeholder at the state level with Early Childhood Iowa.

Learning in Nature

Today’s children and families often have limited connections with the natural environment. Richard Louv calls this phenomenon, ‘nature-deficit disorder’ in his book, The Last Child in the Woods, in which he opened the nation’s eyes to the developmental effects that nature has on our children. In this class learn about the research based benefits of connecting to nature, including reducing ADD symptoms and stress, improving social relations, self-discipline, creativity and problem solving, and supporting multiple development domains (intellectual, social, spiritual, physical).

This class is taught by Anne Michel, Early Childhood Consultant at GPAEA. She has a Master’s Degree in Early Childhood Special Education, and experience as a Home Intervention Teacher, Preschool Special Education Teacher, Play Coach, College Professor, and CEO of an Animal Sanctuary.

Safe Sleep

This professional development course is specifically designed for Iowa child care providers working with infants. Participants will increase their understanding of current SIDS research models, AAP risk reduction recommendations, and the importance of tummy time. Students will also evaluate the necessary components of a safe sleep policy and unresponsive infant drill in the childcare environment.

Mandi Lauderman, presenter, is an RN, BSN, MSN for the Jefferson County Public Health Department.
Move for Thought

In this course we will identify the benefits of large motor activities on cognitive and social-emotional development, learn how large motor activities can be integrated with books and music as well as teach cognitive skills, and identify at least three large motor activities to be used in transitions, large group, small group, and outside play.

Sara Sprouse, presenter, is a Nutrition and Wellness Specialist for Iowa State University Extension and Outreach. She has a Master’s Degree in Nursing/Health Advocacy.

American Red Cross Sun, Water & Pool Safety

Be prepared for two summer-time safety issues for small children. American Red Cross Instructor and former licensed childcare provider, Joy Korthuis, will utilize ARC curriculum to discuss sun exposure issues as well as preventive measures and considerations when children are outside. In this program she will also cover water safety education needed when children use water sources such as home pools, municipal pools, facility pools, water parks, and natural bodies of water for education and/or recreational outings and activities.

Joy Korthuis, AA, AS, is a long-time American Red Cross Health Instructor. She works at Indian Hills Community College where she has coordinated health & safety classes.

Cosmetology Law & Sanitation

Have fun learning sanitation rules and Iowa cosmetology laws as you participate in game shows! This 2 hours of fun and entertainment will make your required hours go fast!

American Made

This collection is a creation of classic, vintage, All-American looks that have an edgy new feeling in Cosmetology. These looks have all been inspired by things that are uniquely American. From the stars and stripes of the flag to rock and roll, this is an American made collection.

- American Rock: A long modern shag with lots of texture
- American Liberty: An edgy Bob using a razor to create texture and unstructure the cut
- American Justice: An asymmetric short cut blown up with Texture
- American Strong: Bold color uses
the star parting on top of head to give vibrant color

18/YR*REL*3000*109
Mar 04 - Mar 04
Ottumwa Campus
Sun, 8:00AM - 12:00PM
Bennett Student Services Center
Rm: 100 - $50.00

Razor Art

Razor cuts, for Cosmetology, have grown in popularity again as the long straight styles came back into fashion. They are excellent for giving the hair soft-looking straight styles, adding texture and shaping the hair into smooth layered styles. With all the spiky layered and weightless cuts, Razors are a real bonus. They are fast and light and allow for enormous creativity.

18/YR*REL*3000*107
Mar 04 - Mar 04
Ottumwa Campus
Sun, 1:00PM – 3:00PM
Bennett Student Services Center
Rm: 100 - $25.00
B. Behrens

Law & Sanitation

Learn the latest Iowa law revisions so you are able to operate your salon in compliance Iowa’s laws and administrative rules.

18/YR*REL*3000*108
Mar 04 - Mar 04
Ottumwa Campus
Sun, 3:00PM - 5:00PM
Bennett Student Services Center
Rm: 100 - $25.00
S. Besch

Electrical, Plumbing, Mechanical and Safety

Grounding & Bonding

This 6-hour interactive course is designed for those who wish to better understand grounding and bonding of electrical systems and equipment. The PowerPoint presentation is based on the Soares Book on Grounding, and has been completely revised to coordinate with the 2017 NEC. The class will explain the fundamentals and practice of grounding and bonding in easily understood language using hundreds of color illustrations and photos. This class provides 6 “code” hours towards re-licensure for electricians. Participants should bring a copy of the 2017 NEC. Cancellation is required three business days prior to class taking place.

