




“Grow to New Heights”

Customized Learning Programs

- *General Interest*
 - *Relicensure*
 - *Business/Industry*
 - *Vocational*
 - *Rural Health*
 - *Regional Multicultural Center*
 - *Career Explorations*
 - *Commercial Driver Training*
 - *State Mandated*
 - *ABE/GED*
- Education Programs*



SUMMER SCHEDULE 2012

INDIAN HILLS COMMUNITY COLLEGE

©ttumwa - Centerville



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Degree and Diploma Programs

GO TO:

www.indianhills.edu/schedule to download the schedule of courses

All students are encouraged to meet with an academic counselor before registering. Counselors can help ensure that students

- meet all requirements for graduation,
- take appropriate courses for transfer,
- choose courses most appropriate to their abilities and educational/career goals.

Centerville Campus (641-856-2143) - Counselors are available in the Administration Building from 7:30 a.m. to 4:30 p.m. Monday through Thursday to advise students about course selections and graduation requirements.

Ottumwa Campus (641-683-5278) - Counselors are available in the Bennett Student Services Center from 7:30 a.m. to 4:30 p.m. Monday through Thursday to advise students about course selections and graduation requirements.

ADVANCED TECHNOLOGIES

Centerville Campus
 Technical Programs (641-856-2143)
Ottumwa Campus
 Technical Programs-Day Classes (641-683-5215)
 Expanded Programs-Evening Classes (641-683-5309)
 Construction Management
 Industrial Maintenance
 Microcomputer Specialist
 Welding Occupations

HEALTH OCCUPATIONS

Ottumwa Campus Day and Evening Classes
 (641-683-5164)
Centerville Campus (641-856-2143, Ext 2220) or
(641-683-5164)

To Register:

Ottumwa: 1-800-346-4413 Centerville: 1-800-670-3641, ext. 2200 Health: 1-800-726-2585, ext. 5281

BY PHONE Registration:

Numbers to register for the following...

Ottumwa Campus - General	1-800-346-4413
Regional Multicultural Center	1-800-726-2585, Ext. 5755
Health Occupations	1-800-726-2585, Ext. 5281
Centerville Campus	1-800-670-3641, Ext. 2200

MAIL-IN Registration:

Indian Hills Community College, Attn: Accounts Receivable
 525 Grandview, Bldg #1, Ottumwa, IA 52501

BY FAX Registration:

Ottumwa Campus	641-683-5296
Centerville Campus	641-856-5527

ONLINE REGISTRATION FOR CUSTOMIZED LEARNING CLASSES

Log on to your internet browser and enter the following address.

www.indianhills.edu (Indian Hills Community College Home Page)

On the left side of the home page, find "Quick Links" and access the drop down menu.

Select "Web Advisor" At the IHCC Web Advisor Page, select "Continuing Education" on the right side of the page.

Next you will select "Register and Pay for Continuing Education Classes"

At this time you will be sent to a page where you can search by course number, course title, or key words. You can also refine your search by date, day, time, location, or instructor. From this search page you simply need to follow the prompts to get logged on, register and pay for your class. Please be sure to complete all required fields and have your credit card ready.

Class Title: _____ Class Number: _____

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Social Security No: _____

Day Phone: _____ Evening Phone: _____

Make checks payable to Indian Hills Community College or use your:
 (Check the one you plan on using) _____ Mastercard _____ VISA _____ Discover
(Must have 3 digit security number _____)

Card # _____ Expiration Date: _____

I have read & understand the registration & refund procedures for Customized Learning at Indian Hills Community College

Signature: _____ Date: _____

Visit our Web site at www.indianhills.edu

ARTS & CRAFTS

Summer Art Camp for Adults

Join us as we explore art through the ages! We will look at the art of early civilizations and tribal cultures and continue our exploration all the way to Modern art where we will look at abstract art and junk sculpture. We will also talk about Impressionism and Classic art periods. Some of the artists we will look at will be Andy Warhol, Vincent VanGogh, Claude Monet, and Pablo Picasso. Designed for Adults.

13/YR*NON*1104*502 Jun 18-Jun 21
IHCC Centerville Campus MON., TUE., WED., THU.,
9:00AM-12:00PM
Centerville Training Facility Rm.: 15
Cost: \$45 Instructor: K. Godfrey

Summer Art Camp

Join us as we explore art through the ages! We will look at the art of early civilizations and tribal cultures and continue our exploration all the way to Modern art where we will look at abstract art and junk sculpture. We will also talk about Impressionism and Classic art periods. Some of the artists we will look at will be Andy Warhol, Vincent VanGogh, Claude Monet, and Pablo Picasso. Best for ages 5-10.

13/YR*NON*1104*501 Jul 16-Jul 20
IHCC Centerville Campus MON., TUE., WED., THU., 9:00AM-
12:00PM
Centerville Training Facility Rm.: 15
Cost: \$45 Instructor: K. Godfrey

Painting With Acrylics

Students will receive instruction in color, value, design, and painting techniques. One or two paintings will be completed depending on the complexity of the chosen subject. The students should bring some ideas about what they want to paint to the first class. The students will provide their own canvas (9x12 to 18x24), a container for water, and brushes. The instructor will provide paints and other supplies to be used in class.

13/YR*NON*1104*301 Jul 16-Aug 13
IHCC Ottumwa Campus MON., 06:00PM-8:00PM
Arts & Sciences Complex Rm.: 225
Cost: \$78 Instructor: I. Hartman

HEALTH/WELLNESS

Exercise to Destress

One of the myriad benefits of exercise is to unload your stress. Just imagine, then, all the other terrific 'side effects' of getting your body in motion. Join us for circuit-type training utilizing hand-held weights (3-5 lbs.), a stability ball and mat. Then imagine the bliss of stretching after a good overall body workout! Please bring your own equipment.

12/YR*NON*1020*302 May 30-Aug 15
IHCC Ottumwa Campus WED., 5:15PM-6:15PM
Hellyer Student Life Center Rm.: 105
Cost: \$80 Instructor: J. Altheide

CULINARY ARTS

The Cake Pop is the latest trend in baking. It combines a flavorful sensation with your creativity all in a bite sized serving. In this course you will learn how to make a basic cake ball and decorate it. The class will go a bit further as you explore your creative side. You will make cake pop shapes such as hearts or stars and take it even a step further to make animals, pirates or flowers. There will be no limit on what you can do. These tasty treats make great decorations or party favors.

Creating Cake Pops

13/YR*NON*1032*302 Jun 19&Jun 26
IHCC Ottumwa Campus TUE., 6:00PM-8:00PM
Food Service Complex Rm.: B85
Cost: \$33 Instructor: M. Little

Creating Cake Pops

13/YR*NON*1032*303 Aug 13&Aug 15
IHCC Ottumwa Campus WED., 6:00PM-8:00PM
Food Service Complex Rm.: B85
Cost: \$33 Instructor: M. Little

Advanced Cake Decorating

This class is for the experienced decorators wanting to learn advanced techniques to enhance their decorating skills. Royal icing techniques include run-sugar, gum paste decorations, royal icing and run-sugar applications, advanced figure piping, embellished borders, sugar molding, marzipan, and assembly of tiered cakes. Students will need to bring basic decorating kit/deco-

rating bags, plastic wrap, waxed paper, and decorating icing suitable for making roses and figure piping. Supply list for the remaining classes will be provided at the first class.

12/YR*NON*1032*302 May 30-Jun 13
IHCC Ottumwa Campus WED., 6:00PM-8:30PM
Food Service Complex Rm.: B85
Cost: \$53 Instructor: S. Harter

Rolled Fondant

Application of rolled fondant, fondant borders and a variety of techniques utilizing rolled fondant will be used to complete your decorated cake in this 3-hr. class. Students will need to bring a box of prepared fondant (24 ozs.), enough butter cream icing to base coat cake, two 8" round cake layers, a 10" (minimum) cake plate or cake board and a box or container to transport completed cake. Other supplies needed: Small amount of powdered sugar, rolling pin, pizza cutter or paring knife, paste or gel food coloring, fondant smoother, plastic wrap, medium-sized container with lid, and scissors.

13/YR*NON*1032*301 Jun 20-Jun 20
IHCC Ottumwa Campus WED., 6:00PM-8:30PM
Food Service Complex Rm.: B85
Cost: \$18 Instructor: S. Harter

PERSONAL GROWTH

AARP Safe Driver Program

12/YR*ELI*1010*503 Jun 14-Jun 14
IHCC Ottumwa Campus THU., 9:00AM-12:00PM
Advanced Technology Center Rm.: 122
Cost: \$12 AARP Members Instructor: IHCC Volunteer
\$14 non-members, payable to AARP

POTPOURRI

Dog Training

A well trained dog makes for happy dogs and happy people. This course is built on increasing the bond between you and your dog and uses only positive reinforcement based techniques such as the clicker. Dogs will learn six basic behaviors over the course of the class: attention, sit, down, stay & wait, leave it, and loose leash walking.

In addition, the instructor will work with individual participants on any behavior problems that they might be having, such as: jumping up, mouthing, or barking. Dogs should be at least 6 months of age to take the course. Class size is limited so early registration is recommended. Pit Bulls and Staff Terriers will not be accepted in this class due to city ordinances. PLEASE DO NOT BRING YOUR DOG ON THE FIRST NIGHT. INSTEAD BRING YOUR DOG'S CURRENT RABIES CERTIFICATE.

13/YR*NON*2100*301 July 31-Sep 11
IHCC Ottumwa Campus TUE., 6:30PM-8:00PM
Advanced Technology Center Rm.: 122
Cost: \$73 Instructor: M. Coulter

Puppy Class

This class is all about socialization. Puppies that are well socialized grow up to be much better canine citizens as adults. Housetraining tips and how to handle mouthing and chewing will also be discussed. In addition, puppies will get the beginner's session on the six basic behaviors covered in our dog training course. Like the dog training course this class will emphasize clicker training and other positive reinforcement based techniques. Puppies should be at least 2 months of age and under 6 months of age to take the course. Class size is limited so early registration is recommended. PLEASE DO NOT BRING YOUR PUPPY ON THE FIRST NIGHT. INSTEAD BRING RECORD OF YOUR PUPPY BEING UP TO DATE ON THE DAPP VACCINE.

13/YR*NON*2100*302 Aug 1-Sep 12
IHCC Ottumwa Campus WED., 6:30-8:00PM
Advanced Technology Center Rm.: 122
Cost: \$73 Instructor: M. Coulter

Farrier Fundamentals & Facts

Why do some horses move fluidly and boldly while others move tentatively and painfully? A good farrier can give you the answers to that question. This course will cover hoof knowledge, farrier facts and skills, training/diet/diseases of horses, hoof problems and fixes, appropriate tack and tools and corrective shoeing tips. Four of the sessions will be held at Indian Hills; the final two classes will be held on-site to do hands-on farrier techniques. Textbook is included. Become a knowledgeable and informative farrier under the direction of a seasoned farrier instructor.

12/YR*VOC*1080*201 Jun 05-Jun 21
IHCC Ottumwa Campus TUE.&THU., 6:30PM-8:30PM
Advanced Technology Center Rm.: 142
Cost: \$84 Instructor: C. Terrell

Beer Making 101

This is a beginning course on how to make your own beer. All the equipment and supplies are included in the price and you get to go home with the beer you make. You will also learn about, and sample, different types of beers from around the world. This class meets just 2 nights.

13/YR*NON*2122*301 Jul 09 & Jul 23
Eddyville, IA MON., 6:00PM-9:00PM
Bio Processing Training Center Rm.: C1
Cost: \$80 Instructor: C. Crabtree E. Olson

HANDGUN/FIREARM SAFETY

Upon successful completion of this 4-Hr. course, you will have fulfilled the requirements needed to apply for a CONCEALED WEAPON PERMIT with your local sheriff. Class time will cover the State Codes that have impacted the change in current law. Handling a weapon safely is stressed. It is mandatory to provide your State-issued picture ID when attending this class. No weapons are to be brought to class. If bringing cash to class, exact change is appreciated.

Handgun Safety

12/YR*VOC*3088*210 May 14-May 14
IHCC Ottumwa Campus MON., 6:00PM-10:00PM
Advanced Technology Center Rm.: 132
Cost: \$35 Instructor: M. McDonough

Handgun Safety

13/YR*VOC*3088*201 Jul 30-Jul 30
IHCC Ottumwa Campus MON., 6:00PM-10:00PM
Advanced Technology Center Rm.: 132
Cost: \$35 Instructor: M. McDonough

Handgun Safety

13/YR*VOC*3088*202 Sep 24-Sep 24
IHCC Ottumwa Campus MON., 6:00PM-10:00PM
Advanced Technology Center Rm.: 132
Cost: \$35 Instructor: M. McDonough

Can't find what you're looking for?

Check out

www.ed2go.com/ihcc/

for a listing of online course offerings.

BASIC HANDGUN SKILLS**Basic Handgun Skills**

Are you looking to gain knowledge and experience essential to developing handgun proficiency? This course is not intended to be a self-defense course but is designed to initiate and enhance the student's ability, confidence and safety habits. Learn the skills of handling a weapon safely, proper shooting techniques, and storing and maintaining a firearm. Prerequisite for this class is to have a current Concealed Weapon Permit. The class emphasis will be on safety, control and technique. Maximum size of class is 6 students.

13/YR*VOC*3086*201 Jun 25-Jun 25
Ottumwa, IA MON., 4:00PM-9:00PM
City Firearm Range Rm.:
Cost: \$40 Instructor: M. McDonough

COMPUTER BASICS

Computer Basics is designed to introduce the student to the basic concepts and terminology associated with personal computers, word processing, spreadsheets and the internet in a hands-on environment.

Introduction To Computers

12/YR*VOC*1019*520 May 30-Jun 13
IHCC Ottumwa Campus WED., 6:00PM-8:40PM
Advanced Technology Center Rm.: 187
Cost: \$56 Instructor: D. Cain

Introduction To Computers

12/YR*VOC*1019*523 May 31-Jun 14
Sigourney, IA THU., 6:00PM-8:40PM
Keokuk County Service Center Rm.: Computer Lab
Cost: \$56 Instructor: C. Sellers

Introduction To Computers

12/YR*VOC*1019*524 Jun 04-Jun 18
IHCC Centerville Campus MON., 6:00PM-8:40PM
Centerville Library/Bookstore Rm.: A
Cost: \$56 Instructor: S. Kozak

Introduction To Computers

12/YR*VOC*1019*521 Jun 04-Jun 18
Fairfield, IA MON., 6:00PM-8:40PM

Jefferson County Service Center Rm.: Computer Lab
Cost: \$56 Instructor: L. Leffler

Introduction To Computers

12/YR*VOC*1019*522 Jun 05-Jun 19
Oskaloosa, IA TUE., 6:00PM-8:40PM
IHCC/Penn Service Center Rm.: Computer Lab
Cost: \$56 Instructor: C. Sellers

Introduction To Computers

13/YR*VOC*1019*504 Jul 05-Jul 19
Keosauqua, IA THU., 6:00PM-8:40PM
Van Buren County Service Center Rm.: Computer Lab
Cost: \$56 Instructor: R. Leer

Introduction To Computers

13/YR*VOC*1019*502 Jul 09-Jul 23
Fairfield, IA MON., 6:00PM-8:40PM
Jefferson County Service Center Rm.: Computer Lab
Cost: \$56 Instructor: L. Leffler

Introduction To Computers

13/YR*VOC*1019*501 Jul 16-Jul 30
IHCC Ottumwa Campus MON., 6:00PM-8:40PM
Advanced Technology Center Rm.: 187
Cost: \$56 Instructor: D. Eaton

Introduction To Computers

13/YR*VOC*1019*506 Jul 17-Jul 31
Sigourney, IA TUE., 6:00PM-8:40PM
Keokuk County Service Center Rm.: Computer Lab
Cost: \$56 Instructor: C. Sellers

Introduction To Computers

13/YR*VOC*1019*505 Jul 30-Aug 13
Keosauqua, IA MON., 6:00PM-8:40PM
Van Buren County Service Center Rm.: Computer Lab
Cost: \$56 Instructor: R. Leer

Introduction To Computers

13/YR*VOC*1019*503 Aug 01-Aug 15
Oskaloosa, IA WED., 6:00PM-8:40PM
IHCC/Penn Service Center Rm.: Computer Lab
Cost: \$56 Instructor: S. Fry

WEB PAGE DESIGN SERIES

Students will learn how to create/design web pages with basic hypertext markup language, HTML editors, and Dreamweaver software. Purchase of Dreamweav-

More than 300 online courses **ed2go**

Learn from the comfort of home!

> Instructor-Facilitated

Online Learning**Indian Hills Community College**

All instructor-facilitated online courses run for six weeks (with a 10-day grace period at the end). 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.

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Courses Start as Low as:

\$99

Enroll Now!

Give us a call

(641)683-5187

or follow the easy steps below

How to Get Started:

1. Visit our Online Instruction Center: **www.ed2go.com/ihcc**
2. Click the **Courses** link, choose the department and course title you are interested in and 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.

Requirements:

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Introduction to Microsoft Excel
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel
Work faster and more productively with Excel's most powerful tools.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access
Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word
Learn how to create and modify documents with the world's most popular word processor.

Project Management Fundamentals
Gain the skills you'll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver
Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint
Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages II
Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment.

GRE Preparation - Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE.

MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER.
www.ed2go.com/ihcc

To Register:
Ottumwa: 1-800-346-4413 or 683-5249

To Register:
Ottumwa: 1-800-346-4413 or 683-5249

er software, for home-practice and home-use will be encouraged but not required. (Please note: approximate cost of \$99 to \$149 for Dreamweaver software with student discount.) The student should have, at minimum, a basic familiarity with computer use (for example, student should have a basic familiarity and experience with most of the following: checking email, searching with Google, finding and saving files, using a mouse and keyboard). Class activities will include planning, creating, designing, saving, uploading web pages, creating hyperlinks, uploading and downloading files to and from a server, creating and registering domain name, getting increased traffic to your website, getting noticed by search engines.