18/YR*REL*2956*605
Feb 23 - Feb 23
Ottumwa Campus
Fri, 8:00AM - 2:30PM
Advanced Technology Center
Rm: 111A
$209.00
R. Chambers

Voltage Drop Calculations

This 2-hour interactive class covers a practical method to compute voltage drop in single-phase and three-phase AC and DC circuits, the need for these calculations, how to use your calculator most effectively, how to solve voltage drop problems in the electrician license exam, and how to correctly size conductors for efficient operation in residential, commercial, and industrial applications. Also, covered are load center length calculations where the load is not concentrated at the end of the conductor. This class provides 2 “code” hours towards re-licensure for electricians. Participants should bring a copy of the 2017 NEC, calculator, highlighters, notebook, and pencils. Cancellation is required three business days prior to class taking place.

18/YR*REL*2956*606
Feb 23 - Feb 23
Ottumwa Campus
Fri, 2:30PM - 4:30PM
Advanced Technology Center
Rm: 111A - $139.00
R. Chambers

2017 NEC Code Update

This 6-hour course covers the significant changes in the latest edition of the National Electrical Code. These changes include five new articles dealing with Fixed Industrial Process Heating (425), Large-Scale PV Electric Power Production (691), Energy Storage Systems (706), Stand-Alone Systems (710), and Direct Current Microgrids (712). Also covered will be the major changes in the introduction and all nine chapters of the codebook. Participants will need to bring a copy of the 2017 NEC Book, highlighters,
Transformer Calculations

This 2-hour interactive class covers calculations for correctly sizing isolation and autotransformers, primary and secondary conductors, and primary and secondary overcurrent protection for single-phase and three-phase transformers of all sizes. You will also learn how to adjust input values for transformers with efficiencies less than 100%. This class provides 6 "code" hours towards re-licensure for electricians. Participants should bring a copy of the 2017 NEC, calculator, highlighters, notebook, and pencils. Cancellation is required three business days prior to class taking place.

Arc Flash Training NFPA 70E

The purpose of this 4-hour class is to introduce personnel to the electrical hazards of shock, arc flash and arc blast. The program will explain the requirements of NFPA 70E: Standard for Electrical Safety in the Workplace specifically related to personnel safety. This session will demonstrate lockout/tagout procedures that are required in order to put equipment in an electrically safe working condition and describe the types and levels of personal protective equipment (PPE) that may be necessary for work on live parts, and show how to select the PPE that is required for the job. This class provides 4 "non-code" hours towards re-licensure for electricians. Cancellation is required three business days prior to class taking place.

Residential Wiring

This 8-hour class covers the National Electrical Code requirements for residential wiring beginning with general requirements and continuing through service, installation, grounding and bonding, conductor sizing and installation, overcurrent protection, box sizing, receptacle locations, lighting and switching rules, appliances, heating and air conditioning, and spas, hot tubs and hydromassage bathtubs. This class provides 8 "code" hours towards re-licensure for electricians. Participants should bring a copy of the 2017 NEC, highlighters, notebook and pencils. Cancellation is required three business days prior to class taking place.

Insurance Re-Licensure

Life Insurance Options in Estate Planning

We offer the following Court Mandated Programs: Anger Management, Children In Between, Drinking Drivers (12-Hour) and Driving Improvement classes. Visit our website to see a complete offering of these classes. www.indianhills.edu/cewscourtmandated
HEALTH COURSES

Acute Care and Emergency Certification Courses

All classes within this section require preregistration. If there is insufficient enrollment, courses may be canceled. Most courses require that the student obtain and read a course textbook prior to class. Books may be obtained from any source, but are available in the IHCC bookstore. Contact Lori Reeves for current edition information if needed.

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for American Heart Association course materials, do not represent income to the American Heart Association.

ACLS Prep Course

This class is designed to prepare the participant with minimal or no previous ACLS knowledge to successfully complete an ACLS course. The course will include an ECG dysrhythmia review, emergency drug pharmacology, ACLS science, electrical therapy, treatment algorithms, and an introduction to the ACLS team concept. Completion of the ACLS Prep course prior to ACLS is HIGHLY recommended.

18/YR*REL*4503*610
March 12 – March 12
IHCC Ottumwa Campus
**Advanced Cardiac Life Support (ACLS) Update (Renewal)**

This course, based on the current AHA science changes, is designed for individuals with current ACLS course completion. Participants must bring a copy of their card or proof of last course completion to the class. Students are required to obtain a current ACLS book for this course and are recommended to obtain an ECC handbook. Books are available in the IHCC bookstore. **Completion of the online pre-test is required for admission to this course.**

18YR*REL*4504*601
December 07 – December 07
IHCC Ottumwa Campus
Thursday, 08:00AM – 04:00PM
Video Conf. Training Ctr.
(with an hour lunch on your own)
Room: 125
Tuition: $100.00
Other Fee: $12.00 (Card)
Credit: 7.6 Contact hours for nursing or respiratory therapy, 7.5 CEH’s for EMS (FE)

18YR*REL*4504*612
March 05 – March 05
IHCC Ottumwa Campus
Monday, 08:00AM – 04:00PM
Video Conf. Training Ctr.
(with an hour lunch on your own)
Room: 125
Tuition: $100.00
Other Fee: $12.00 (Card)
Credit: 7.6 Contact hours for nursing or respiratory therapy, 7.5 CEH’s for EMS (FE)

18YR*REL*4504*613
May 17 – May 17
IHCC Ottumwa Campus
Thursday, 08:00AM – 04:00PM
Video Conf. Training Ctr.
(with an hour lunch on your own)
Room: 125
Tuition: $100.00
Other Fee: $12.00 (Card)
Credit: 7.6 Contact hours for nursing or respiratory therapy, 7.5 CEH’s for EMS (FE)

**Pediatric Advanced Life Support (PALS) Initial**

This course, based on the current AHA science changes, is designed to provide the student with the knowledge and skills necessary to care for newborn and pediatric patients in emergency medical situations. This course is based on current American Heart Association guidelines. Prerequisite: Current EMT-P or PS certification, RN licensure, Respiratory Therapist, Paramedic or PS student, seventh-term nursing student. Students are required to obtain a current PALS book for this course and it’s recommended that they obtain an ECC handbook. Books are available in the IHCC bookstore. **Completion of the on-line pre-test is required for admission to this course.**

18/YR*REL*4516*610
February 12 – February 13
IHCC Ottumwa Campus
Monday & Tuesday, 8:00AM - 4:30PM
Video Conf. Training Ctr.
(with an hour lunch on your own)
Room: 125
Tuition: $200.00
Other Fee: $12.00 (Card)
Credit: 15 Contact hours for nursing or respiratory therapy, 15 CEH’s for EMS (FE)

18/YR*REL*4516*612
April 09 – April 10
IHCC Ottumwa Campus
Monday & Tuesday, 8:00AM - 4:30PM
Video Conf. Training Ctr.
(with an hour lunch on your own)
Room: 125
Tuition: $200.00
Other Fee: $12.00 (Card)
Credit: 15 Contact hours for nursing or respiratory therapy, 15 CEH’s for EMS (FE)

**Pediatric Advanced Life Support (PALS) Update (Renewal)**

This course, based on the current AHA science changes, is designed for individuals with current course completion of all PALS provider class. Students are required to obtain the current PALS book for this course and
it is recommended that they obtain an ECC handbook. Books are available in the IHCC bookstore. Completion of the pre-test is required for admission to this course.

18/YR*REL*4511*614
February 22 – February 22
IHCC Ottumwa Campus
Thursday, 08:00AM – 04:30PM
Video Conf. Training Ctr.
(with an hour lunch on your own)
Room: 125
Tuition: $100.00
Other Fee: $12.00 (Card)
Credit: 8.0 Contact hours for nursing or respiratory therapy, 8.0 CEH’s for EMS (FE)

Pediatric Advanced Life Support (PALS) Instructor

This course is designed for individuals wishing to become PALS instructors. Students must have current AHA PALS provider status, must become aligned with an AHA Training Center, must have an instructor recommendation from a Regional Faculty, training center faculty or the course coordinator/lead instructor from their last PALS provider class. Preregistration is required.

Preregistration deadline: February 12, 2018. Pre-course paperwork will be sent to preregistered participants.

18/YR*REL*4515*601
February 05 – February 05
IHCC Main Campus
Monday, 08:00AM – 04:00PM
Video Conf. Training Ctr
(with an hour lunch on your own)
Room: 125
Tuition: $150.00
ACLS Instructor Book (if needed) $50.00
Other Fee: $20.00 (Card)
Instructor Monitoring Fee $75.00
Credit: 7.0 Contact hours for nursing or respiratory therapy, 7.0 CEH’s for EMS (OE)

Advanced Cardiac Life Support (ACLS) Instructor

This course is designed for individuals wishing to become ACLS instructors. Students must have current AHA ACLS provider status, must become aligned with an AHA Training Center, must have an instructor recommendation from a Regional Faculty, Training Center Faculty or the course coordinator/lead instructor from their last ACLS provider class. Preregistration is required.