Web Page Design I

12/YR*VOC*1555*503 Jun 05-Jun 19
IHCC Ottumwa Campus TUE., 6:00PM-9:00PM
Advanced Technology Center Rm.: 187
Cost: \$63 Instructor: P. Ligotti

Web Page Design II

13/YR*VOC*1556*501 Jun 26-Jul 10
IHCC Ottumwa Campus TUE., 6:00PM-9:00PM
Advanced Technology Center Rm.: 187
Cost: \$63 Instructor: P. Ligotti

Web Page Design III

13/YR*VOC*1557*501 Jul 17-Jul 31
IHCC Ottumwa Campus TUE., 6:00PM-9:00PM
Advanced Technology Center Rm.: 187
Cost: \$63 Instructor: P. Ligotti

Students will build upon prior knowledge and learn how to create/design very dynamic web pages using Flash, CSS and Javascript programming language. Purchase of Flash software, for home-practice and home-use will be encouraged but not required. (Please note: approximate cost of \$99 to \$149 for Flash software with student discount.) The student should have, at minimum, a basic familiarity with basic web design using Dreamweaver or similar software. Student is assumed to have taken Web Design I, II, III or other similar prior experience. Class activities will include planning, creating, designing, saving dynamic-video-and-action-oriented websites using Flash, CSS and Javascript and learning advanced techniques of Google Adwords to increase traffic and improve search-engine-optimization (SEO).

To Register:
Ottumwa: 1-800-346-4413 or 683-5249

Web Page Design IV

12/YR*VOC*1558*502 Jun 07-Jun 21
IHCC Ottumwa Campus THU., 6:00PM-9:00PM
Advanced Technology Center Rm.: 187
Cost: \$63 Instructor: P. Ligotti

Web Page Design V

13/YR*VOC*1559*501 Jun 28-Jul 12
IHCC Ottumwa Campus THU., 06:00PM-9:00PM
Advanced Technology Center Rm.: 187
Cost: \$63 Instructor: P. Ligotti

Web Page Design VI

13/YR*VOC*1560*501 Jul 19-Aug 02
IHCC Ottumwa Campus THU., 06:00PM-9:00PM
Advanced Technology Center Rm.: 187
Cost: \$63 Instructor: P. Ligotti

MS WORD

Let's create a document that you can be proud of. Move around Word with ease. Cut, copy and paste, move test, edit and delete like a pro. Learn tips and shortcuts to make your computer experience more enjoyable.

Basic Word Processing

12/YR*VOC*1015*507 May 29-Jul 03
Fairfield, IA TUE., 6:00PM-8:40PM
Jefferson County Service Center Rm.: Computer Lab
Cost: \$112 Instructor: L. Leffler

Basic Word Processing

12/YR*VOC*1015*510 May 29-Jul 03
Sigourney, IA TUE., 6:00PM-8:40PM
Keokuk County Service Center Rm.: Computer Lab
Cost: \$112 Instructor: Staff

Basic Word Processing

12/YR*VOC*1015*511 May 31-Jul 05
IHCC Centerville Campus THU., 6:00PM-8:40PM
Centerville Library/Bookstore Rm.: A
Cost: \$112 Instructor: S. Kozak

Basic Word Processing

12/YR*VOC*1015*508 May 31-Jul 05
Oskaloosa, IA THU., 06:00PM-8:40PM
IHCC/Penn Service Center Rm.: Computer Lab
Cost: \$112 Instructor: C. Sellers

Basic Word Processing

12/YR*VOC*1015*509 Jun 04-Jul 09
Keosauqua, IA MON., 6:00PM-8:40PM

Van Buren County Service Center Rm.: Computer Lab
Cost: \$112 Instructor: R. Leer

Basic Word Processing

12/YR*VOC*1015*506 Jun 04-Jul 09
IHCC Ottumwa Campus MON., 6:00PM-8:40PM
Advanced Technology Center Rm.: 187
Cost: \$112 Instructor: D. Cain

One Day Word

12/YR*VOC*1015*512 Jun 08-Jun 08
IHCC Ottumwa Campus FRI., 9:00AM-4:00PM
Advanced Technology Center Rm.: 242
Cost: \$42 Instructor: S. Reid

MS EXCEL

Learn the fundamentals to create worksheets and workbooks in order to track financial matters of a personal or business nature.

One Day Excel

13/YR*VOC*1570*506 Jun 29-Jun 29
IHCC Ottumwa Campus FRI., 9:00AM-4:00PM
Advanced Technology Center Rm.: 242
Cost: \$42 Instructor: S. Reid

BASIC SPREADSHEETS

Learn the fundamentals to create worksheets and workbooks in order to track financial matters of a personal or business nature.

Basic Spreadsheets

12/YR*VOC*1570*508 May 30-Jul 11
Keosauqua, IA WED., 6:00PM-8:40PM
Van Buren County Service Center Rm.: Computer Lab
Cost: \$112 Instructor: R. Leer

Basic Spreadsheets

13/YR*VOC*1570*503 Jul 10-Aug 14
Oskaloosa, IA TUE., 6:00PM-8:40PM
IHCC/Penn Service Center Rm.: Computer Lab
Cost: \$112 Instructor: S. Fry

Basic Spreadsheets

13/YR*VOC*1570*505 Jul 11-Aug 15
IHCC Centerville Campus WED., 6:00PM-8:40PM
Centerville Library/Bookstore Rm.: 6
Cost: \$112 Instructor: S. Kozak

Basic Spreadsheets

13/YR*VOC*1570*501 Jul 11-Aug 15
IHCC Ottumwa Campus WED., 6:00PM-8:40PM
Advanced Technology Center Rm.: 187
Cost: \$112 Instructor: D. Cain

Basic Spreadsheets

13/YR*VOC*1570*502 Jul 12-Aug 16
Fairfield, IA THU., 6:00PM-8:40PM
Jefferson County Service Center Rm.: Computer Lab
Cost: \$112 Instructor: L. Leffler

Basic Spreadsheets

13/YR*VOC*1570*504 Jul 12-Aug 16
Sigourney, IA THU., 06:00PM-8:40PM
Keokuk County Service Center Rm.: Computer Lab
Cost: \$112 Instructor: C. Sellers

MS POWERPOINT

The course is designed to introduce the student to the basics of Powerpoint. The student will learn to create and run a slideshow presentation containing text with sub points, clip art images and charts.

One Day Powerpoint

12/YR*VOC*1031*505 May 11-May 11
IHCC Ottumwa Campus FRI., 9:00AM-4:00PM
Advanced Technology Center Rm.: 242
Cost: \$42 Instructor: S. Reid

One Day Powerpoint

13/YR*VOC*1031*501 Aug 03-Aug 03
IHCC Ottumwa Campus FRI., 9:00AM-4:00PM
Advanced Technology Center Rm.: 242
Cost: \$42 Instructor: S. Reid

MS ACCESS

Using Access, the student will learn to create a database, perform validation operations, ensure data integ-

To Register:
Ottumwa: 1-800-346-4413 or 683-5249

city, create records, perform simple queries and create simple forms and reports.

One Day Access

13/YR*VOC*4015*501 Jul 20-Jul 20
IHCC Ottumwa Campus FRI., 9:00AM-4:00PM
Advanced Technology Center Rm.: 242
Cost: \$42 Instructor: S. Reid

BASIC INTERNET

How do you find information on the Internet? Are you often confused on how to narrow searches, find a website, or communicate with friends? Come with questions that you have always had about the Internet. You will be able to learn new ways, share with others what works for you and learn what other people have found works for them.

Basic Internet/Email

12/YR*VOC*1021*509 May 07-May 14
Fairfield, IA MON., 6:00PM-9:00PM
Jefferson County Service Center Rm.: Computer Lab
Cost: \$42 Instructor: R. Leer

Basic Internet/Email

12/YR*VOC*1021*512 May 08-May 15
Sigourney, IA TUE., 6:00PM-9:00PM
Keokuk County Service Center Rm.: Computer Lab
Cost: \$42 Instructor: Staff

Basic Internet/Email

12/YR*VOC*1021*514 May 09-May 16
IHCC Ottumwa Campus WED., 6:00PM-9:00PM
Advanced Technology Center Rm.: 187
Cost: \$42 Instructor: D. Cain

Basic Internet/Email

13/YR*VOC*1021*201 Jun 19-Jun 19
Albia, IA TUE., 6:00PM-9:00PM
Monroe County Service Center Rm.: Computer Lab
Cost: \$21 Instructor: S. Kozak

Basic Internet/Email

13/YR*VOC*1021*202 Jul 17-Jul 17
Corydon, IA TUE., 6:00PM-9:00PM
Wayne County Service Center Rm.: Computer Lab
Cost: \$21 Instructor: S. Kozak

Basic Internet/Email

13/YR*VOC*1021*203 Jul 31-Jul 31

Chariton, IA TUE., 6:00PM-9:00PM
Lucas County Service Center Rm.: Computer Lab
Cost: \$21 Instructor: S. Kozak

Basic Internet/Email

13/YR*VOC*1021*204 Aug 07-Aug 07
Bloomfield, IA TUE., 6:00PM-9:00PM
Davis County Service Center Rm.: Computer Lab
Cost: \$21 Instructor: S. Kozak

EBAY

Learn tips & tricks for you to become a winner (buying or selling) on eBay, the online auction that everyone's talking about.

Buying & Selling on E-Bay

12/YR*VOC*1070*520 May 08-May 08
Keosauqua, IA TUE., 7:00PM-9:00PM
Van Buren County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: W. Shilling

Buying & Selling on E-Bay

12/YR*VOC*1070*524 Jun 05-Jun 05
Keosauqua, IA TUE., 7:00PM-9:00PM
Van Buren County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: W. Shilling

Buying & Selling on E-Bay

12/YR*VOC*1070*523 Jun 14-Jun 14
IHCC Ottumwa Campus THU., 7:00PM-9:00PM
Advanced Technology Center Rm.: 142
Cost: \$14 Instructor: W. Shilling

Buying & Selling on E-Bay

13/YR*VOC*1070*503 Jun 25-Jun 25
Sigourney, IA MON., 7:00PM-9:00PM
Keokuk County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: W. Shilling

Buying & Selling on E-Bay

13/YR*VOC*1070*504 Jul 10-Jul 10
IHCC Centerville Campus TUE., 7:00PM-9:00PM
Centerville Library/Bookstore Rm.: 6
Cost: \$14 Instructor: W. Shilling

Buying & Selling on E-Bay

13/YR*VOC*1070*502 Jul 26-Jul 26
Oskaloosa, IA THU., 7:00PM-9:00PM
IHCC/Penn Service Center Rm.: Computer Lab
Cost: \$14 Instructor: W. Shilling

Buying & Selling on E-Bay

13/YR*VOC*1070*501 Aug 14-Aug 14
Fairfield, IA TUE., 7:00PM-9:00PM
Jefferson County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: W. Shilling

PURCHASE ITEMS SECURELY ONLINE

Have you ever thought about ordering something online, but just aren't sure if it is safe? Learn how to tell which internet sites are safe to purchase through and which types of sites you should avoid. Participants will also learn how to set-up a PayPal account which will protect your financial information and is accepted by most major online retailers.

Purchase Items Securely Online

12/YR*VOC*1540*301 May 10-May 10
IHCC Centerville Campus THU., 9:00AM-11:00AM
Centerville Industrial Ed Rm.: 13
Cost: \$14 Instructor: D. Chance

Purchase Items Securely Online

12/YR*VOC*1540*302 May 10-May 10
Corydon, IA THU., 1:00PM-3:00PM
Wayne County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: D. Chance

Purchase Items Securely Online

12/YR*VOC*1540*304 May 15-May 15
Oskaloosa, IA TUE., 1:00PM-3:00PM
IHCC/Penn Service Center Rm.: Computer Lab
Cost: \$14 Instructor: D. Chance

Purchase Items Securely Online

12/YR*VOC*1540*303 May 15-May 15
Sigourney, IA TUE., 9:00AM-11:00AM
Keokuk County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: D. Chance

DATA RECOVERY

Data Recovery is the process of recovering data that has been lost from your computer. In this course you will learn the steps of data recovery: recover data from

your computer, wipe your computer's hard drive of any viruses or any other malicious programs, reinstall your computer's operating system and your data, and backup the image of your hard drive. If you are worried about viruses infecting your computer and trashing your data, come learn how to be worry free and protect your important data.

Data Recovery

13/YR*VOC*1539*501 Jul 10-Jul 24
IHCC Ottumwa Campus TUE., 6:00PM-8:40PM
Advanced Technology Center Rm.: 225
Cost: \$56 Instructor: M. Weaver

SMART PHONES FOR DUMMIES

Do you have a new phone? Would you like to use your smart phone to it's full potential? This class is for you! Droids, iPhones, Blackberries, all phones are welcome. Learn about the "apps" and everything "cool" about your new phone.

Smart Phones for Dummies

12/YR*NON*1260*501 Jun 13-Jun 13
IHCC Ottumwa Campus WED., 7:00PM-9:00PM
Advanced Technology Center Rm.: 142
Cost: \$14 Instructor: W. Shilling

Smart Phones for Dummies

13/YR*NON*1260*501 Jul 30-Jul 30
IHCC Ottumwa Campus MON., 7:00PM-9:00PM
Advanced Technology Center Rm.: 142
Cost: \$14 Instructor: W. Shilling

DIGITAL PHOTOGRAPHY

Have questions about how to use your digital camera? Bring it along to this class and find out what it can really do. Participants will learn about the different settings on their cameras as well as how to download photos to their computers. We will also discuss basic composi-

tion what makes a good photo. (Make sure to bring any cords that came with your camera.)

Basic Digital Photography

12/YR*NON*1029*205 May 29-May 29
Bloomfield, IA TUE., 6:00PM-9:00PM
Davis County Service Center Rm.: Computer Lab
Cost: \$21 Instructor: S. Kozak

Basic Digital Photography

12/YR*NON*1029*206 May 30-May 30
Corydon, IA WED., 6:00PM-9:00PM
Wayne County Service Center Rm.: Computer Lab
Cost: \$21 Instructor: S. Kozak

Basic Digital Photography

12/YR*NON*1029*207 Jun 06-Jun 06
Albia, IA WED., 6:00PM-9:00PM
Monroe County Service Center Rm.: Computer Lab
Cost: \$21 Instructor: S. Kozak

Basic Digital Photography

12/YR*NON*1029*208 Jun 13-Jun 13
Chariton, IA WED., 6:00PM-9:00PM
Lucas County Service Center Rm.: Computer Lab
Cost: \$21 Instructor: S. Kozak

Basic Digital Photography

13/YR*NON*1029*301 Jun 22-Jun 22
IHCC Ottumwa Campus FRI., 8:00AM-10:00AM
Advanced Technology Center Rm.: 212
Cost: \$14 Instructor: S. Dias

Advanced Digital Photography

13/YR*NON*1029*303 Jun 22-Jun 22
IHCC Ottumwa Campus FRI., 10:00AM-12:00PM
Advanced Technology Center Rm.: 212
Cost: \$14 Instructor: S. Dias

Basic Digital Photography

13/YR*NON*1029*302 Aug 10-Aug 10
IHCC Ottumwa Campus FRI., 8:00AM-10:00AM
Advanced Technology Center Rm.: 212
Cost: \$14 Instructor: S. Dias

Advanced Digital Photography

13/YR*NON*1029*304 Aug 10-Aug 10
IHCC Ottumwa Campus FRI., 10:00AM-12:00PM
Advanced Technology Center Rm.: 212
Cost: \$14 Instructor: S. Dias

AVOID DISAPPOINTMENT!

Each term we have to cancel some courses because of low enrollment, only to find out the day of the first class that several of you intended to enroll. Please help us by registering at least 10 days before the course start date so we won't have to disappoint you.

COMPUTER ACCESSORIES

Computer Peripherals are those external devices that can be connected to your computer. Have you ever wondered how to burn your pictures, documents, or music to a CD or DVD? Have you ever wanted to know how to back up your computer or an external hard drive? Have you ever wondered how to transfer your pictures from your camera to your computer? Have you ever wanted to know how to use an external thumb drive? Would you like to learn a system of protecting the loss of all of your important documents? If you would like to learn several of the amazing features your computer provides come join our class.

Computer Accessories & Peripherals

12/YR*VOC*1567*502 Jun 05-Jun 19
IHCC Ottumwa Campus TUE., 6:00PM-8:40PM
Advanced Technology Center Rm.: 225
Cost: \$56 Instructor: M. Weaver

SOCIAL NETWORKING

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.