Preregistration deadline: January 18, 2018. Pre-course paperwork will be sent to preregistered participants.

ACLS & PALS Instructor Renewal Opportunity

This time is designed to provide both ACLS and/or PALS instructors an opportunity to complete requirements for instructor renewal. Instructors may complete check offs and the written exam to renew their provider status (if needed) as well as be monitored by Training Center Faculty to renew their instructor status.

18/YR*REL*4512*602
December 14 – December 14
IHCC Ottumwa Campus
Thursday, 01:00PM – 04:00PM  
Video Conf. Training Ctr.  
Room: 125  
Tuition: $20.00  
Other: Individuals must pay a $20.00 card fee per discipline when they renew their instructor card(s) and/or $15 per discipline card fee to renew their provider status  
Credit: 3.0 Contact hours for nursing or respiratory therapy, 3.0 CEH’s for EMS (FE)

EMS Continuing Education Courses

Prehospital Trauma Life Support (PHTLS)

This course is designed to provide the student with the knowledge and skills necessary to care for patients in emergency trauma situations. The course is based on the current National Association of Emergency Medical Technician’s (NAEMT’s) Prehospital Trauma Life Support (PHTLS) 8th edition curriculum. This PHTLS course is a hybrid format, where a portion of the course is taken online in an interactive, web-based format, followed by a one day face-to-face for skill station evaluations. This program is designed to provide the practicing prehospital and emergency care provider with a specific body of knowledge related to the prehospital assessment and care of the trauma patient. **Preregistration deadline is April 2, 2018.**

18/YR*REL*4275*602  
April 27 – April 27  
IHCC Ottumwa Campus  
Friday, 08:00AM – 04:30PM  
Video Conf. Training Ctr. (with an hour lunch on your own)  
Room: 34 - lower level  
Tuition: $175.00 (plus students must obtain a current 8th edition PHTLS text book on their own)  
Other Fee: $15.00 (Card)  
Credit: 8.0 Contact hours for nursing, 8.2 CEH’s for EMS (FE)

AHA HeartCode Skills Check-Offs

Individuals who complete the HeartCode BLS, HeartCode ACLS or HeartCode PALS programs on-line may contact IHCC to complete the required skills check-off to receive their card. (Students may access and pay for the HeartCode classes on-line directly with the AHA on their website.) The check-off will be scheduled one-on-one with an AHA Instructor. Students need to come prepared; remediation time is NOT included. Students who do not pass without remediation will need to take the entire course over or find remediation on their own and pay again to complete the skill check-off at a later date. Check offs need to be scheduled a minimum of 2 weeks in advance. Call 641-683-5211 for BLS or 641-683-5337 to schedule a check-off for ACLS or PALS.

Students must bring a copy of their certificate to the check-off.

Required skills:

- **BLS**: $50 (includes card)  
  Adult CPR/AED  
  Infant 1 & 2 person CPR

- **ACLS**: $75 (includes card)  
  Adult CPR/AED  
  Airway Management  
  1- Mega Code

- **PALS**: $100 (includes card)  
  Child CPR/AED  
  Infant 1 & 2 person BLS  
  1- Cardiac Case Scenario  
  1- Shock or Respiratory Case Scenario
24-7 On-line EMS Continuing Education

Get high-quality video-based CE courses on-line, 24-7. Over 100 courses are available and range from 1-1.5 CEU’s. Professionally produced, award-winning videos feature nationally noted EMS subject matter experts. Curriculums are structured to maximize learning and retention with integrated video, learning objectives, scenario practices, and support material. CECBEMS (The national Continuing Education Board for EMS) certificates may be printed at the end of the course allowing most courses to count as “Formal” or “FE” EMS continuing education for here in Iowa! (National Registry has a limit of 6 CEH’s for EMR and 10 hours for all other levels of EMS that may be done via on-line classes, Iowa has no limit!)

A “seat” allows an individual to take as many classes as they would like within a 12-month period, there is no limit! Individuals may register through the on-line registration process for continuing education or by sending payment via mail to include name, address, DOB & email. Once paid and registered participants will receive an email in 1-2 business days with directions to a secure web site and will be given an access code to access the courses and begin their 12-month period of enrollment.