Facebook, Twitter, Youtube: A Guide to Social Networking

12/YR*VOC*1071*523 May 16-May 16
IHCC Centerville Campus WED., 7:00PM-9:00PM
Centerville Library/Bookstore Rm.: B
Cost: \$14 Instructor: W. Shilling

Facebook, Twitter, Youtube: A Guide to Social Networking

12/YR*VOC*1071*524 May 31-May 31
IHCC Ottumwa Campus THU., 7:00PM-9:00PM
Advanced Technology Center Rm.: 142
Cost: \$14 Instructor: W. Shilling

Facebook, Twitter, Youtube: A Guide to Social Networking

12/YR*VOC*1071*525 Jun 11-Jun 11
Sigourney, IA MON., 7:00PM-9:00PM
Keokuk County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: W. Shilling

Facebook, Twitter, Youtube: A Guide to Social Networking

13/YR*VOC*1071*504 Jun 20-Jun 20
IHCC Centerville Campus WED., 7:00PM-9:00PM
Centerville Library/Bookstore Rm.: 6
Cost: \$14 Instructor: W. Shilling

Facebook, Twitter, Youtube: A Guide to Social Networking

13/YR*VOC*1071*502 Jul 02-Jul 02
Oskaloosa, IA MON., 7:00PM-9:00PM
IHCC/Penn Service Center Rm.: Computer Lab
Cost: \$14 Instructor: W. Shilling

Facebook, Twitter, Youtube: A Guide to Social Networking

13/YR*VOC*1071*501 Jul 12-Jul 12
Fairfield, IA THU., 7:00PM-9:00PM
Jefferson County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: W. Shilling

Facebook, Twitter, Youtube: A Guide to Social Networking

13/YR*VOC*1071*503 Aug 07-Aug 07
Keosauqua, IA TUE., 7:00PM-9:00PM
Van Buren County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: W. Shilling

SKYPE

Skype is a software application that allows users to make free voice and video calls and chats over the Internet. In this course you will learn about Skype. What is Skype? How do I download Skype? How do I install Skype on my computer system? How do I use this software program? What are the ways I can use Skype to keep in contact with friends and relatives? Want to add some life to your communication with your loved ones? Explore Skype and open up the possibilities to a new generation of communication.

13/YR*VOC*1542*501 Aug 01-Aug 08
IHCC Ottumwa Campus WED., 6:00PM-9:00PM
Advanced Technology Center Rm.: 225
Cost: \$42 Instructor: M. Weaver

SILVER SCHOLARS

INTERNET BROWSING

How do you find information on the Internet? Are you often confused on how to narrow searches, find a website, or communicate with friends? Come with questions that you have always had about the Internet.

Internet Browsing: Silver Scholars

12/YR*VOC*1021*311 Jun 05-Jun 05
Keosauqua, IA TUE., 10:00AM-12:00PM
Van Buren County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: K. Phillips

Internet Browsing: Silver Scholars

12/YR*VOC*1021*313 Jun 12-Jun 12
Fairfield, IA TUE., 10:00AM-12:00PM
Jefferson County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: K. Phillips

Internet Browsing: Silver Scholars

13/YR*VOC*1021*301 Jun 19-Jun 19
IHCC Ottumwa Campus TUE., 10:00AM-12:00PM
Advanced Technology Center Rm.: 187
Cost: \$14 Instructor: K. Phillips

BASIC EMAIL

Do you have questions about how to set-up an email account? During this class you will set up an account and learn about its basic features. Also learn how to attach a picture or document to your email that can be sent to family or friends.

Basic Email: Silver Scholars

12/YR*VOC*1021*312 Jun 05-Jun 05
Keosauqua, IA TUE., 1:00PM-3:00PM
Van Buren County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: K. Phillips

Basic Email: Silver Scholars

12/YR*VOC*1021*314 Jun 12-Jun 12
Fairfield, IA TUE., 1:00PM-3:00PM
Jefferson County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: K. Phillips

Basic Email: Silver Scholars

13/YR*VOC*1021*302 Jun 19-Jun 19
IHCC Ottumwa Campus TUE., 1:00PM-3:00PM
Advanced Technology Center Rm.: 187
Cost: \$14 Instructor: K. Phillips

BASIC DIGITAL PHOTOGRAPHY

Have questions about how to use your digital camera? Bring it along to this class and find out what it can really do. Participants will learn about the different settings on their cameras as well as how to download photos to their computers. We will also discuss basic composition what makes a good photo. (Make sure to bring any cords that came with your camera.)

Basic Digital Photography: Silver Scholars

12/YR*NON*1029*307 May 07-May 07
Fairfield, IA MON., 9:00AM-11:00AM
Jefferson County Service Center Rm.: Computer Lab
Cost: \$14 Instructor: D. Chance

MORE THAN A MOVIE**Modern Movies-Asking & Answering Modern Questions: Silver Scholars**

Explore modern ethical considerations and current events through our thought-provoking film series this summer. Spend the afternoon watching, analyzing, & discussing hot topics as presented in movies, then go home thinking about them still.

12/YR*NON*1118*301 Jun 07-Aug 16
IHCC Ottumwa Campus THU., 12:00PM-3:00PM
Advanced Technology Center Rm.: 122
Cost: \$75 Instructor: L. Brauhn

AARP Safe Driver Program

12/YR*ELI*1010*503 Jun 14-Jun 14
IHCC Ottumwa Campus THU., 9:00AM-12:00PM
Advanced Technology Center Rm.: 122
Cost: \$12 AARP Members Instructor: IHCC Volunteer
\$14 non-members, payable to AARP

RELI ONE DAY BUSINESS START-UP**One Day Business Start-Up**

12/YR*BUS*1257*309 May 16-May 16
Oskaloosa, IA WED., 9:00AM-3:00PM
IHCC/Penn Service Center Rm.: Computer Lab
Instructor: B. Ziegler

TAKE YOUR PRODUCT ONLINE-WITHOUT BUILDING A WEBSITE

Marketing your product online can be a great way to boost your sales. While having your own website is an important component of online marketing, there are other ways to promote your product on the Internet. This course will introduce you to the art of marketing your product through already established websites, such as ebay and Etsy. It will also touch on when social media may be an appropriate strategy.

Take Your Product Online-Without Building a Website

12/YR*BUS*1235*301 Jun 12-Jun 12
IHCC Ottumwa Campus TUE., 6:00PM-8:00PM
Advanced Technology Center Rm.: 212
Cost: \$25 Instructor: M. Little

Take Your Product Online-Without Building a Website

13/YR*BUS*1235*302 Jul 24-Jul 24
IHCC Ottumwa Campus TUE., 6:00PM-8:00PM
Advanced Technology Center Rm.: 122
Cost: \$25 Instructor: M. Little

TALENT DEVELOPMENT: HOW TO HIRE & RETAIN QUALITY EMPLOYEES

The main goals of this session are to determine what you as a manager and your organization are looking for in the 'ideal' employee and how to develop strategies to attract the 'right' individuals and determine the 'perks' to keep those 'good' workers on staff once they are hired. You will receive tools on how to assess the talent in your organization and learn why people stay or leave. You will receive tips on how to retain those 'talented' employees and develop them to their full potential. The image of the company is imperative to recruitment and retention, therefore, you will receive valuable information on how to package the company in an attractive manner to prospective employees. Retention concepts will also be presented on how to create a 'professionally driven' and content staff by cultivating a positive work ethic. Participants will evaluate how well the organization trains, embraces and supports the new employee. Discussion will include how to network and tap resources to recruit and retain employees.

Talent Development: How to Hire & Retain Quality Employees

13/YR*BUS*2017*301 Jul 27-Jul 27
Fairfield, IA FRI., 12:00PM-4:00PM
Jefferson County Service Center Rm.: Conference Room
Cost: \$99 Instructor: V. Oden

Talent Development: How to Hire & Retain Quality Employees

13/YR*BUS*2017*302 Aug 02-Aug 02
Eddyville, IA THU., 12:00PM-4:00PM
Bio Processing Training Center Rm.: C1
Cost: \$99 Instructor: V. Oden

Talent Development: How to Hire & Retain Quality Employees

13/YR*BUS*2017*303 Aug 09-Aug 09
Corydon, IA THU., 12:00PM-4:00PM
Farm Bureau Building Rm.:
Cost: \$99 Instructor: V. Oden

BUSINESS QUICKBOOKS

Do you need a quick start to using QUICKBOOKS? This class will include hands-on experience with the QUICKBOOKS software. You will learn how to set up a business, pay and enter expenses-deposits-invoices, complete the payroll, understand the reports of income statements and balance sheets. Also you will learn how to handle exemptions for inventory, depreciation and loan payments, make corrections when errors are made and be prepared when tax season rolls around. We can make QUICKBOOKS fun!

Business Quickbooks

13/YR*BUS*1407*201 Jun 28-Jun 28
IHCC Ottumwa Campus THU., 9:00AM-3:00PM
Advanced Technology Center Rm.: 187
Cost: \$65 Instructor: B. Ziegler

VOLUNTEER MANAGEMENT CERTIFICATION**Supervising Volunteers**

Know the steps to effective supervision of volunteers by defining and communicating clear expectations. Guide, support, recognize and reward volunteers. Class will be held at United Way of Wapello County, 224 E. Second Street, Ottumwa, IA.

12/YR*VOC*3204*206 May 09-May 09
Ottumwa, IA WED., 8:30AM-12:00PM
United Way of Wapello County Rm.:
Cost: \$50 Instructor: IHCC Volunteer

Evaluating Volunteer Program

Discover the steps to effective evaluation of your volunteer program. Take steps to improve your program and implement on-going evaluation strategies. Class will be held at United Way of Wapello County, 224 E. Second Street, Ottumwa, IA.

12/YR*VOC*3204*207 May 09-May 09
Ottumwa, IA WED., 1:00PM-4:30PM
United Way of Wapello County Rm.:
Cost: \$50 Instructor: IHCC Volunteer

VOCATIONAL

BIOFUEL TECHNICIAN CERTIFICATION PROGRAM

Biofuel Technician Certification Program

The Biofuel Technician Certification Program is a 3-track, online course that allows you to start the program at a time that fits your schedule and study at your own pace*. Each course has a unit test that ensures content comprehension before advancing to the next unit. Upon completion of all three tracts (equaling 31 contact hours), and a final examination grade of 70% or better, you will receive 3 Continuing Education Units (CEU) and a Certificate of Completion from Indian Hills Community College. Tuition will be waived to the first 150 registrations. Tuition: \$1000. *Approximately 3 months allowed for completion of all three tracts.

12/YR*VOC*3161*201 Online

PLUMBER/MECHANICAL RELICENSURE

Mechanical Code Update

This class meets the needs for two Mechanical Code CEU's required by the Iowa Plumbing & Mechanical Board for license renewal. This course is a demonstration in navigating the code book in general regulations, chimneys and vents, boilers, water heaters, refrigeration and hydronic piping.* *This course is in partnership with Johnstone Supply. Please register/prepay at www.ihcc.classregistration.info, click on the class you are interested in and register for the class. If registering online is not an option, call Steve Pins at Johnstone Supply (1-515-650-0186 or email him at steve.pins@johnstonesupply.com). Cancellation is required three business days prior to the class taking place. \$65.

12/YR*REL*3960*209 Jun 06-Jun 06
Eddyville, IA WED., 8:00AM-10:00AM

Bio Processing Training Center Rm.: C1
Cost: Payable to Johnstone Supply Instructor: Johnstone Supply

The Safe Use of Torches

This course will cover many of the safety aspects of handling, transporting and storing commonly used oxygen and acetylene torches as well as how to set the pressures for brazing and the safe use of nitrogen while brazing. It will qualify 2 hours toward your safety requirement OR 2 hours toward HVAC/Refrigeration trade requirements for license renewal purposes.*This course is in partnership with Johnstone Supply. Please register/prepay at www.ihcc.classregistration.info, click on the class you are interested in and register for the class. If registering online is not an option, call Steve Pins at Johnstone Supply (1-515-650-0186 or email him at steve.pins@johnstonesupply.com). Cancellation is recommended three business days prior to the class taking place. \$65.

12/YR*REL*3955*218 Jun 06-Jun 06
Eddyville, IA WED., 10:30AM-12:30PM
Bio Processing Training Center Rm.: C1
Cost: Payable to Johnstone Supply Instructor: Johnstone Supply

Electrical Theory

This course will cover the basics of Electrical Theory by delving into basic electricity (electrical circuits and formulas), the differences in electrical circuits (Series and Parallel), alternating current, grounding and bonding, motors, generators, transformers, and electrical fundamentals (matter, electron theory, magnetism, electricity and electromagnetism). This course has been approved for 4 hours ANY trade for IPMSB and 4 hours non-code for State of Iowa Electrical Board. *This course is in partnership with Johnstone Supply. Please register/prepay at www.ihcc.classregistration.info, click on the class you are interested in and register for the class. If registering online is not an option, call Steve Pins at Johnstone Supply (1-515-650-0186 or email him at steve.pins@johnstonesupply.com). Cancellation is requested three business days prior to the class taking place. \$120.

12/YR*REL*2959*201 Jun 06-Jun 06
Eddyville, IA WED., 1:30PM-5:30PM
Bio Processing Training Center Rm.: C1
Cost: Payable to Johnstone Supply Instructor: Johnstone Supply

Can't find what you're looking for?

Check out

www.ed2go.com/ihcc/

for a listing of online course offerings.

To Register:
Ottumwa: 1-800-346-4413 or 683-5249

ELECTRICIAN RELICENSURE

Motor Calculations

This state-certified course will cover the areas of the 2011 NEC Code book on Single Phase Motor Table, Motor Overload Relay, Motor Circuit Conductors, Protective devices and more. A 2011 NEC Code book is needed for this class. Prepayment is required.

12/YR*REL*2953*201 May 08-May 08
IHCC Ottumwa Campus TUE., 6:00PM-9:00PM
Advanced Technology Center Rm.: 134
Cost: \$49 Instructor: H. Ogden

N.E.C Code Update

Fulfill your license renewal requirements of 8 hours of Code Update continuing education. Learn about the variety of Code changes between the 2008 and 2011 versions of the NEC Code Books. The course will go over the Code changes, clarify tables and articles and give a general review of what is needed to be in compliance with the state licensing standards. A 2011 NEC Book and prepayment is required.

12/YR*REL*2955*206 May 15-May 15
IHCC Ottumwa Campus TUE., 8:00AM-5:00PM
Bennett Student Services Center Rm.: 100
Cost: \$99 Instructor: H. Ogden

Electrical Theory

This course will cover the basics of Electrical Theory by delving into basic electricity (electrical circuits and formulas), the differences in electrical circuits (Series and Parallel), alternating current, grounding and bonding, motors, generators, transformers, and electrical fundamentals (matter, electron theory, magnetism, electricity and electromagnetism). This course has been approved for 4 hours ANY trade for IPMSB and 4 hours non-code for State of Iowa Electrical Board. *This course is in partnership with Johnstone Supply. Please register/prepay at www.ihcc.classregistration.info, click on the class you are interested in and register for the class. If registering online is not an option, call Steve Pins at Johnstone Supply (1-515-650-0186 or email him at steve.pins@johnstonesupply.com). Cancellation is requested three business days prior to the class taking place. \$120.

12/YR*REL*2959*201 Jun 06-Jun 06
Eddyville, IA WED., 1:30PM-5:30PM
Bio Processing Training Center Rm.: C1
Cost: Payable to Johnstone Supply Instructor: Johnstone Supply

Understanding the N.E.C Code

This course will focus on the National Electrical Code Articles 90-450 and is approved for 2 hours of electrical code for the State of Iowa Electrical Examining Board. The material will come from Mike Holt Enterprise's Understanding the NEC, Volume 1. *This course is in partnership with Johnstone Supply. Please register/prepay at www.ihcc.classregistration.info, click on the class you are interested in and register for the class. If registering online is not an option, call Steve Pins at Johnstone Supply (1-515-650-0186 or email him at steve.pins@johnstonesupply.com). Cancellation is requested three business days prior to the class taking place. \$65.

12/YR*REL*2955*207 Jun 06-Jun 06
Eddyville, IA WED., 6:00PM-8:00PM
Bio Processing Training Center Rm.: C1
Cost: Payable to Johnstone Supply Instructor: Johnstone Supply

OSHA SAFETY TRAINING

30-Hr General Industry OSHA

This comprehensive safety program is the primary method used to train workers and supervisors on hazard recognition and standards that are recommended by OSHA. Interested students would be working in the areas of health care, electrical, factory, warehouse, manufacturing, storage and more. If you need a 30-Hr. OSHA card, this is the recommended course.

12/YR*BUS*1138*201 May 3-May 31
IHCC Ottumwa Campus THU., 8:00AM-4:30PM
Advanced Technology Center Rm.: 122
Cost: \$500 Instructor: K. Strosahl

The Safe Use of Torches

This course will cover many of the safety aspects of handling, transporting and storing commonly used oxygen and acetylene torches as well as how to set the pressures for brazing and the safe use of nitrogen while brazing. It will qualify 2 hours toward your safety requirement OR 2 hours toward HVAC/Refrigeration trade requirements for license renewal purposes.*This course is in partnership with Johnstone Supply. Please register/pre-

www.indianhills.edu

To Register:
Ottumwa: 1-800-346-4413 or 683-5249

pay at www.ihcc.registration.info, click on the class you are interested in and register for the class. If registering online is not an option, call Steve Pins at Johnstone Supply (1-515-650-0186 or email him at steve.pins@johnstonesupply.com). Cancellation is recommended three business days prior to the class taking place. \$65.

12/YR*REL*3955*218 Jun 06-Jun 06
 Eddyville, IA WED., 10:30AM-12:30PM
 Bio Processing Training Center Rm.: C1
 Cost: Payable to Johnstone Supply Instructor: Johnstone Supply

LEAD SAFE RENOVATOR-INITIAL

This 8-hour course is for persons who have not previously been trained in "Lead Safe Work Practices." It concentrates on specific work practices that are lead-safe and describes prohibited work practices when performing renovations. It demonstrates lead safe work practices including set up, clean up using hands on activities and it illustrates proper on-the-job training for non-certified workers. It also provides information on Federal and State specific regulations that must be followed as a certified renovator. It provides examples of how to maintain and document required reports. It is a course to prepare renovators for certification. There is an exam that requires a score of 80% or better, once completed participants will be eligible to apply for certification with the Iowa Department of Public Health. Note: This is NOT a course on lead abatement.

Lead Safe Renovator-Initial

12/YR*VOC*1086*507 May 15-May 15
 IHCC Ottumwa Campus TUE., 8:00AM-5:00PM
 Advanced Technology Center Rm.: 122
 Cost: \$159 Instructor: G. Groom

Lead Safe Renovator-Initial

12/YR*VOC*1086*508 Jun 12-Jun 12
 IHCC Ottumwa Campus TUE., 8:00AM-5:00PM
 Advanced Technology Center Rm.: 121
 Cost: \$159 Instructor: G. Groom

Lead Safe Renovator-Initial

13/YR*VOC*1086*501 Jul 10-Jul 10
 IHCC Ottumwa Campus TUE., 8:00AM-5:00PM
 Advanced Technology Center Rm.: 121
 Cost: \$159 Instructor: G. Groom

Lead Safe Renovator-Initial

13/YR*VOC*1086*502 Aug 14-Aug 14
 IHCC Ottumwa Campus TUE., 8:00AM-5:00PM
 Advanced Technology Center Rm.: 121
 Cost: \$159 Instructor: G. Groom

Lead Safe Renovator-Initial

13/YR*VOC*1086*503 Sep 11-Sep 11
 IHCC Ottumwa Campus TUE., 8:00AM-5:00PM
 Advanced Technology Center Rm.: 121
 Cost: \$159 Instructor: G. Groom

LEAD SAFE RENOVATOR-RENEWAL

This 4-hour course is for persons who have been previously trained in "Lead Safe Work Practices". It substitutes for the 8-hour course if a renovator has previously taken the IDPH lead safe work practices class and has a training certificate to verify it. It is also used as a three year refresher course for certified renovators to maintain their active certification status. It reviews specific work practices that are lead-safe and describes prohibited work practices when performing renovations. It also provides renovators a review on proper set-up, clean up and on-the-job training for non-certified workers including 2 hours of hands on exercises. It highlights Federal and State specific regulations that must be followed as a certified renovator, and provides examples of how to maintain and document required reports. It is a course to prepare renovators for certification, or to maintain certification. There is an exam that requires a score of 80% or better, once completed participants will be eligible to apply or reapply for certification with the Iowa Department of Public Health.

Lead Safe Renovator Renewal

12/YR*VOC*1087*507 May 16-May 16
 IHCC Ottumwa Campus WED., 8:00AM-12:00PM
 Advanced Technology Center Rm.: 122
 Cost: \$119 Instructor: G. Groom

Lead Safe Renovator-Renewal

12/YR*VOC*1087*508 Jun 13-Jun 13
 IHCC Ottumwa Campus WED., 8:00AM-12:00PM
 Advanced Technology Center Rm.: 121
 Cost: \$119 Instructor: G. Groom

Lead Safe Renovator-Renewal

13/YR*VOC*1087*501 Jul 11-Jul 11
 IHCC Ottumwa Campus WED., 8:00AM-12:00PM
 Advanced Technology Center Rm.: 121
 Cost: \$119 Instructor: G. Groom

Lead Safe Renovator-Renewal

13/YR*VOC*1087*502 Aug 15-Aug 15
 IHCC Ottumwa Campus WED., 8:00AM-12:00PM
 Advanced Technology Center Rm.: 121
 Cost: \$119 Instructor: G. Groom

Lead Safe Renovator-Renewal

13/YR*VOC*1087*503 Sep 12 - Sep 12
 IHCC Ottumwa Campus WED., 08:00AM - 12:00PM
 Advanced Technology Center Rm.: 121
 Cost: \$119 Instructor: G. Groom

INSURANCE RELICENSURE

Essentials of Insurance Taxation

13/YR*REL*2123*501 Jun 19-Jun 19
 IHCC Ottumwa Campus TUE., 9:00AM-4:00PM
 Bennett Student Services Center Rm.: 100
 Cost: \$79 Instructor: T. Stockebrand

Firing Unethical Clients: Right & Duty!

13/YR*REL*2119*501 Jul 11-Jul 11
 IHCC Ottumwa Campus WED., 8:00AM-11:00AM
 Bennett Student Services Center Rm.: 100
 Cost: \$0 Instructor: Community Educators

Exposing Health Care Fraud

13/YR*REL*2120*501 Jul 11-Jul 11
 IHCC Ottumwa Campus WED., 12:00PM -6:00PM
 Bennett Student Services Center Rm.: 100
 Cost: \$0 Instructor: Community Educators

Can't find what you're looking for?
 Check out www.ed2go.com/ihcc/
 for a listing of online course offerings.

AUTO DEALER RELICENSURE

Carknowlogy: Financing Regulations & Responsibilities

12/YR*REL*2904*501 May 18-May 18
 IHCC Ottumwa Campus FRI., 8:00AM-1:00PM
 Advanced Technology Center Rm.: 132
 Cost: \$159 Instructor: S. Erikson

Environmental & Safety Compliance

12/YR*REL*2903*501 May 18-May 18
 IHCC Ottumwa Campus FRI., 8:00AM-1:00PM
 Advanced Technology Center Rm.: 142
 Cost: \$159 Instructor: S. Schauls

Paperwork, Paperwork, Paperwork

12/YR*REL*2906*502 May 18-May 18
 IHCC Ottumwa Campus FRI., 8:00AM-1:00PM
 Advanced Technology Center Rm.: 134
 Cost: \$159 Instructor: C. Winterboer

Paperwork, Paperwork, Paperwork

13/YR*REL*2906*501 Sep 13-Sep 13
 IHCC Ottumwa Campus THU., 12:00PM-5:00PM
 Bennett Student Services Center Rm.: 100
 Cost: \$159 Instructor: C. Winterboer

Carknowlogy: Financing Regulations & Responsibilities

13/YR*REL*2904*501 Sep 14-Sep 14
 IHCC Ottumwa Campus FRI., 8:00AM-1:00PM
 Advanced Technology Center Rm.: 132
 Cost: \$159 Instructor: S. Erikson

Compliance Tools for Buy Here-Pay Here Dealers

13/YR*REL*2902*501 Sep 14-Sep 14
 IHCC Ottumwa Campus FRI., 8:00AM-1:00PM
 Advanced Technology Center Rm.: 134
 Cost: \$159 Instructor: C. Winterboer

Environmental & Safety Compliance

13/YR*REL*2903*501 Sep 14-Sep 14
 IHCC Ottumwa Campus FRI., 8:00AM-1:00PM
 Advanced Technology Center Rm.: 142
 Cost: \$159 Instructor: S. Schauls

SCHOOL FOOD SERVICE SERV-SAFE

School Food Service: Food Safety & Sanitation

This 10-hour course uses the curriculum "Serving It Safe" 3rd Edition. It is designed specifically for school nutrition personnel who will learn how to implement methods of sanitation and safe food handling in all areas of food production and service. Register online at http://www.iptv.org/iowa_database/event-detail.cfm?ID=11614 and choose an ICN location nearest you. Please provide your full name, home address, personal phone number and payment method when registering. Course materials will be mailed to your home prior to the class. Student must have 100% attendance to receive Certificate of Completion. Registration deadline is July 20, 2012. For more details, see informational page in this catalog.

13/YR*VOC*3430*201 Aug 07-Aug 08
IHCC Ottumwa Campus TUE., 8:00AM-4:00PM WED., 8:00AM-12:00PM
Instructor: IHCC Volunteer

School Food Service: Nutrition 101

This 10-hour course is designed for school nutrition personnel. Healthy eating is an important life skill that can be established early in childhood. Your work in child nutrition provides a unique opportunity to make an enormous difference in the diets, knowledge, and future health of students. The intention of this course is to help participants develop insights into nutrition standards and regulatory guidelines, then apply this knowledge to create and provide healthy menu offerings at school. Register online at http://www.iptv.org/iowa_database/event-detail.cfm?ID=11614 and choose an ICN location nearest you. Please provide your full name, home address, personal phone number and payment method when registering. Course materials will be mailed to your home prior to the class. Student must have 100% attendance to receive Certification of Completion. Registration deadline is July 20, 2012. For more details, see informational page in this catalog.

12/YR*VOC*3430*202 Aug 08-Aug 09
IHCC Ottumwa Campus WED., 1:00PM-4:30PM THU., 8:00AM-4:00PM
Instructor: IHCC Volunteer

This ServSafe Course/Testing is designated for food service owners, operators, managers and supervisors in order to achieve certification on food safety mandates. Materials used in this class have been developed by the National Restaurant Association Educational Foundation. The course fee includes the current edition of ServSafe Essentials, course materials and test. Deadline to register and pay for this class is two weeks prior to course date. Please make arrangements to pre-pay and pick up your book prior to the class taking place. It is recommended that you bring a lunch.

Serv Safe Certification

12/YR*VOC*3077*211 Jun 01-Jun 01
IHCC Ottumwa Campus FRI., 8:00AM-5:00PM
Advanced Technology Center Rm.: 109
Cost: \$130 Instructor: A. Beltran

Serv Safe Certification

13/YR*VOC*3077*201 Jul 13-Jul 13
IHCC Ottumwa Campus FRI., 8:00AM-5:00PM
Advanced Technology Center Rm.: 109
Cost: \$130 Instructor: A. Beltran

- **General Information**--On average, state general aid appropriations provide approximately 48% of the operating cost of the educational programs at Iowa's community colleges.
- **English/Language Skills**--Individuals with foreign-speaking backgrounds may improve their language skills and study for the U.S. Citizenship test.
- **Community Service**--Short courses or workshops will be developed for businesses or industries in the 10-county area upon request, 683-5170.
- **Unpaid/Child Attendance Policy**--No unregistered individuals will be permitted to attend course offerings unless specifically indicated within the course description. On-campus child-care is not available for 'on demand' requests. Children will not be allowed in classrooms unless the curriculum is specifically designed for them and permission is obtained.
- **Refund Procedures**--Your payment will be refunded if you pre-register and pay for classes cancelled by the college. If you cancel your course pre-registration prior to the start date of the class, you will receive a refund of tuition and fees. You must contact the business office to initiate the refunding process (641) 683-5221.
- **Please Note**--This publication is not intended to be a contract, explicit or implied, and the College reserves the right to make changes regarding the information contained herein.

To Register:
Ottumwa: 1-800-346-4413 or 683-5249

Serv Safe Certification

13/YR*VOC*3077*202 Aug 03-Aug 03
IHCC Ottumwa Campus FRI., 8:00AM-5:00PM
Advanced Technology Center Rm.: 109
Cost: \$130 Instructor: A. Beltran

Serv Safe Certification

13/YR*VOC*3077*203 Sep 07-Sep 07
IHCC Ottumwa Campus FRI., 8:00AM-5:00PM
Advanced Technology Center Rm.: 109
Cost: \$130 Instructor: A. Beltran

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. Notice: All students must email the instructor before registration to receive the free orientation material at zoran1990@juno.com.

Paralegal Research

This course will coach you in paralegal research and writing tools. All students will access law resources online and at the local library once a week for specific assignments. In addition, each student will write an office legal memo using legal techniques and current rules of law, applying the same, to support a conclusion based upon the IRAC reasoning technique. All work must be submitted online.

12/YR*BUS*1015*505 Jun 07-Jul 19
Online Cost: \$195

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.

12/YR*BUS*1016*505 Jun 07-Jul 19
Online Cost: \$195

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.

12/YR*BUS*1017*505 Jun 07-Jul 19
Online Cost: \$195

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.

12/YR*BUS*1018*505 Jun 07-Jul 19
Online Cost: \$195

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

To Register:
Ottumwa: 1-800-346-4413 or 683-5249

gal 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.

12/YR*BUS*1019*505 Jun 07-Jul 19
Online Cost: \$195

COACHING

OTTUMWA

Legalities & Ethics in Coaching

12/YR*VOC*1545*507 May 07-May 09
IHCC Ottumwa Campus MON./WED., 6:00PM-8:30PM
Bennett Student Services Center Rm.: 100
Cost: \$35 Instructor: T. Northcutt

Coaching Theory

12/YR*VOC*3000*507 Jun 04-Jun 11
IHCC Ottumwa Campus MON./WED., 6:00PM-9:20PM
Bennett Student Services Center Rm.: 100
Cost: \$60 Instructor: T. Northcutt

Human Growth And Development

12/YR*VOC*3001*507 Jun 13-Jun 20
IHCC Ottumwa Campus WED./MON., 6:00PM-9:20PM
Bennett Student Services Center Rm.: 100
Cost: \$60 Instructor: T. Northcutt

Anatomy for Coaches

13/YR*VOC*3002*501 Jun 25-Jul 01
IHCC Ottumwa Campus MON./WED., 6:00PM-9:20PM
Bennett Student Services Center Rm.: 100
Cost: \$60 Instructor: T. Northcutt

Care And Prevention Of Athletic Injuries

13/YR*VOC*3003*501 Jul 09-Jul 23
IHCC Ottumwa Campus MON./WED., 6:00PM-9:20PM
Bennett Student Services Center Rm.: 100
Cost: \$120 Instructor: T. Northcutt

Ethics&Legalities in Coaching

13/YR*VOC*1545*501 Aug 06-Aug 08
IHCC Ottumwa Campus MON./WED., 6:00PM-8:30PM
Bennett Student Services Center Rm.: 100
Cost: \$35 Instructor: T. Northcutt

CENTERVILLE

Coaching Theory

13/YR*VOC*3000*502 Jun 18-Aug 15
IHCC Centerville Campus MON., 6:00PM-9:40PM
Centerville Physical Ed Bldg Rm.: 21
Cost: \$60 Instructor: C. Walker

Human Growth And Development

13/YR*VOC*3001*502 Jun 18-Aug 15
IHCC Centerville Campus MON., 6:00PM-9:40PM
Centerville Physical Ed Bldg Rm.: 21
Cost: \$60 Instructor: C. Walker

Anatomy for Coaches

13/YR*VOC*3002*502 Jun 18-Aug 15
IHCC Centerville Campus MON., 6:00PM-9:40PM
Centerville Physical Ed Bldg Rm.: 21
Cost: \$60 Instructor: C. Walker

Care & Prevention of Injuries

13/YR*VOC*3003*502 Jun 18-Aug 15
IHCC Centerville Campus MON., 6:00PM-9:40PM
Centerville Physical Ed Bldg Rm.: 21
Cost: \$120 Instructor: C. Walker

Ethics&Legalities in Coaching

13/YR*VOC*1545*502 Jun 18-Aug 15
IHCC Centerville Campus MON., 6:00PM-8:30PM
Centerville Physical Ed Bldg Rm.: 21
Cost: \$35 Instructor: C. Walker

CHILDREN IN BETWEEN

Formerly Children in the Middle. Changes in family structure through the dissolution of marriage, custody modifications or remarriages are difficult experiences for a child. This class will provide education and affirmation for parents making the primary focus be on the children's needs at all ages. This program will include the following topics: Parenting skills for divorcing parents, child's needs/survival techniques, healthy vs. problematic reaction of most kids, age specific needs of your children and identifying how your child feels. Indian Hills Community College is an approved agency to satisfy the mandatory parent counseling required pursuant to section 598.19A of the Code of Iowa. This course will meet the requirements needed. For more in-

formation or to register, call 641/683-5249 or 800/346-4413.

Children in Between

12/YR*VOC*3311*225 May 08-May 08
Fairfield, IA TUE., 6:00PM-10:00PM
Jefferson County Service Center Rm.: Conference Room
Cost: \$40 Instructor: J. Hasley

Children in Between

12/YR*VOC*3311*226 May 19-May 19
Oskaloosa, IA SAT., 8:00AM-12:00PM
IHCC/Penn Service Center Rm.: Conference Room
Cost: \$40 Instructor: M. Dewitt

Children in Between

12/YR*VOC*3311*232 May 31-May 31
Chariton, IA THU., 5:30PM-9:30PM
Lucas County Service Center Rm.: Conference Room
Cost: \$40 Instructor: J. Hasley

Children in Between

12/YR*VOC*3311*227 Jun 07-Jun 07
IHCC Ottumwa Campus THU., 6:00PM-10:00PM
Advanced Technology Center Rm.: 125
Cost: \$40 Instructor: J. Hasley

Children in Between

13/YR*VOC*3311*201 Jun 26-Jun 26
IHCC Centerville Cam TUE., 6:00PM-10:00PM
Centerville Training Facility Rm.: 15
Cost: \$40 Instructor: J. Hasley

Children in Between

13/YR*VOC*3311*202 Jul 10-Jul 10
Fairfield, IA TUE., 6:00PM-10:00PM
Jefferson County Service Center Rm.: Conference Room
Cost: \$40 Instructor: J. Hasley

Children in Between

13/YR*VOC*3311*203 Jul 21-Jul 21
Oskaloosa, IA SAT., 8:00AM-12:00PM
IHCC/Penn Service Center Rm.: Conference Room
Cost: \$40 Instructor: M. Dewitt

Children in Between

13/YR*VOC*3311*228 Jul 26-Jul 26
Chariton, IA THU., 5:30PM-9:30PM
Lucas County Service Center Rm.: Conference Room
Cost: \$40 Instructor: J. Hasley

Children in Between

13/YR*VOC*3311*205 Aug 02-Aug 02
IHCC Ottumwa Campus THU., 6:00PM-10:00PM
Advanced Technology Center Rm.: 125
Cost: \$40 Instructor: J. Hasley

Children in Between

13/YR*VOC*3311*206 Aug 28-Aug 28
IHCC Centerville Cam TUE., 6:00PM-10:00PM
Centerville Training Facility Rm.: 15
Cost: \$40 Instructor: J. Hasley

Children in Between

13/YR*VOC*3311*207 Sep 11-Sep 11
Fairfield, IA TUE., 6:00PM-10:00PM
Jefferson County Service Center Rm.: Conference Room
Cost: \$40 Instructor: J. Hasley

Children in Between

13/YR*VOC*3311*208 Sep 15-Sep 15
Oskaloosa, IA SAT., 8:00AM-12:00PM
IHCC/Penn Service Center Rm.: Conference Room
Cost: \$40 Instructor: M. Dewitt

Children in Between

13/YR*VOC*3311*229 Sep 27-Sep 27
Chariton, IA THU., 5:30PM-9:30PM
Lucas County Service Center Rm.: Conference Room
Cost: \$40 Instructor: J. Hasley

Children in Between-Spanish

13/YR*VOC*3311*235 Sep 15-Sep 15
IHCC Ottumwa Campus SAT., 8:00AM-12:00PM
Advanced Technology Center Rm.: 127
Cost: \$40 Instructor: J. Herrera

ANGER MANAGEMENT

Are you known for your short temper? Do you have a short fuse or find yourself getting into frequent arguments or fights? Anger is a normal, healthy emotion but is unhealthy when it gets out of control and affects your relationships and livelihood. This class will help you recognize the signs that you are becoming angry and develop tools to calm down and deal with your emotions. Prepayment is required when registering for this class.