18/YR*HEA*3100*600
On-line, available 24-7
Tuition: $60.00 per seat
Credit: Each class is worth 1-1.5 CEH’s - approved by CECBEMS (The Continuing Education Board for EMS)

EMS Instructor

This course is designed to instruct Emergency Medical Service (EMS) providers in the skills needed to effectively develop and teach EMS courses or EMS continuing education. Participants successfully completing this course will receive their “T” (teaching) endorsement on their Iowa EMS certification. Prerequisites: RN or EMT certification. Students may miss no more than one 4hr session and must make-up all content & assignments missed. Attendance at the state session (date TBD) will be mandatory. Registration deadline is Monday, February 5, 2018.

18/YR*HEA*3018*600
February 15 – March 29 & April 19 (plus a 4 hour state session, date/time TBA)
IHCC Ottumwa Campus
Thursday’s, 06:00PM – 09:30PM
Advanced Technology Ctr.
Room: 110
Tuition: $275.00
Credit: 32.0 CEH’s for EMS (OE)

Emergency Vehicle Operator Safety (EVOS) Course

NAEMT’s new EMS Vehicle Operator Safety (EVOS) course addresses the knowledge gap that leads to injuries and deaths, and focuses on the specific behaviors that need to be changed to create a culture of safe driving. Drawing on the most current research about the behaviors and other hazards that lead to crashes, EVOS features case studies and analyses of both common and catastrophic collisions. EVOS challenges EMS practitioners to reconsider their preconceptions about safe vehicle operations. Instructors can easily incorporate local laws, rules and policies into the curriculum. Registration deadline is Thursday, February 1, 2018.

18/YR*HEA*3029*600
February 09 – February 09
IHCC Ottumwa Campus
Friday, 08:00AM – 04:30PM
Advanced Technology Ctr.
Room: 111A
Tuition: $100.00
Other Fee: $15.00 (Card)
Credit: 8.0 CEH’s for EMS (OE)
EMS Instructor Update

This class is designed to furnish EMS providers with the knowledge needed to function as an evaluator at an Iowa/NAEMT EMS practical skills certification examination. Individuals successfully completing this program will receive their “E” (Evaluator) endorsement on their EMS certification.

18/YR*HEA*3100*609
February 06 – February 06
IHCC Ottumwa Campus
Tuesday, 06:00PM – 08:00PM
Advanced Technology Ctr.
Warrior Junction Conference Rm
Tuition: $10.00
Credit: 2.0 CEH’s for EMS (FE)

EMS Evaluator Workshop

This class is designed to furnish EMS providers with the knowledge needed to function as an evaluator at an Iowa/NAEMT EMS practical skills certification examination. Individuals successfully completing this program will receive their “E” (Evaluator) endorsement on their EMS certification.

18/YR*HEA*3100*610
February 13 – February 13
IHCC Ottumwa Campus
Tuesday, 06:00PM – 08:00PM
Advanced Technology Ctr.
Warrior Junction Conference Rm
Tuition: $10.00
Credit: 2.0 CEH’s for EMS (FE)

OT - PT- Massage Therapy

Evening Series: “Topics in Rehab & Massage”

This series of classes will focus on continuing education topics specifically of interest for professionals in the rehab professions. Each month will bring a new topic and a new speaker.

December: Instrument Assisted Soft Tissue Mobilization (IASTM) for Musculoskeletal Conditions

IASTM uses tools for soft tissue mobilization for the treatment of strains, sprains, chronic injuries, acute injuries and other musculoskeletal conditions. The principles behind its use and the use of exercise in conjunction with it will be discussed. Participants should bring tools with them if they have access to them (some will be provided) and shorts/tanks tops to change into for some hands on activities.

18/YR*REL*4033*604
December 14 – December 14
IHCC Ottumwa Campus
Thursday, 6:00PM to 9:00PM
Rural Health Educ. Ctr.
Room: 15
Preregistration is required
Tuition: $40.00
Instructor: Dustin Briggs, MS, ATC, LAT, CSCS, AEMT, Kinetic Edge Physical Therapy, Health and Injury Management & Prevention Coordinator
Credit: 3 contact hours for PT, PTA, OT, OTA and massage therapy

January: Mindful Movement: Using Yoga Principles in Your Practice

In this program on Mindful Movement we will look at incorporating yoga principles to address mobility, pain management and stress reduction in patients across the lifespan, from pediatrics to geriatrics. Considering current issues with back pain, pain management/opioid abuse and childhood mental health, integrating yoga strategies and practices may offer genuine benefits for many of your patients.

18/YR*REL*4033*606
January 11 – January 11
IHCC Ottumwa Campus
Thursday, 6:00PM to 9:00PM
Rural Health Educ. Ctr.
Room: 15
Preregistration is required
Tuition: $40.00
Instructor: Rachel Allen-McHugh, MSOT, OTR/L, Lab Manager, Occupational Therapy, Drake University College of Pharmacy and Health Sciences.
Credit: 3 contact hours for PT, PTA, OT, OTA
February: **Current Best Practices for Treating Lateral Epicondylosis**

This course will provide an overview and hands-on experience on treating tennis elbow. Often considered a difficult diagnosis to facilitate functional progress, new evidence and research has displayed significant progress in lateral epicondylosis treatment. We will analyze new research and trial hands-on techniques for the treatment of lateral epicondylosis including Flexbar exercises, Kinesio Taping, and postural strengthening.

**18/YR*REL*4033*607**  
February 06 – February 06  
IHCC Ottumwa Campus  
Tuesday, 6:00PM to 9:00PM  
Rural Health Educ. Ctr.  
Room: 15  
Preregistration is required  
Tuition: $40.00  
Instructor: Jayna Fischbach, OTD, OTR/L, Assistant Professor of Occupational Therapy, Drake University College of Pharmacy & Health Sciences  
Credit: 3 contact hours for PT, PTA, OT, OTA

**April: Can Everyone Run a Marathon?**

This program will look at an analysis of running and some of the basic biomechanical and efficiency reviews of running. We will look at what are some of the common injuries from long distance training and explore how physical therapy can treat the injuries, the runners …..and their coaches.

**18/YR*REL*4033*609**  
April 12 – April 12  
IHCC Ottumwa Campus  
Thursday, 6:00PM to 9:00PM  
Rural Health Educ. Ctr.  
Room: 15  
Preregistration is required  
Tuition: $40.00  
Instructor: Richard Eidson BA, MBA, LMT, Author & Nancy Gibson BA, MA, PTA, LMT  
Credit: 3 contact hours for PT, PTA, OT, OTA

**March: Sensory Processing Disorder**

In this program participants will learn to differentiate the subtypes of Sensory Processing Disorder: Sensory Discrimination Disorder, Sensory Modulation Disorder, and Sensory-Based Motor Disorder, as well as their subtypes. Students will also be able to demonstrate the ability to accurately apply different types of sensory input based on an individual’s needs for regulation and modulation of sensory input for application to clinical practice. Participants will also gain an understanding of the evidence-based practice for sensory processing disorder and interventions utilizing the Fidelity Measure for Ayres SI.

**18/YR*REL*4033*608**  
March 06 – March 06  
IHCC Ottumwa Campus  
Tuesday, 6:00PM to 9:00PM  
Rural Health Educ. Ctr.  
Room: 15  
Preregistration is required  
Tuition: $40.00  
Instructor: David Plutschack, OTD, OTR/L, CEAS, Assistant Professor of Occupational Therapy, Drake University College of Pharmacy & Health Sciences  
Credit: 3 contact hours for PT, PTA, OT, OTA

**May: Innovative Hydrotherapy: The Healing and Wellness Benefits of a New Hydrotherapy Paradigm**

In this hydrotherapy class participants will learn about the healing and wellness benefits of hydrotherapy as well as become familiar with some innovative hydrotherapy equipment and routines that each piece of equipment can be used for. Author and inventor, Richard Eidson, will walk participants through the wonders of the fluid based human physiology and explain why water therapy has such a profound healing effect on the body. Nancy Gibson, licensed massage therapist and PTA, will assist in the teaching and practical applications during the workshop portion of the class. Students will have an opportunity to try out techniques on some of the equipment.

**18/YR*REL*4033*610**  
May 10 – May 10  
IHCC Ottumwa Campus  
Thursday, 6:00PM to 9:00PM  
Rural Health Educ. Ctr.  
Room: 15  
Preregistration is required  
Tuition: $40.00  
Instructor: Richard Eidson BA, MBA, LMT, Author & Nancy Gibson BA, MA, PTA, LMT  
Credit: 3 contact hours for PT, PTA, OT, OTA and massage therapy

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**Mandatory Reporter – Dependent Adult & Child Abuse**

With a minimum of ten students, Dependent Adult and/or Child Abuse classes may be brought to your facility. Please call a minimum of four weeks in advance of your needs to arrange. Call: 1-800-726-2585, ext. 5281.

These courses meets the Iowa Code 235.B.16(5) requirements for daycare, foster parents, social workers, law enforcement, nurses, social work, EMS and other health care providers as mandatory reporters of adult/child abuse. Individuals may attend Dependent Adult Abuse, Child Abuse or both as needed for their profession.