Anger Management

12/YR*VOC*1222*212 May 15-May 17
IHCC Ottumwa Campus TUE.&THU., 6:30PM-8:30PM
Advanced Technology Center Rm.: 127
Cost: \$30 Instructor: B. Hammack

Anger Management

13/YR*VOC*1222*201 Jun 19-Jun 21
IHCC Ottumwa Campus TUE.&THU., 6:30PM-8:30PM
Advanced Technology Center Rm.: 127
Cost: \$30 Instructor: B. Hammack

Anger Management

13/YR*VOC*1222*202 Jul 17-Jul 19
IHCC Ottumwa Campus TUE.&THU., 6:30PM-8:30PM
Advanced Technology Center Rm.: 127
Cost: \$30 Instructor: B. Hammack

Anger Management

13/YR*VOC*1222*203 Aug 14-Aug 16
IHCC Ottumwa Campus TUE.&THU., 6:30PM-8:30PM
Advanced Technology Center Rm.: 127
Cost: \$30 Instructor: B. Hammack

Anger Management

13/YR*VOC*1222*204 Sep 18-Sep 20
IHCC Ottumwa Campus TUE.&THU., 6:30PM-8:30PM
Advanced Technology Center Rm.: 127
Cost: \$30 Instructor: B. Hammack

DUI DRINKING DRIVERS CLASS-COURT MANDATED

IHCC is approved by the Department of Education to offer Driving Under the Influence classes for persons charged and convicted of driving while under the influence of alcohol. The purpose of the program is to teach participants facts about alcohol use and abuse, and through education to encourage low risk choices in the use of alcohol. The Iowa Department of Education approved the PRI Prime for Life risk reduction curriculum, which is based on national research.

Drinking Drivers

12/YR*DRI*1000*534 May 11-May 12
Oskaloosa, IA FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
IHCC/Penn Service Center Rm.: Conference Room
Cost: \$115 Instructor: G. Riley

Drinking Drivers

12/YR*DRI*1000*535 May 25-May 26
IHCC Centerville Campus FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
Rm.: 15
Centerville Training Facility Instructor: T. Robinson
Cost: \$115

Drinking Drivers

12/YR*DRI*1000*536 Jun 04-Jun 06
IHCC Ottumwa Campus MON., TUE., WED., 6:00PM-10:00PM

Advanced Technology Center Rm.: 127
Cost: \$115 Instructor: B. Hammack

Drinking Drivers

12/YR*DRI*1000*537 Jun 15-Jun 16
Oskaloosa, IA FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
IHCC/Penn Service Center Rm.: Conference Room
Cost: \$115 Instructor: T. Robinson

Drinking Drivers

13/YR*DRI*1000*501 Jun 22-Jun 23
IHCC Centerville Campus FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
Rm.: 15
Centerville Training Facility Instructor: B. Hammack
Cost: \$115

Drinking Drivers

13/YR*DRI*1000*502 Jul 10-Jul 12
IHCC Ottumwa Campus TUE., WED., THU., 6:00PM-10:00PM
Advanced Technology Center Rm.: 127
Cost: \$115 Instructor: G. Riley

Drinking Drivers

13/YR*DRI*1000*503 Jul 20-Jul 21
Oskaloosa, IA FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
Rm.: Conference Room
IHCC/Penn Service Center Instructor: B. Hammack
Cost: \$115

Drinking Drivers

13/YR*DRI*1000*504 Jul 27-Jul 28
IHCC Centerville Campus FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
Rm.: 15
Centerville Training Facility Instructor: T. Robinson
Cost: \$115

Drinking Drivers

13/YR*DRI*1000*505 Aug 06-Aug 08
IHCC Ottumwa Campus MON., TUE., WED., 6:00PM-10:00PM
Advanced Technology Center Rm.: 127
Cost: \$115 Instructor: T. Robinson

Drinking Drivers

13/YR*DRI*1000*506 Aug 10-Aug 11
Oskaloosa, IA FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
Rm.: Conference Room
IHCC/Penn Service Center Instructor: G. Riley
Cost: \$115

Drinking Drivers

13/YR*DRI*1000*507 Aug 24-Aug 25
IHCC Centerville Campus FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
Rm.: 15
Centerville Training Facility Instructor: B. Hammack
Cost: \$115

Drinking Drivers

13/YR*DRI*1000*508 Sep 11-Sep 13
IHCC Ottumwa Campus TUE., WED., THU., 6:00PM-10:00PM
Advanced Technology Center Rm.: 127
Cost: \$115 Instructor: B. Hammack

Drinking Drivers

13/YR*DRI*1000*509 Sep 21-Sep 22
Oskaloosa, IA FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
Rm.: Conference Room
IHCC/Penn Service Center Instructor: T. Robinson
Cost: \$115

Drinking Drivers

13/YR*DRI*1000*510 Sep 28-Sep 29
IHCC Centerville Campus FRI., 6:00PM-10:00PM
SAT., 8:00AM-5:00PM
Rm.: 15
Centerville Training Facility Instructor: T. Robinson
Cost: \$115

GED

EDUCATION TO CAREER CLASSES

Have you been thinking about going to college and not sure where to start? Do you know that there is a **FREE** program and dedicated staff to help you towards that goal? **NOW** is a good time to start thinking about updating skills for college or the workplace and enroll in the **EDUCATION TO CAREER CLASS**. Education to Career classes will help students transition to post-secondary education or the workforce by bridging the gap to their educational and career goals. Let us help you develop and sharpen your skills for success and gain the confidence you need to succeed. New classes start in March 2012 and will have you ready to begin college **SUMMER TERM!** For more information please contact Lois Lloyd at 641-683-5181 or lois.lloyd@indianhills.edu

NEW GED-I Online Classes

GED-I online classes are a teacher-supported, online instructional tool. Students have a teacher just like in a regular classroom, and the teacher provides support and instruction online every step of the way. The student works through lessons and tests at their own pace. The GED-I online program provides instant scoring of most student lessons. The instructor will grade assignments, give instructions and provide feedback. If you are interested in enrolling in this program please contact Raeann Wyngarden at 641-683-5181 or raeann.wyngarden@indianhills.edu

GED Preparation Classes

GED Preparation classes are designed to assist student in the successful completion of the GED. Students will study to pass the five subject areas of the GED: Reading, Writing, Math, Science and Social Studies. Students will work at an individualized pace with qualified instructors. Study materials, GED prep computer programs, and the Official GED practice tests will be used in the classroom setting.

ALBIA COURSE OFFERINGS

Monroe Co. Service Center Wednesday
Rm.: GED Room 4:00 pm - 7:00 pm
Instructor: Robin Spurgeon Cost: \$20 classroom/material fee
Register: Call Raeann Wyngarden 641-683-5181 or 800-726-2585 ext. 5181 or raeann.wyngarden@indianhills.edu

CENTERVILLE COURSE OFFERINGS

IHCC Centerville Campuspus Tuesdays 2:00 pm – 6:00 pm
Rm.: GED Room Wednesdays 4:30 pm - 7:30 pm
Cost: \$\$\$20 classroom /material fee
Instructor: Patricia Spring / Robin Spurgeon
Register: Call Raeann Wyngarden 641-683-5181 or 800-726-2585 ext. 5181 or raeann.wyngarden@indianhills.edu

BLOOMFIELD COURSE OFFERINGS

Davis Co. Service Center Monday
Rm.: GED Room 4:30 pm - 7:30 pm
Instructor: Linda Ruberg Cost: \$20 classroom /material fee
Register: Call Raeann Wyngarden 641-683-5181 or 800-726-2585 ext. 5181 or raeann.wyngarden@indianhills.edu

FAIRFIELD COURSE OFFERINGS

Jefferson Co. Service Center Tuesday 8:30 a.m. to 2:30 p.m.
Rm.: GED Room Thursday 1:00 p.m. to 7:00 p.m.
Instructor: Linda Ruberg Cost: \$20 classroom /material fee
Register: Call Raeann Wyngarden 641-683-5181 or 800-726-2585 ext. 5181 or raeann.wyngarden@indianhills.edu

CHARITON COURSE OFFERINGS

Lucas Co. Service Center Monday 12:30 p.m. to 3:30 p.m.
Rm.: GED Room Tuesday 4:00 p.m. to 7:00 p.m.
Instructor: Carol Houston Cost: \$20 classroom /material fee
Register: Call Raeann Wyngarden 641-683-5181 or 800-726-2585 ext. 5181 or raeann.wyngarden@indianhills.edu

CORYDON COURSE OFFERINGS

Wayne Co. Service Center Wednesday
Rm.: GED Room 12:30 p.m. to 3:30 p.m.
Instructor: Carol Houston Cost: \$20 classroom /material fee
Register: Call Raeann Wyngarden 641-683-5181 or 800-726-2585 ext. 5181 or raeann.wyngarden@indianhills.edu

OSKALOOSA COURSE OFFERINGS

Mahaska Co. Service Center Wednesday
Rm.: GED Room 9:00 am - 3:00 pm
Credit: 1 credit
Instructor: Linda Ruberg Cost: \$20 classroom /material fee
Register: Call Raeann Wyngarden 641-683-5181 or 800-726-2585 ext. 5181 or raeann.wyngarden@indianhills.edu

OTTUMWA COURSE OFFERINGS

Community Education Center Monday 9:00 am – 7:30 pm
 15260 Truman Street Suite 2 Tuesday 9:00 am – 1:30 pm and
 4:00 pm – 7:30 pm
 Wednesday 9:00 am – 5:00 pm
 Thursday 9:00 am – 5:00 pm

Rm.: GED Room
 Instructor: Linda Tuller and Brenda Holley
 Cost: \$20 classroom /material fee
 Register: Call 641-683-5189 or 800-726-2585 ext. 5189 or raeann.wyngarden@indianhills.edu

KEOSAUQUA COURSE OFFERINGS

Van Buren Co. Service Center Tuesday
 Rm.: GED Room 4:00 pm – 7:00 pm
 Instructor: Linda Ruberg Cost: \$20 classroom /material fee
 Register: Call Raeann Wyngarden 641-683-5181 or 800-726-2585
 ext. 5181 or raeann.wyngarden@indianhills.edu

ONLINE REGISTRATION FOR CUSTOMIZED LEARNING CLASSES

Log on to your internet browser and enter the following address.

www.indianhills.edu
 (Indian Hills Community College Home Page)

On the left side of the home page, find “Quick Links” and access the drop down menu.

Select “Web Advisor” At the IHCC Web Advisor Page, select “Continuing Education” on the right side of the page.

Next you will select “Register and Pay for Continuing Education Classes”

At this time you will be sent to a page where you can search by course number, course title, or key words. You can also refine your search by date, day, time, location, or instructor. From this search page you simply need to follow the prompts to get logged on, register and pay for your class. Please be sure to complete all required fields and have your credit card ready.

To Register:
 Ottumwa: 1-800-346-4413 or 683-5249

Rural Entrepreneurship and Leadership Institute

The Indian Hills Community College Rural Entrepreneurship and Leadership Institute (RELI) is dedicated to developing a more prosperous, dynamic and sustainable economy through an entrepreneurship and leadership strategy. The primary goal of the Institute is to be the focal point in stimulating and supporting private and public entrepreneurship and leadership development.

The Rural Entrepreneurship and Leadership Institute provides numerous opportunities to develop entrepreneurship and leadership skills in people of any walk of life. Indian Hills Community College offers the following entrepreneurship and leadership development opportunities:

Entrepreneurship

Indian Hills offers college credit courses, customized learning classes, camps, and specialized services that are beneficial to those interested in entrepreneurship and leadership development.

Among the credit courses taught at IHCC are: Introduction to Entrepreneurship, Entrepreneurial Studies, Managing the Entrepreneurial Venture and Leadership Development. Additional courses are also offered that would be beneficial to entrepreneurship endeavors.

The college provides customized learning courses and workshops throughout the year that are geared to entrepreneurship. They include: Foundation in Entrepreneurship, Entrepreneurial Financial Management, Legal Environment of Business, Digital Publication Design, Risk Management, Managing a Growing Business, E-Commerce, Human Resource Management, Negotiating, Presenting Your Idea, and Cash Flow Management.

Indian Hills also schedules workshops, seminars and activities in conjunction with the University of Iowa’s John Pappajohn Entrepreneurial Center. Persons may also enroll in online courses that lead to a certificate in Entrepreneurship.

The Small Business Development Center, located on the Ottumwa campus, provides assistance to existing business owners as well as those looking to start a business.

Youth Entrepreneur Camps are also beneficial in developing are business and community leaders of tomorrow.

Leadership

Persons with strong leadership skills are essential in maintaining a vital economy.

The college also has devel-

oped classes to assist persons in such areas as building relationships and teams, understanding local and state government, grant writing, public speaking, fostering creativity, decision making and problem solving skills, and project management.

Who could benefit from RELI?

Many people can benefit from the services provided by Indian Hills Community College’s Rural Entrepreneurship and Leadership Institute. Prospective entrepreneurs, small business owners, not-for-profit organizations, civic organizations, and city and county government leaders are some of the people who could profit by utilizing the institute.

Persons wanting to prepare for public or business leadership positions, communities wanting to grow their own community servants and leaders, communities wanting to instill an entrepreneurial spirit in their businesses and citizens, and school-age children should also explore the many opportunities offered through RELI.



2011-2012 CALENDAR

PERFORMING AND VISUAL ARTS EVENTS *The series is designed to give the students and communities of Indian Hills an opportunity to experience current achievements in the Arts. All performing events will be held at Indian Hills Community College, St. John Auditorium, 525 Grandview (Ottumwa Campus) unless noted. All exhibits will be held in the Indian Hills Art Gallery (Ottumwa Campus) and will be open from 7:30 a.m.-8:30 p.m., Monday through Thursday and 4:30 p.m.-9:00 p.m. Sunday (except holiday and college breaks). Phone 641-683-5144 for further information concerning any event. Due to advance scheduling, events are subject to change.*

RIDERS IN THE SKY

Monday, April 2, 2012, 7:30 p.m.
Presented by Ottumwa Civic Music
Bridge View Center
IHCC students admitted free, others by single or season ticket

IHCC THEATRE SPRING PRODUCTION

Titanic Aftermath by Michael Wehrli
Thursday-Saturday, April 12-14, 2012, 7:30 p.m.
Jennifer Boyenga, director
Ronelle Willadsen, assistant director
St. John Auditorium
Free Admission – Reserved Seating Ticket Recommended
Call 641-683-5144 for ticket information

THE JAZZ UNDERGROUND

Saturday, April 21, 2012, 7:30 p.m.
Featuring vocalist D. Pittam and drummer Dennis McPartland
St. John Auditorium
Free Admission

ANNUAL IHCC STUDENT ART EXHIBIT

Monday, April 30, - Thursday, May 10, 2012
Artists' Reception: Mon., April 30, 7:00-8:30 p.m.
Our annual exhibition showcasing art works produced by IHCC students from both Centerville and Ottumwa campuses during the 2011-2012 academic year
Indian Hills Art Gallery
Free Admission

BRIDGE CITY EXPLOSION

POPS SHOWCASE
Thursday, May 3, 2012, 7:30 p.m.
Diana Upton-Hill, director
St. John Auditorium
Free Admission

OTTUMWA SYMPHONY ORCHESTRA

Saturday, May 5, 2012, 7:30 p.m.
Eric McIntyre, conductor
Bridge View Center
IHCC students admitted free, others by single or season ticket

BROADWAY MELODIES

Sunday, May 6, 2012, 3:00 p.m.
The Indian Hills Concert Choir and Camerata Singers
in a program of show tunes from the past and present
Michael Philipsen, director
St. John Auditorium
Free Admission

INDIAN HILLS JAZZ BAND CONCERT

Monday, May 7, 2012, 7:30 p.m.
David Sharp, director
St. John Auditorium
Free Admission

STUDENT RECITAL

Tuesday, May 8, 2012, 7:30 p.m.
IHCC instrumental students perform
St. John Auditorium
Free Admission

STUDENT RECITAL

Thursday, May 10, 2012, 7:30 p.m.
IHCC vocal students perform
St. John Auditorium
Free Admission

THE FAHRNEY COLLECTION

Monday, June 4, through Thursday, August 9, 2012
Selections from a collection of original artists' prints from the Associated American Artists organization, from 1934 to 1949, that helped many artists make it through the lean years of the Great Depression: this collection is part of the Indian Hills Permanent Art Collection.



For information or to schedule classes for your business/facility at your site contact **Norma Rosales at 641-683-5755. E-mail: norma.rosales@indianhills.edu**

OTTUMWA Credit Offerings

Occupational Spanish: Health Care

This effective non-grammar class is perfect for the health care professional who must provide patient care to Spanish speakers. You will learn how to communicate efficiently and clearly in Spanish. Each class is crafted to the needs of its participants. No previous knowledge of Spanish necessary! CEU's available if requested prior to the class.
12/CU FLS 024 L01 Success Center (Arts & Sciences Bldg.) Rm.: 132D
June 6/Aug 1 (no class July 4)
Eight Wednesdays
5:00 PM to 7:00 PM
Cost: \$137 for Iowa residents, plus manual with 2 CD's \$40
Register: by 05/22/2012 call: 641-683-5245 or 800-726-2585 ext 5245
Credit: 1 credit
Instructor: Staff

OTTUMWA Non-Credit Offerings

Basic Spanish Conversation

This popular class will help you establish a strong foundation in conversational Spanish. Emphasis on pronunciation, vocabulary and basic statements and question-asking. Learn skills that you can put to use immediately in your personal or professional life in a relaxed atmosphere geared to the adult learner.
12/YR ASC 1001 L25 Success Center (Arts & Sciences Bldg.) Rm.: 132D
June 5/July 10
Six Tuesdays
5:00 PM to 7:00 PM
Cost: \$84 for Iowa residents, plus manual with 2 CD's \$40
Register: by 05/22/2012 call: 641-683-5245 or 800-726-2585 ext 5245
Credit: No credit
Instructor: Staff

FAIRFIELD Non-Credit Offering

Tool Kit: Working with English Language Learners

This session is NOT ONLY for ESL/ELL instructors. This presentation will create awareness about the Adult Language Learners needs and ways to maximize learning for students who are learning English.
12/YR ASC 1001 L26 IHCC Jefferson County Service Center Rm.: Conference Room
June 4 Monday 11:00 AM to 3:00 PM
Cost: \$75
Register: by 05/22/2012 call: 641-683-5245 or 800-726-2585 ext 5245
Credit: No Credit
Instructor: N. Rosales

ALBIA Non-Credit Offering

Basic Spanish Conversation

This popular class will help you establish a strong foundation in conversational Spanish. Emphasis on pronunciation, vocabulary and basic statements and question-asking. Learn skills that you can put to use immediately in your personal or professional life in a relaxed atmosphere geared to the adult learner.
12/YR ASC 1001 L27 IHCC Monroe County Service Center Rm.: Conference Room
July 10/August 14
Six Tuesdays
6:00 PM to 8:00 PM
Cost: \$84, plus manual with 2 CD's \$40
Register: by 06/26/12 Call 641-683-5245 or 800-726-2585 Ext. 5245
Credit: No Credit
Instructor: Staff

SIGOURNEY Non-Credit Offerings

Basic Spanish Conversation

This popular class will help you establish a strong foundation in conversational Spanish. Emphasis on pronunciation, vocabulary and basic statements and question-asking. Learn skills that you can put to use immediately in your personal or professional life in a relaxed atmosphere geared to the adult learner.
12/YR ASC 1001 L28 IHCC Keokuk County: Service Center Rm.: Conference Room
June 6/July 18 (no class July 4)
Six Tuesdays
6:00 PM to 8:00 PM
Cost: \$84, plus manual with 2 CD's \$40
Register: by 05/22/2012 Call 641-683-5245 or 800-726-2585 Ext. 5245
Credit: No Credit
Instructor: Staff

All events are free to Indian Hills Students, including the events listed below that are off campus. Unless noted otherwise, all events are in St. John Auditorium.

To Register:
Ottumwa: 1-800-726-2585, Ext. 5245 Regional Multicultural Center

CHARITON Non-Credit Offerings

Tool Kit: Working with English Language Learners

This session is NOT ONLY for ESL/ELL instructors. This presentation will create awareness about the Adult Language Learners needs and ways to maximize learning for students who are learning English.

12/YR ASC 1001 L29	June 14
IHCC Lucas County Service Center	Thursday 12:00 PM to 4:00 PM
Rm.: Conference Room	Cost: \$75
Credit: No Credit	Register: by 06/04/2012
Instructor: Staff	Call 641-683-5245 or 800-726-2585 Ext. 5245

The IHCC Regional Language Learning Center offers a variety of customized courses, workshops and training, including

- **Business Spanish for Banking**
- **Business Spanish for Customer Service**
- **Business Spanish for Manufacturing**
- **Spanish for Educators**
- **Spanish for Law Enforcement**
- **Spanish for Office Work**
- **Medical Spanish (CEU's available)**
- **Outreach Spanish**
- **Conversational Spanish**
- **Diversity Training**
- **Sign Language**
- **Interpreters and interpreter training;**
translation referrals
- **ESL (English as a Second Language) instruction**
- **Adult Basic Education/ ESL/ GED**
- **International Business Etiquette**

To Register:
Ottumwa: 1-800-726-2585, Ext. 5245 Regional Multicultural Center

AVOID DISAPPOINTMENT!

Each term we have to cancel some courses because of low enrollment, only to find out the day of the first class that several of you intended to enroll. Please help us by registering at least 10 days before the course start date so we won't have to disappoint you.

TO REGISTER CALL: 641 683 5245 OR
1 800 726 2585, EXT. 5245.

EMAIL ruth.reynolds@indianhills.edu
For questions about our offerings e-mail
norma.rosales@indianhills.edu

ONLINE REGISTRATION FOR CUSTOMIZED LEARNING CLASSES

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(Indian Hills Community College Home Page)

On the left side of the home page, find "Quick Links" and access the drop down menu.

Select "Web Advisor" At the IHCC Web Advisor Page, select "Continuing Education" on the right side of the page.

Next you will select "Register and Pay for Continuing Education Classes"

At this time you will be sent to a page where you can search by course number, course title, or key words. You can also refine your search by date, day, time, location, or instructor. From this search page you simply need to follow the prompts to get logged on, register and pay for your class. Please be sure to complete all required fields and have your credit card ready.

CAREER EXPLORATION

Ottumwa

Call 1-800-726-2585, ext 5233

(641) 683-5233

Centerville

Call 1-800-670-3641, ext 2214

(641) 856-2143

CAREER EXPLORATION

This course will help you with career choices, taking into account your abilities, interests, personal values and goals and includes the use of career assessment instruments to assist individuals with the process. This 16-contact hour course is perfect for the person in transition, as well as the student who is unsure of which career is his or her best choice. This course is offered at three different times during the term for your convenience and carries one hour of credit. In Ottumwa call (641) 683-5233 or 1-800-726-2585, ext. 5233 and in Centerville call (641) 856-2143 or 1-800-670-3641, ext. 2214 to enroll in the session of your choice.

Career Exploration

12/CU SDV 130 S1 IHCC Testing Center Trustee Hall Ottumwa campus Instructor: Sheri Ziegler	June 11-13 8:30 a.m. – 2:30 p.m. Cost: \$130 (Iowa resident) \$206 (non-resident)
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Career Exploration

12/CU SDV 130 S2 IHCC Testing Center Trustee Hall Ottumwa campus Instructor: Sheri Ziegler	July 9-11 8:30 a.m. – 2:30 p.m. Cost: \$130 (Iowa resident) \$206 (non-resident)
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Career Exploration

12/CU SDV 130 S3 IHCC Testing Center Trustee Hall Ottumwa campus Instructor: Sheri Ziegler	July 16-18 5:30 p.m. – 9:30 p.m. Cost: \$130 (Iowa resident) \$206 (non-resident)
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Career Exploration

12/CU SDV 130 S4 IHCC Testing Center Trustee Hall Ottumwa campus Instructor: Sheri Ziegler	August 13-15 8:30 a.m. – 2:30 p.m. Cost: \$130 (Iowa resident) \$206 (non-resident)
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Career Exploration

12/CU SDV 130 S5 IHCC SUCCESS Center Centerville campus Instructor: Noel Gorden	June 12-14 8:30 a.m. – 2:30 p.m. Cost: \$130 (Iowa resident) \$206 (non-resident)
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Career Exploration

12/CU SDV 130 S6 IHCC SUCCESS Center Centerville campus Instructor: Noel Gorden	June 18-21 5:30 p.m. – 9:30 p.m. Cost: \$130 (Iowa resident) \$195 (non-resident)
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- **General Information**--On average, state general aid appropriations provide approximately 48% of the operating cost of the educational programs at Iowa's community colleges.
- **English/Language Skills**--Individuals with foreign-speaking backgrounds may improve their language skills and study for the U.S. Citizenship test.
- **Community Service**--Short courses or workshops will be developed for businesses or industries in the 10-county area upon request, 683-5170.
- **Unpaid/Child Attendance Policy**--No unregistered individuals will be permitted to attend course offerings unless specifically indicated within the course description. On-campus child-care is not available for 'on demand' requests. Children will not be allowed in classrooms unless the curriculum is specifically designed for them and permission is obtained.
- **Refund Procedures**--Your payment will be refunded if you pre-register and pay for classes cancelled by the college. If you cancel your course pre-registration prior to the start date of the class, you will receive a refund of tuition and fees. You must contact the business office to initiate the refunding process (641) 683-5221.
- **Please Note**--This publication is not intended to be a contract, explicit or implied, and the College reserves the right to make changes regarding the information contained herein.

To Register:
Ottumwa: 1-800-726-2585, Ext. 5245 Career Exploration

Friday,
May 18, 2012

**Environmental & Safety
Compliance**

Course #12/YR*VOC*2903*501

**Carknowlogy: Financing
Regulations and
Responsibilities**

Course #12/YR*VOC*2904*501

**Paperwork, Paperwork,
Paperwork**

Course #12/YR*VOC*2906*501



**Indian Hills
Community College**

626 Indian Hills Drive
Ottumwa, IA 52501
Phone: (641) 683-5249
Fax: (641) 683-5296
Steve.Allison@indianhills.edu

Used Auto Dealer Continuing Education

Need to renew your Auto Dealer license?

Convenient 5-hour renewal classes located at all 15 Iowa Community Colleges make it easy.

Choose one of the following renewal classes:

Compliance Tools for Buy Here Pay Here Dealers

Do you offer your buyers in house financing or are you interested in doing so? This class discusses the policies and procedures required for BHPH dealers in Iowa, advertising rules as well as other state and federal regulations.

Carknowlogy: Financing Regulations and Responsibilities

This class is aimed at dealers who offer 3rd party financing to their customers. Discover what lenders expect from you, how to comply with state and federal law and review legal requirements and document preparation.

Environmental and Safety Compliance

Dealers who have a recycler's license, body shop or a service department will greatly benefit from this class. State and federal compliance laws are constantly updated and will be reviewed so you and your employees are up to date.

Paperwork, Paperwork, Paperwork

This class is perfect for both new dealers and veterans looking for a refresher. Using a hands-on approach, learn how to properly complete titles and other related documents and correctly develop compliant procedures for everyone in your dealership to follow.

All 5-hour renewal classes cost \$159 and include a manual

For a complete schedule of classes, visit

www.onesourcetraining.com



Powerful Solutions from the
Community Colleges of Iowa

COMMERCIAL DRIVING TRAINING

This course covers the basic knowledge and skills used in over-the-road driving. The student will learn, practice and perform the techniques necessary to enter the industry as a safe, competent, introductory driver. Students enrolling in the week day course are required to provide an original Social Security card, and pass a D.O.T. physical prior to enrollment. Once the student has begun the course, a D.O.T. drug screen will be provided. ***Students enrolling in the weekend course are required to complete the D.O.T. drug screen and D.O.T. physical prior to enrollment.** For more information or to pre-register, please contact rdenner@indianhills.edu or call 1-800-726-2585, ext. 5214.

COMMERCIAL DRIVING TRAINING

12/CS*TDT*140V*02 May 7-Jun 14
IHCC North Campus MONDAY through THURSDAY
Aviation Programs Center 8:00 am - 4:00 pm
Rm.: 30 Cost: \$1785
Instructor: R. Simpson

COMMERCIAL DRIVING TRAINING

12/CU*TDT*140V*01 Jul 9-Aug 16
IHCC North Campus MONDAY through THURSDAY
Aviation Programs Center 8:00 am - 4:00 pm
Rm.: 30 Cost: \$1785
Instructor: R. Simpson

COMMERCIAL DRIVING TRAINING

12/CU*TDT*140V*02 Aug 20-Sep 27
IHCC North Campus MONDAY through THURSDAY
Aviation Programs Center 8:00 am-4:00 pm
Rm.: 30 Cost: \$1785
Instructor: R. Simpson

**To Pre-register for the
Commercial Driving Training
please contact rdenner@indianhills.edu
or
1-800-726-2585, ext. 5214**

NOTICE

There will be a **RETURN CHECK FEE** of **\$25.00** assessed for each check returned for nonpayment to Indian Hills Community College regardless of check amount.

Susan Pixley,
Chief Financial Officer,
Finance and Records

Effective 12/2001



AVOID DISAPPOINTMENT!

Each term we sadly have to cancel some courses because of low enrollment, only to find out the day of the first class that several of you intended to enroll. Please help us by registering at least 10 days before the course start-date so we won't have to disappoint you.

To Register:
Ottumwa: 1-800-726-2585, Ext. 5214 Commercial Driving Training

RURAL HEALTH EDUCATION PARTNERSHIP

For more information on any of the RHEP classes listed in this brochure or information about similar classes or topics, please contact the appropriate individual below. **Please check our website www.indianhills.edu/rhep for the most current listing of workshops and for more details on those listed below.**

Continuing Education for all health-related professions, fire training, community health programs and children's health programs

Lori Reeves
Department Chair, RHEP
641-683-5337 1-800-726-2585, ext 5183 lori.reeves@indianhills.edu

Sandy Berto
Program Assistant, RHEP
641-683-5183 1-800-726-2585, ext 5183 sandy.berto@indianhills.edu

Diana Harness
Program Assistant, RHEP
641-683-5205 1-800-726-2585, ext 5205 diana.hararness@indianhills.edu

Course Registration
RHEP Administrative Assistant
641-683-5281 1-800-726-2585, ext 5281

CPR, First Aid
Diana Harness
Training Center Coordinator
American Heart Association Training Center
641-683-5205 1-800-726-2585, ext 5205 diana.hararness@indianhills.edu

**Certified Nurse Aide, Medication Manager, Activity Coordinator,
or other short-term Health Related Programs**
Scott Johnson
Coordinator, Nurse Aide and Related Programs
641-683-5217 1-800-726-2585, ext 5217 scott.johnson@indianhills.edu

Initial EMS Licensure Classes
Cindy Hewitt
EMS Programs
641-683-5122 1-800-726-2585, ext 5122 cindy.hewitt@indianhills.edu

RHEP Refund Policy

No refunds will be issued for cancellation made three days or less prior to an event. Individuals who pre-register for an event and do not cancel their registration or attend the class will be charged for the course tuition.

Online Preregistration - New!

Individuals may preregister online for any RHEP course for which the course number begins with "13/YR". See page 3 for instructions. If preregistering online, payment must be made at that time via credit card. Online preregistration is NOT available for any RHEP course beginning with "12/CU". Call 641-683-5281 to preregister for these courses.

RHEP Staff Offices have been moved!

We are now located in the Video Conferencing Training Center (VCTC). Phone numbers have not changed.

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281

Please check our website www.indianhills.edu/rhep for the most current listing of workshops and for more details on those listed below. For further information on the following courses contact Lori Reeves at 641-683-5337 or lori.reeves@indianhills.edu or Sandy Berto at 641-683-5183 or sandy.berto@indianhills.edu. For pre-registration call 641-683-5281 or if you would like to register online and paying by credit card, online pre-registration is available for course whose course number starts with 13/YR. See page XX for instructions on preregistering online. This option is not available for courses starting with 12/CU.

ACUTE CARE AND EMERGENCY CERTIFICATION COURSES



All classes within this section require preregistration.

If there is insufficient enrollment, the course will be canceled. Most courses require that the student obtain and read the course textbook prior to class. Books may be obtained from any source, but are available in the IHCC bookstore. Contact RHEP staff for current edition information if needed.

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 a 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.

13/YR*REL*4503*700 July 16 - July 16
IHCC Main Campus Monday, 08:00AM – 05:00PM
Rural Health Education Center (with an hour lunch on your own)
Room: 109 Tuition: \$68.00
Credit: 8.0 Contact hours for nursing or respiratory therapy, 8.0 CEH's for EMS (FE)

Advanced Cardiac Life Support (ACLS) Initial

This course, based on the 2010 AHA science changes, is designed to provide the student with advanced emergency cardiovascular knowledge and skills. Treatment protocols will be based on the current American Heart Association guidelines. Prerequisites: PS or Paramedic student or certification, RN licensure, eighth term nursing student or Respiratory Therapist. Completion of the ACLS Prep course prior to this class is HIGHLY recommended for individuals who have not taken ACLS before. Students are required to obtain a current ACLS book for this course and are encouraged 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.

12/CU*EMS*810*700 July 23 - July 24
IHCC Main Campus Monday- 08:00AM – 04:30PM,
Rural Health Education Center Tuesday-08:00AM – 12:00PM
Room: 109 (with an hour lunch on your own)
Tuition: \$136.00 Other Fee: \$6.00 (Card)
Credit: 12.5 Contact hours for nursing or respiratory therapy, 12.5 CEH's for EMS (FE)

Advanced Cardiac Life Support (ACLS) Update (Renewal)

This course, based on the 2010 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.

Individuals whose ACLS is not more than 6 months expired may take this course but must complete all testing without remediation. If testing (hands on and written) is not passed the first time, no re-testing will be allowed and the individual must take the full provider course.

13/YR*REL*4504*700 July 03 – July 03
IHCC Main Campus Thursday, 08:00AM – 04:00PM
Rural Health Education Center (with an hour lunch on your own)
Room: 109
Tuition: \$68.00 Other Fee: \$6.00 (Card)
Credit: 8.0 Contact hours for nursing or respiratory therapy, 8.0 CEH's for EMS (FE)

Pediatric Advanced Life Support (PALS) Initial

This course, based on the 2010 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.