Visit our website to see a complete listing of these classes at [www.indianhills.edu/cewsmandatoryreporter](http://www.indianhills.edu/cewsmandatoryreporter)
American Heart Association CPR & First Aid Classes

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for American Heart Association course materials, do not represent income to the American Heart Association.

Indian Hills Community College hosts an American Heart Association recognized AHA Training Center. For further information or to schedule a class for your business/facility contact Ashley Koll at 641-683-5177.

Through the American Heart Association we offer a large variety of classes that are listed below.

Please visit our website to see a complete listing of the AHA classes. www.indianhills.edu/cewsamericanheart

- Combination Heartsaver Adult/Pediatric First Aid with Adult, Child & Infant CPR/AED
- Pediatric Heartsaver First Aid
- Heartsaver First Aid (Adult & Peds)
- Heartsaver CPR/AED: Adult - Child - Infant
- BLS Healthcare Provider- Initial/Renewal
- BLS Healthcare Provider Instructor - Initial
- Heartsaver/BLS for Healthcare CPR Instructor Renewal Opportunity

Certificate Programs Nurse Aide (CNA)

Visit our website to see a complete listing of the classes. www.indianhills.edu/cewscna

- This course introduces the student to the scientific knowledge, technical skills, and communication techniques, as specified by OBRA, to function as an accountable member of the health care team. Theory, laboratory practice, and clinical experience will be incorporated to prepare the student to address the patient’s biopsychosocial and spiritual needs.

CNA Registry Testing

Visit our website to see a complete listing of the testing dates. www.indianhills.edu/cewscnatesting

- IHCC offers both the CNA Written Registry Examination and Skills Registry Examinations. Students must preregister for either test or by contacting Beckie at 1-800-726-2585 ext. 5281, 641-683-5281 or coming to the Advanced Technology Center-Ottumwa Campus. Preregistration may be done Monday through Thursday 7:30am – 4:45pm. Testing fees must be paid at the time of preregistration and individuals will not be able to pre-register for testing until fees are received. If an employer or program is paying for testing a letter on company letterhead from that entity must
be provided when preregistering or that entity may send an email to rebecca.appleget@indianhills.edu indicating their intent to pay. No walk-ins will be allowed for either exam. Students who preregister and pay for testing and fail to cancel or show will forfeit their testing fee.

Other Health Non-Credit Certificate Programs

Visit our website to see a complete listing of the certificate programs being offered. www.indianhills.edu/cewscertificateprograms

• **Medication Manager**
This course is designed to prepare individuals to safely administer non-parenteral medications in a fifteen bed or less residential facility, child care facility, or a supervised living apartment. Emphasis is placed on the safe administration of medications from a prescription bottle and observation of obvious medication reactions. **Prerequisites:** None

• **LPN IV Therapy**
This course is designed to prepare the licensed practical nurse to perform procedures related to the expanded scope of intravenous therapy, using a peripheral intravenous catheter, a midline catheter and a peripherally inserted central catheter (PICC line), in a licensed hospital, a licensed skilled nursing facility and a certified end-stage renal dialysis unit. Students must:
  
  • Have a current unrestricted Iowa license to practice as a licensed practical nurse
  • Provide documentation of 1040 hours of practice as a licensed practical nurse
  • Pass a math pretest with a score of 90%

• **Dental Expanded Functions**
This course is online and self-paced over the course of 5 months. Registration deadline is January 10, 2018. You must be currently employed by a licensed dentist who agrees to sponsor you and allow you to complete the clinical requirements at the dental practice under their supervision. Sponsorship entails allowing you to complete the clinical portion of the course at their practice.

• **Nurse Aide (CNA)**

• **Medication Aid**
The purpose of this course is to prepare individuals to safely administer non-parenteral medications. The emphasis is on safe administration and students are provided with classroom, laboratory and clinical experiences to assist in achieving the course competencies. Medication Aide course is required for individuals working in LTC and Residential Care Facilities (15 beds and larger).

• **Phlebotomy**
These non-credit short term courses provide complete training in best practices of phlebotomy and other specimen collections, and includes actual hands-on competencies and practice. The program includes a hybrid portion (Principles of Phlebotomy VOC*7028) with online coursework and a lab meeting once per week. Also included is a clinical portion (Phlebotomy Clinical VOC*7029) with 120 hours of internship/clinical practicum at area hospitals, as is required for professional certification. Completion of these classes enables graduates to sit for the Board of Certification Exam administered by the American Society for Clinical Pathology. These classes are excellent for persons interested in acquiring these skills as well as other healthcare professionals wanting to develop/authenticate these skills and receive an additional certification.
CHECK OUT THE TESTING CENTER!