12/CU*EMS*815*700 June 13 – June 14
IHCC Main Campus Monday and Tuesday,
Rural Health Education Center 08:00AM - 4:30PM
Room: 118 (with an hour lunch on your own)
Tuition: \$136.00 Other Fee: \$6.00 (Card)
Credit: 17 Contact hours for nursing or respiratory therapy, 17 CEH's for EMS (FE)

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281

FIRE FIGHTER COURSES AND CONTINUING EDUCATION



Rural Emergency Services Training Center (RESTC)

The new Indian Hills Rural Emergency Services Training Center (RESTC) located at the North IHCC campus, is now open and available for training use. EMS, Fire Departments and Law Enforcement groups as well as private business/industry that has specialized rescue teams may request use of the facility. Open enrollment classes, workshops and conferences will also be offered for fire fighters and law enforcement professionals as well as inter-agency training involving EMS, fire and law enforcement jointly at the facility.

A training calendar may be viewed at: www.indianhills.edu/rhep and scroll down to "Rural Emergency Services Training Center. Click on "RESTC Scheduling Calendar".

Please contact Lori Reeves at 641-683-5337 or email lori.reeves@indianhills.edu for more information on how to schedule use of the facility or for more information on upcoming open enrollment classes.

Interior Fire Attack

Students will gain information and practice the skills required to enter structures at both ground level and with ladders at upper levels. The basic principles of firefighter safety, fire behavior, thermal layering, flame rollover, back draft, ventilation, ladders, and fire streams will be reviewed in the classroom. Hands on skills will occur at the IHCC RESTC facility. Students registered in this class will be sent a "Supervising Officer's Student Approval" form which must be completed by their department chief or training officer and returned before or at class. Students without this completed form will not be able to participate in the course.

13/YR*REL*1054*700 June 10 – June 10
 IHCC North Campus Sunday, 08:30AM - 03:30PM
 Rural Emergency Services Training Center (RESTC)
 Room: Education Center, Room 1
 Tuition: is paid by the Iowa Volunteer Firefighter Training Fund
 Lunch: \$ 7.50
 Pre-Registration Deadline: May 24 (Enrollment Limited)
 Prerequisites: FF I or equivalent training.
 Requirements: Students must bring full NFPA compliant Personal Protective Equipment and SCBA with spare cylinder.

*Pending availability of funding for the volunteer firefighter training fund, additional Interior Fire Attack classes are tentatively scheduled for September 30, October 20 and November 17.

Fire Fighter I Fire Fighter II Pumper Driver/Operation

Indian Hills can offer any of the above three classes at local fire departments through the volunteer firefighter's training fund with no tuition charges to participants. Classes require a minimum of 12 students to qualify for use of the fund but participants from several departments may be grouped together to meet the minimum. Fire departments are responsible for supplying the appropriate textbook which may be purchased from the FSTB at a discount. Fire departments may maintain books to use on a loan out basis rather than purchasing them every time a course is conducted.

Properly qualified* instructors from your department can be utilized to teach the course(s) or Indian Hills can provide an instructor acceptable to the department. (*Instructors must be certified at the level of course they are teaching and have completed Fire Instructor training and must provide proof of both.)

Arrangements may be made with the FSTB to schedule certification testing at the end of the course (if desired).

For more information about these courses or to schedule a class contact Lori Reeves at (800) 726-2585, ext. 5337 or (641) 683-5337 or email lori.reeves@indianhills.edu.

EMS CONTINUING EDUCATION COURSES



EMS Initial Training Courses

Arrangements may be made to offer Emergency Medical Responder (EMR), EMT or AEMT classes within a community or business provided there are a minimum number of students interested. For more information on these classes or to bring an EMS certification course to your community or location, contact Cindy Hewitt at (641) 683-5122 or (800) 726-2585, ext. 5122 or email: cindy.hewitt@indianhills.edu.

To Register:
 Ottumwa: 1-800-726-2585, Ext. 5281

EMS Transition

In August of 2011 the Iowa Department of Public Health Bureau of EMS, based on recommendations from the Iowa EMS Advisory Council, will begin transitioning the current levels of First Responder, EMT-Basic, EMT-Intermediate, EMT-Paramedic and Paramedic Specialist to the new levels of scope of practice. These new levels incorporate the nationally identified scope of practice levels of Emergency Medical Responder, Emergency Medical Technician, Advanced EMT and Paramedic.

EMS Continuing Education Transition Programs

IHCC is offering courses which cover all transition requirements for FR's, EMT's, Iowa EMT-I's and PS's. Information on transition and these courses can be found on this page and following pages.

Transition Classes for FR and EMT-B can be brought to your location with a minimum of 10 students. Call 641-683-5337 or email lori.reeves@indianhills.edu for more information or to make arrangements to bring either of these courses to your service or department.

First Responder, EMT-Basic and Paramedic Specialist

Emergency medical care providers at the First Responder, EMT-Basic and Paramedic Specialist levels will complete the transition during their regular renewal cycle. Providers at these levels can meet the transition requirements through previous training, continuing education courses or on the job training. Completion of transition topics will be required in order to renew. Required transition topics for each level are found on the specific level certification "Transition Form*." Individuals will indicate that they have met transition requirements at the time

they renew. Individuals should not send transition paperwork in the middle of a renewal cycle but only at time of recertification. The chart below includes dates for the completion of transition.

Iowa EMT-Intermediates

Iowa EMT-Intermediates may transition to the EMT or Advanced EMT levels. To transition to the AEMT level, individuals must complete specific education training topics, verify competency of new skills through a local EMS training program and complete the National Registry of EMT computer-based written examination. Transition training requirements can be met through previous training, continuing education courses or on the job training. Required transition topics for each level are found on the specific level certification "Transition Form*." The fee for the first attempt of this computer-based written examination will be paid for by the EMS Bureau. EMT-Intermediates who do not complete the transition by March 31, 2016 will be issued an EMT certification.

EMT-Paramedics

EMT-Paramedics may transition to the Advanced EMT or Paramedic levels. To transition to the Paramedic level, individuals must complete specific education training topics and complete the National Registry of EMT computer-based written examination. Transition training requirements can be met through previous training, continuing education courses or on the job training. Required transition topics for each level are found on the specific level certification "Transition Form*." The fee for the first attempt of this computer-based written examination will be paid for by the EMS Bureau. EMT-Paramedics who do not complete the transition by March 31, 2018 will be issued an AEMT certification.

*Specific transition requirements can be found on the EMS Bureau by going to www.idph.state.ia.us/ems/ and clicking on the "Transition" link in the blue bar at the top of the page and then the appropriate EMS level on the left of the page.

Current Level	Transition Level	Date for Completion
First Responder	Emergency Medical Responder (EMR)	September 30, 2013 or 2014 ^{††}
EMT - Basic	Emergency Medical Technician (EMT)	March 31, 2014 or 2015 ^{††}
Iowa EMT - Intermediate	Advanced Emergency Medical Technician (AEMT)	By March 31, 2016
EMT - Paramedic	Paramedic	By March 31, 2018
Paramedic Specialist	Paramedic	March 31, 2014 or 2015 ^{††}

To Register:
 Ottumwa: 1-800-726-2585, Ext. 5281

EMS Transition Courses

These classes are in no way required as EMS providers may meet transition training requirements through previous training, previous continuing education courses or on the job training. These classes are being offered for people who have not met the training requirements or as a convenience for individuals who wish to receive this training while earning the continuing education hours they would normally need to renew their certification anyway. Please mark these dates on your calendar.

EMS Transition Courses	Dates	Times
FR to EMR	Sept 13, 2012	6:00 p.m. - 10:00 p.m.
EMT-B to EMT	Nov. 10, 2012	8:00 a.m. - 3:00 p.m.

FR to EMR Transition

This session will cover all objectives in the FR to EMR Training Requirements section of the FR to EMR transition forms.

13/YR*REL*4815*700 September 13 – September 13
 IHCC Main Campus Thursday, 06:00PM -10:00PM
 Rural Health Education Center
 Room: 108 Tuition: \$25.00
 Credit: 4.5 Contact hours for nursing, 4.5 CEHs for EMS (FE)

MANDATORY REPORTER — DEPENDENT ADULT & CHILD ABUSE

With a minimum of eight 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. 5183

These courses meets the Iowa Code 235.B.16(5) requirements for foster parents, social workers, nurse aides and other health care providers as mandatory reporters of adult/child abuse.

Dependent Adult Abuse

13/YR*REL*4506*800 June 21 - June 21
 IHCC Main Campus Thursday, 08:00AM - 10:00AM
 Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

Child Abuse

13/YR*REL*4507*800 June 21 - June 21
 IHCC Main Campus Thursday, 10:00AM - 12:00PM

Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

Dependent Adult Abuse

13/YR*REL*4506*700 July 12 – July 12
 IHCC Main Campus Thursday, 05:00PM - 07:00PM
 Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

Child Abuse

13/YR*REL*4507*700 July 12 – July 12
 IHCC Main Campus Thursday, 07:00PM - 09:00PM
 Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

Dependent Adult Abuse

13/YR*REL*4506*801 July 26 - July 26
 IHCC Main Campus Thursday, 08:00AM - 10:00AM
 Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

Child Abuse

13/YR*REL*4507*801 July 26 - July 26
 IHCC Main Campus Thursday, 10:00AM - 12:00PM
 Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

Dependent Adult Abuse

13/YR*REL*4506*701 August 09 – August 09
 IHCC Main Campus Thursday, 05:00PM - 07:00PM
 Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

Child Abuse

13/YR*REL*4507*701 August 09 – August 09
 IHCC Main Campus Thursday, 07:00PM - 09:00PM
 Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

Dependent Adult Abuse

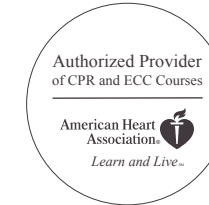
13/YR*REL*4506*802 August 16 - August 16
 IHCC Main Campus Thursday, 08:00AM - 10:00AM
 Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

To Register:
 Ottumwa: 1-800-726-2585, Ext. 5281

Child Abuse

13/YR*REL*4507*802 August 16 - August 16
 IHCC Main Campus Thursday, 10:00AM - 12:00PM
 Rural Health Education Center
 Room: 118 Tuition: \$20.00
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

AMERICAN HEART ASSOCIATION CPR & FIRST AID CLASSES



The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS, 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, and any fees charged for such a course do not represent income to the Association. Indian Hills hosts an American Heart Association recognized AHA Training Center. For further information or to schedule a class for your business/facility contact Diana Harness at 641-683-5205. E-mail dharness@indianhills.edu.

Heartsaver CPR/AED: Adult/Child/Infant

Heartsaver adult, child, and infant CPR teaches lay rescuers how to recognize and treat life-threatening emergencies, including cardiac arrest and choking for adult, child and infant victims. Students also learn to recognize the warning signs of heart attack and stroke in adult and breathing difficulties in children. This course teaches rescue breathing with and without the use of barrier devices. This course will incorporate adult, child and infant CPR. AHA course completion card issued on successful completion of skills evaluation.**

13/YR*HEA*1010*C01 July 17 – July 17
 IHCC Main Campus Tuesday, 05:30PM - 09:30PM
 Rural Health Education Center
 Room: 109
 Tuition: \$25.00 Other Fee: \$5.00 (Card)

Heartsaver Pediatric First Aid

This course is designed to teach rescuers to effectively recognize and treat pediatric emergencies in the critical first minutes until emergency medical services personnel arrive. It provides a complete health and safety training solution for pediatric first aid for child and infants. This course meets OSHA regulations. An American Heart Association card is issued on successful completion of skills evaluation. This course is recommended renewal every two years.

13/YR*HEA*2007*C20 June 05 – June 05
 IHCC Main Campus Tuesday, 05:30PM - 08:30PM
 Rural Health Education Center
 Room: 109 Preregistration is required.
 Tuition: \$25.00 Other Fee: \$5.00 (card)
 Optional Book Cost: TBA

BLS Healthcare Provider Renewal

This course is designed to renew healthcare providers in the skills of CPR, AED, and FBAO for victims of all ages. It is intended for participants who have completed the Healthcare Provider Initial class in the past 2 years and who provide care to patients in a wide variety of settings both in and out of hospital. AHA course completion card issued on successful completion of skills evaluation.**

13/YR*HEA*1001*C08 June 19 – June 19
 IHCC Main Campus Tuesday, 05:30PM - 09:30PM
 Rural Health Education Center
 Room: 109 Preregistration is required.
 Tuition: \$36.00 Other Fee: \$4.00 (card)

13/YR*HEA*1001*C23 July 24 – July 24
 IHCC Main Campus Tuesday, 05:30PM - 09:30PM
 Rural Health Education Center
 Room: 109 Preregistration is required.
 Tuition: \$36.00 Other Fee: \$4.00 (card)

**CPR
First Aid
Standard
Precautions**

These American Heart Assn. classes may be brought directly to you business or industry. Programs may be customized to meet your specific needs:

*Heartsaver or Healthcare Provider Adult, Child or Infant CPR
AED * First Aid * Standard Precautions*

Call 641-683-5205

Authorized Provider
of CPR and ECC Courses

American Heart Association
Learn and Live.

To Register:
 Ottumwa: 1-800-726-2585, Ext. 5281

13/YR*HEA*1001*C24 August 14 – August 14
 IHCC Main Campus Tuesday, 05:30PM - 09:30PM
 Rural Health Education Center
 Room: 109 Preregistration is required.
 Tuition: \$36.00 Other Fee: \$4.00 (card)

BLS Healthcare Provider Instructor - Initial

This course is designed to certify participants to teach BLS according to standards set by the American Heart Association. Pre-requisite: current BLS Healthcare Provider. Prospective students must also:

- 1) Bring completed instructor application/with recommendation of instructor potential,
- 2) Align with a Training Center prior to the class,
- 3) Have completed the American Heart Association Core Instructor Course.

An AHA instructor card will be issued upon successful completion of this course and successful course monitoring. Contact IHCC AHA Training Center Coordinator for more details at (641) 683-5205.

13/YR*HEA*3500*C01 June 22 – June 22
 IHCC Main Campus Friday, 08:00AM - 05:00PM
 Rural Health Education Center
 Room: 109 Tuition: \$55.00
 Other Fee: \$ 25.00 AHA Instructor Core Course DVD (if needed),
 \$ 96.00 BLS Instructor Manual and Tool Kit OR
 \$ 33.00 BLS Instructor Manual
 \$ 25.00 Instructor Monitoring Fee
 \$ 49.00 Heartsaver Instructor Manual
 optional \$150.00 DVD
 \$ 6.00 AHA Instructor Card (issued on
 successful completion)

Total Cost: \$251.00
 Prerequisite: Current BCLS Healthcare Provider card.
 Preregistration is required. Bring your own pocket mask.

**The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS, 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, and any fees charged for such a course do not represent income to the Association.

HEALTH OCCUPATIONS CERTIFICATE PROGRAMS

For further information on the following courses contact Scott Johnson at 641-683-5217 or 641-683-5281. E-mail scott.johnson@indianhills.edu.

For additional information on the following courses, please

contact Scott Johnson at 641-683-5217 or 1-800-726-2585, ext. 5217 or e-mail scott.johnson@indianhills.edu.

Nursing Essentials I / Nurse Aide

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.

Prerequisites: Physical with two-step TB testing (PPD) prior to course start. Criminal background check required at time of pre-registration for course.

This 3 credit course consists of: Nursing Essentials I (\$411.00), Fees (\$15.00), Dependent Adult/Child Abuse (\$40.00), OBRA Skills Registry Exam (\$75.00) and OBRA Written Registry Exam (\$45.00). Background Check (\$20.00)- (separate check made out to IHCC prior to class.) Nursing Essentials I is billed for a total of \$606.00 for in-state students (for out-of-state students please call for the cost).

Background check (\$20 charge)- students wishing to enroll in the CNA program must turn in a completed background check form (with non-refundable \$20 fee) no more than 30 days prior to course start and a minimum of 1 week prior to class start. Students who have not submitted a background check form a minimum of 1 week prior to class will not be allowed to start the course. Any background check more than 30 days old is not valid for the CNA program and will need to be repeated at the \$20 fee.

Physical Examination with 2-step TB Testing- a completed physical examination form must be turned in on or before the first day of class. Students without completed forms will not be allowed to start the class.

Payment- Payment for the CNA class is due no later than the first day of class. Students without full payment will not be allowed to start the course. Students whose course is being paid for by a third party must bring a letter no later than the first day of class from that party indicating their agreement to pay for the class for that student.

Background check forms and physical examination forms:

- may be picked up at the Rural Health Education Center on the IHCC campus
- are available for download at: www.indianhills.edu/RHEP under "Certificate Programs"
- may be received via mail by calling 1-800-726-2585 ext. 5281 or 641-683-5281.

12/CU*PNN*147*80 June 04 –June 20
 IHCC Main Campus Monday, Tuesday, Wednesday, &
 Rural Health Education Ctr Thursday
 Room: 118 Class Time: 07:45AM - 03:15PM

Tuition: See Listing Above (class-first seven days)
 Instructor: S. Johnson Clinical Time: 06:30AM – 02:45PM

12/CU*PNN*147*83 June 04 –June 21
 Pella Regional Health Ctr Monday, Tuesday, Wednesday, &
 Room: Conference Room Thursday
 Tuition: See Listing Above Class Time: 08:00AM - 03:15PM
 Instructor: J. Whitham (class-first seven days)
 Clinical Time: 07:00AM – 01:45PM

For registration please contact Pella Regional Health Center to inquire about open seats for the course.