The Testing Center at Indian Hills Community College offers a wide range of tests, including:

- Postal exams
- Pharmacy Tech
- Cosmetology
- Nail Technician
- NREMT
- Oracle Certification
- AHIMA
- Medical Examiner
- A+ Computer
- CompTIA
- Iowa Insurance
- Athletic Trainer
- FAA (grounds, pilot & drone)
- CNA
- Prepare to Care
- ACT
- Culinary Arts Cert.
- HSET
- Pesticide
- Dental Assistant
- Dental Hygiene
- Lead Abatement
- ALEKS
- TEAS
- Accuplacer
- NCRC
- CLEP
- ServSafe
- DSST
- ICML (Machinery Lube)
- NIMS (Metal Working)
- CIC (Crane Certification)
- HVAC
- IHCC online tests
- IHCC make-up test

**Ottumwa Campus Testing Center**
Indian Hills Community College
525 Grandview Avenue (Trustee Hall)
Ottumwa, Iowa 52501
641-683-5142 • 800-726-2585 x5142
testing@indianhills.edu

**Centerville Campus Academic Success Center**
Indian Hills Community College
721 North First Street (Success Center)
Centerville, Iowa 52544
641-856-2143 • 800-670-3641 x2214
testing@indianhills.edu

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**ENGLISH LANGUAGE LEARNING CENTER**

We hope you'll visit our new English Language Learning Center, located on the Main Campus, above the Library in LRCO. Classes and services are free. Please call 641.683.5120 for more information.

**ELL Class Offerings:**

**OTTUMWA**

**Beginning Level**

When: Monday – Thursday 9:00 am – 12:00 pm
  Monday - Wednesday 4:30 pm – 7:30 pm

Where: ELL Center, IHCC Main Campus

**Citizenship**

When: Monday 4:30 pm – 5:30 pm

Where: ELL Center, IHCC Main Campus

**JBS (for employees)**

When: Monday – Thursday 12:00 pm – 5:00 pm

Where: On site

**FAIRFIELD**

When: Monday and Wednesday 5:30 pm – 7:30 pm

Where: Jefferson County IHCC Service Center
EARN YOUR HIGH SCHOOL EQUIVALENCY DIPLOMA

Your future starts now! This credential is the first step in your life-changing journey. Continue your education or start your career. The HiSET subject areas are: Reading, Writing, Math, Social Studies and Science. Even if you already have your diploma, we can help you refresh your skills in Reading, Writing, Math and Computers.

Classes are FREE! It just takes one phone call to get started. 641.683.5189

BLOOMFIELD COURSE OFFERINGS
When: Monday 9:30 am - 1:30 pm
       Wednesday 12:30 pm - 4:30 pm
Where: Davis County IHCC Service Center

CENTERVILLE COURSE OFFERINGS
When: Monday – Thursday 8:30 am – 11:30 am, Lab Noon-1:00 pm
       Wednesday 5:00 pm – 6:30 pm
Where: IHCC Centerville Campus
       Success Center

FAIRFIELD COURSE OFFERINGS
When: Monday 2:30 pm – 5:30pm
       Tuesday 8:30 am – 3:30 pm
       Thursday 4:30 pm - 6:30 pm
Where: Jefferson County IHCC Service Center

OSKALOOSA COURSE OFFERINGS
When: Monday and Wednesday 12:00 pm – 6:00 pm
       Tuesday and Thursday 9:00 am – 3:00 pm
Where: Mahaska County IHCC Service Center

OTTUMWA COURSE OFFERINGS
When: Monday and Thursday 8:00 am – 4:30 pm
       Tuesday and Wednesday 8:00 am– 7:00 pm
Where: Community Education Center, IHCC North Campus, 15260 Truman Street Suite 2

you’ve got NEXT at Indian Hills!
Register online at: www.indianhills.edu/cews
Do you currently work or volunteer as a firefighter? Don’t miss this opportunity to participate in the region’s largest one-day fire training! The annual fire school includes a variety of classes with options for lots of hands-on training, including options utilizing live fire. More specific details will be available starting in mid-December and brochures will be sent to all fire departments in the Indian Hills’ region. If you would like a brochure sent to you directly, please contact us at cews@indianhills.edu

Connect with us:

Keep up with the Indian Hills Fire School by following us on our Facebook Page at www.facebook.com/ihccfireschool.