12/CU*PNN*147*81 July 09 –July 25
 IHCC Main Campus Monday, Tuesday, Wednesday, &
 Rural Health Education Ctr Thursday
 Room: 118 Class Time: 07:45AM - 03:15PM
 Tuition: See Listing Above (class-first seven days)
 Instructor: S. Johnson Clinical Time: 06:30AM – 02:45PM

12/CU*PNN*147*82 July 30 –August 15
 IHCC Main Campus Monday, Tuesday, Wednesday, &
 Rural Health Education Ctr Thursday
 Room: 118 Class Time: 07:45AM - 03:15PM
 Tuition: See Listing Above (class-first seven days)
 Instructor: S. Johnson Clinical Time: 06:30AM – 02:45PM

OBRA Written Registry Examination

OBRA written examinations are computerized and will be administered on an individual basis. Individuals may schedule and appointment to take the exam by calling the testing center at 641-683-5142 or 1-800-726-2585 ext. 5142.

Examination fee: \$45.00. Testing must be paid for prior to testing. To pay please see the secretary for RHEP in the VCTC in the Indian Hills Community College Ottumwa Campus.

OBRA Skills Registry Exam

OBRA skills examinations will be completed on the IHCC Ottumwa Campus in the Rural Health Education Center nursing lab, rooms 17-18. Examinations may be scheduled by calling: 1-800-726-2585 ext 5281 or 641-683-5281

Examination fee: \$75.00. Testing fee must be paid when pre-registering for the course. No walk-ins will be allowed. To pay please see the secretary for RHEP in the VCTC in the Indian Hills Community College Ottumwa Campus.

OBRA Skills Examination Dates:

June 08, 2012
 June 22, 2012
 July 06, 2012
 July 27, 2012
 August 17, 2012
 September 07, 2012

Medication Manager

This course is designed to prepare individuals to safely administer nonparenteral medications in a fifteen bed or less residen-

tial 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**

12/CU*HSC*149*80 May 29 – May 31
 IHCC Main Campus Monday, Tuesday, & Wednesday
 Rural Health Education Center 09:00AM - 03:00PM
 Room: 118 Tuition: \$137.00
 Other Fee: \$10.00 Instructor: M. Bernard

12/CU*HSC*149*81 June 25 – June 27
 IHCC Main Campus Monday, Tuesday, & Wednesday
 Rural Health Education Center 09:00AM - 03:00PM
 Room: 118 Tuition: \$137.00
 Other Fee: \$10.00 Instructor: M. Bernard

12/CU*HSC*149*82 July 30 – August 01
 IHCC Main Campus Monday, Tuesday, & Wednesday
 Video Conference Training Ctr 09:00AM - 03:00PM
 Room: Lower Level Conference Room
 Tuition: \$137.00 Other Fee: \$10.00
 Instructor: M. Bernard

12/CF*HSC*149*80 August 27 – August 29
 IHCC Main Campus Monday, Tuesday, & Wednesday
 Rural Health Education Center 09:00AM - 03:00PM
 Room: 118 Tuition: \$137.00
 Instructor: M. Bernard Other Fee: \$10.00

Activity Coordinator

This course prepares the student to work in a variety of care facilities and centers. The course presents the necessary knowledge and skills to determine facility and resident needs through the development of activity programs. The course meets federal and state requirements. A background check is required at the time of course registration.

12/CU*HSC*184*80 10 Fridays, July 27 – September 28
 IHCC Main Campus Lecture 08:00AM – 04:30PM
 Rural Health Education Ctr 1/2 hour lunch on your own
 Room: 118 Tuition: \$411.00
 Other Fee: \$20.00-Background Check
 Total Cost: \$431.00

KIDS PROGRAMS

BLAST! Baby Sitting Class

The BLAST! (Babysitting Lessons and Safety Training) program is an exciting and interactive course that teaches participants how to set up and run their own babysitting business, how to handle the basics of infant and child care, how to react responsibly to medical emergencies and injuries, how to perform first aid for common childhood injuries and illnesses and how to entertain children with activities. Participants will com-

To Register:
 Ottumwa: 1-800-726-2585, Ext. 5281

To Register:
 Ottumwa: 1-800-726-2585, Ext. 5281

plete the American Heart Association Family & Friends CPR course receive a CPR participation card. During the one day course students will also make first aid kits and babysitter busy bags filled with activities and games to use while babysitting. This class is open to students aged 11-15 years of age. Participants should bring a doll or teddy bear (12 - 16") to class with them.

12/YR*VOC*3478*700 June 4, 2012
 IHCC Main Campus Monday, 9:00AM-4:00PM
 Rural Health Education Center
 Room: 109
 Tuition: \$45.00 – includes lunch, CPR book, BLAST book, first aid kit, babysitter busy bag plus contents and handouts.

Kids Summer Camps

If you are registering for any of the kids camps online with payment via credit card you must also complete a paper registration form providing additional information such as shirt size. Contact Lori Reeves at 641-683-5337 or lori.reeves@indianhills.edu or go to www.indianhills.edu/rhep to download a registration form.

Health Exploration Day Camp

This day camp is open to students finishing the 3rd or 4th grade. Students will have a fun filled day completing activities and experiments related to health care and the biological sciences. The camps will run from 8:30am- 4:30pm in the Rural Health Education Center. Two date options are available: June 07th or June 18th. The \$20 registration fee includes a T-shirt, lunch, snacks and activity items. Preregistration is required and not guaranteed until payment is received.

13/YR*NON*1281*700 June 07, 2012
 IHCC Main Campus Thursday, 8:30AM-4:30PM
 Rural Health Education Center
 Room: 111 Tuition: \$20.00 – includes lunch

13/YR*NON*1281*701 June 18, 2012
 IHCC Main Campus Monday, 8:30AM-4:30PM
 Rural Health Education Center
 Room: 109 Tuition: \$20.00 – includes lunch

Health Careers Summer Camp

Our traditional "Health Occupations Summer Camp" will return on the Ottumwa campus and is open to students just finishing 5th or 6th grade. For this 2-day camp students will stay overnight in the IHCC dorms supervised by IHCC faculty. A \$50.00 registration fee includes a shirt, meals, and activity items. Campers will participate in hands-on, interactive activities that introduce them to various health careers. These activities will be intertwined with more traditional camp activities including a trip to the Beach Ottumwa and a pizza party. Once registered, campers and parents will receive a letter with additional information. Camp space is limited, register early.

13/YR*NON*1281*702 Monday & Tuesday,
 IHCC Main Campus June 11 – June 12

Rural Health Education Center
 Room: 109
 Tuition: \$50.00
 Drop Off: 8:30 a.m. (Monday)
 Pick Up: 4:30 p.m. (Tuesday)

Junior Medical School Camp

At Junior Medical School students will stay over in the IHCC dorms, supervised by IHCC faculty. The students will learn about and have the opportunity to perform simulated medical procedures and laboratory tests like a physician might. Physicians and medical professionals from the community will speak with and work with participants. These activities will be intertwined with more traditional camp activities including a trip to the Beach Ottumwa and a pizza party. Once registered, campers and parents will receive a letter with additional information. A \$50.00 registration fee includes a shirt, meals, and activity items. Camp space is limited, register early.

13/YR*NON*1281*703 Monday & Tuesday, July 25 – July 26
 IHCC Main Campus
 Rural Health Education Center
 Room: 109
 Tuition: \$50.00
 Drop Off: 8:00 a.m. (Monday)
 Pick Up: 4:30 p.m. (Tuesday)

**Health Occupations
 Kids Summer Programs**
 * * * * *

BLAST! Babysitting
 June 4 * 10-15 years old

Health Exploration Day Camp
 June 7 OR June 18
 3rd or 4th graders

Health Careers Summer Camp
 June 11-12
 5th or 6th graders

Junior Medical School
 July 25-26
 8th or 8th graders

See page 43 for more information



To Register:
 Ottumwa: 1-800-726-2585, Ext. 5281

Lead Safe Renovator

Primary Prevention that works!

Renovation, Remodeling, and Painting Rules

What are the rules?

Lead Renovation Remodeling & Painting Rule (RRP)

- Renovator Certification for those who do work on "target properties."
- Requires 8 hour training course and exam.
- Certification for individuals and firms by submitting application to the Iowa Department of Public Health is required under EPA policy . We will have those applications available during class.

Where do I start?

Get Trained:

- Contact your community college to find LSR course as it is an Iowa Approved Training Provider.
- If you already have Lead Safe Work Practices (LSWP) training IDPH will allow you to grandfather into the Renovator Certification with a 4 hour upgrade course.

Get Informed:

- RRP Certification requirements went into effect April 22, 2010.

Who Needs to know?

Anyone who does work on Properties built before 1978 **MUST** follow Iowa Lead Regulations. Includes:

- Residential Properties
- Child occupied facilities

Applies to, but not limited to:

- General Contractors
- Painter, Plumbers, Electricians, Landlords
- Self-Employed Handymen



8 Hr. Lead Safe Renovator Course

May 15, 2012 Course # 12/YR*VOC*1086* 507
 June 12, 2012 Course # 12/YR*VOC*1086* 508
 July 10, 2012 Course # 13/YR*VOC*1086*501
 August 14, 2012 Course # 13/YR*VOC*1086*502
 September 11, 2012 Course # 13/YR*VOC*1086 *503

8:00 am—5:00 pm
 Indian Hills Community College
 Advanced Technology Center, Room 121
 626 Indian Hills Drive
 Ottumwa, IA 52501

8 Hour LSR Initial Class—\$199

4 Hr. Lead Safe Renovator Renewal

May 16, 2012 Course # 12/YR*VOC*1087* 507
 June 13, 2012 Course # 12/YR*VOC*1087* 508
 July 11, 2012 Course # 13/YR*VOC*1087*501
 August 15, 2012 Course # 13/YR*VOC*1087*502
 September 12, 2012 Course # 13/YR*VOC*1087 *503

8:00 am—12:00 pm
 Indian Hills Community College
 Advanced Technology Center, Room 121
 626 Indian Hills Drive
 Ottumwa, IA 52501

4 Hour LSR Renewal Class—\$159

Advanced registration and pre-payment is required for LSR workshops. For more information call: 641-683-5187



**Iowa
 Department of Public Health
 Lead Poisoning Prevention Program**



School Food Service 2012

This three day program will provide up to date information for all school food service personnel. This 20 hour course contains two School Nutrition Association approved classes that meet the Nutrition Education and the Sanitation and Food Safety components in the Level I Certification requirements with SNA (School Nutrition Association).

Food Safety and Sanitation

August 7, 2012 from 8:00 AM – 4:00 PM and continued on August 8, 2012 from 8:00 AM – 12:00 noon. This 10-hour course uses the curriculum “Serving It Safe” 3rd edition. It is designed specifically for school nutrition personnel who will learn how to implement methods of sanitation and safe food handling, in all areas of food production and service.

School Food Service Nutrition 101

August 8, 2012 from 1:00 PM-4:30 PM and continued on August 9, 2012 from 8:00 AM-4:00 PM. This 10-hour course is designed for school nutrition personnel. Healthy eating is an important life skill that can be established early in childhood. Your work in child nutrition provides a unique opportunity to make an enormous difference in the diets, knowledge, and future health of students. The intention of this course is to help participants develop insights into nutrition standards, and regulatory guidelines, then apply this knowledge to create and provide healthy menu offerings at school.

Audience: K-12 School Nutrition Personnel

Presenter: Rebecca Ballantyne, SNS, SNA Certified Trainer

Fee: Food Safety and Sanitation - \$90.00, and School Food Service Nutrition 101 - \$90.00. Payment covers CEU's, materials and presenter fees. Cost for both courses, 2 sessions, 3 days, is \$180 which includes presenter fees, materials and CEUs. Sessions priced individually are \$90 each which includes presenter fees, materials and CEUs. Please check with your school district to see if they will cover the class costs or if you will need to pay yourself. If you are paying personally, an Iowa Community College representative will contact you regarding payment.

Co-sponsors: Consortium of Iowa Community Colleges, Iowa Public Television and the Iowa Communications Network

Registration: You will be asked to provide your name, home mailing address, your personal daytime phone contact information where we can reach you between July 23-August 9, 2012, cell phone, and payment or billing information. To register click on this link http://www.iptv.org/iowa_database/event-detail.cfm?ID=11614.

Read through the description of the event, then click on “register here” and follow the step by step instructions. Please register separately for each class. Watch your inbox for a confirmation/denial email for each session. If you are denied, IPTV is happy to help you find an ICN room that will work.

Registration deadline is July 20, 2012. (NO EXCEPTIONS)

Location: When you register online at the link below, you will be able to select the ICN room of your choice. There will be ICN locations throughout the state of Iowa.

You will start at this web page http://www.iptv.org/iowa_database/event-detail.cfm?ID=11614 To enroll in School Food Service: Food Safety and Sanitation and to enroll in School Food Service Nutrition 101. You will need to enroll in each class separately.

CEUs: Students must have 100% attendance at each class to receive their certificate of completion.

Course Materials: will be mailed to your home address prior to the classes.

No refunds will be granted after the registration deadline of 7-20-12.

This flier can be found on the Iowa Valley Continuing Education web site at http://www.iavalley.edu/ivce/certification/health_education.html.



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. Notice: All students must email the instructor before registration to receive the free orientation material at zoran1990@juno.com.

Courses consist of:

- Paralegal Research
- Paralegal Jurisprudence
- Paralegal Litigation
- Paralegal Management
- Paralegal Career

For information and to register call:
641-683-5249 or 1-800-346-4413

Regional Economic Advancement



Our Mission:

To improve the economic conditions of the Indian Hills Region through continuous learning, innovation, entrepreneurship, collaboration, and visionary leadership.

Services provided for:

- New and existing businesses
- Entrepreneurial Initiatives
- Leadership & Economic Development
- Business & Industry Skill Development
- Professional Re-Licensure
- State Mandated Programs
- Lean Services
- General Interest Offerings

Please contact us:

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Mick Lawson 641-683-5182
Linda Rouse (North Campus) 641-684-5401, Ext 110

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Bryan Ziegler 641-683-5127
Kelly Gale 641-683-4278

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Information & Transportation Technologies

Daniel Terrian 641-683-5242

Advanced Manufacturing Technologies

Greg Kepner 641-683-5284

General Questions

Amy Hammack 641-683-5216
Tish Reck 641-683-5170

Executive Dean

Tom Rubel 641-683-5252

Located in the Advanced Technology Center, Indian Hills Main Campus

Business Hours: Monday-Thursday 7:15am-4:45pm

Visit us on the web at:

www.indianhills.edu/community/rea.html

ATTENTION!

SPECIAL ANNOUNCEMENT

Indian Hills is southeast Iowa's leader in training workers for tomorrow's jobs. According to a recent survey 64% of southern Iowa companies are hiring skilled workers right now! If you're ready to have a great paying career right here in southeast Iowa consider some of our most in-demand programs!

Bio-Processing Technology

24 Month A.A.S. Degree
Starting Salaries: \$40,000
Over 40 Ethanol & Biodiesel Plants In
Iowa

Machine Technology

18 Month A.A.S. Degree
Starting Salaries: \$15 - \$21 per Hour
Learn CAD, CMM, and CNC skills

Welding Technology

12 Month Diploma Program
Starting Salaries: \$12 - \$15 Per Hour
Flexible Daytime & Evening Hours

Indian Hills offers these and other in demand degrees for people who want to work right here in southeast Iowa. Your first step in preparing for a rewarding career is to call Tyler Wyngarden at 641-683-5269. If you would like to learn more about the range of training opportunities nearest you visit www.indianhills.edu today.



Biofuel

Technician Certification Program



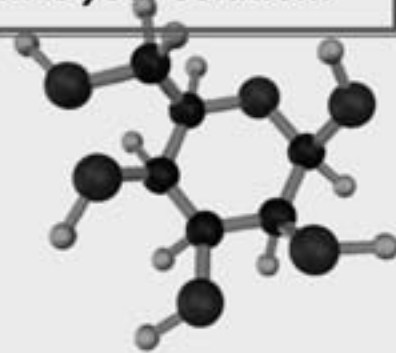
Are you...

- an ethanol or biodiesel employee looking for additional training or job advancement?
- working in the energy industry?
- an individual seeking entrance into the biofuels industry?

If you answered "Yes" to any of these questions, then the Biofuel Technician Certification Program is your solution!

Benefits of online training

- Flexible schedule that is available 24/7/365
- No travel expenses
- Self-paced sessions
- Affordable
- Customizable to your needs
- Privacy



First 150 registrants FREE!!

A \$1000 value provided by the US Department of Education grant #P116Z090318

To register contact Peggy at:

(800) 726-2585 ext. 5177
(641) 683-5177
Email: peggy.thie@indianhills.edu

Ask about "Free" registration when you call.

For additional information or questions about the course:

Chuck Crabtree
Phone: 641-969-4167
Toll free: 800-726-2585
Email: chuck.crabtree@indianhills.edu
Website: www.indianhills.edu/biodevelopment
Facebook: www.facebook.com/IHCCbioprocessing



Technician Certification Program

The Biofuel Technician Certification Program is a 3-track, online program that allows you to start at any time that fits your schedule and study at your own pace*. Each course has a unit test that ensures content comprehension before advancing to the next unit. Upon completion of all three tracks (equaling 31 contact hours), and a final examination grade of 70% or better, you will receive 3 Continuing Education Units (CEU) and a Certificate of Completion from

Indian Hills Community College

General Track : 11 total contact hours (estimated)

- Introduction to Biofuels : 1 hr
- Chemical Storage I : 1 hr
- Hazard Awareness : 1 hr
- Safety Documents : 1 hr
- Personal Protective Equipment : 1 hr
- Lockout/Tagout : 1 hr
- Math Concepts : 2 hrs
- Basic Hydraulics : 1.5 hrs
- Process Control : 1.5 hrs

Ethanol Track : 11 total contact hours (estimated)

- Ethanol Process I : 2 hrs
- Ethanol Process II : 1 hr
- Feedstocks : 1 hr
- Grain Preparation : 1 hr
- Fermentation : 2 hrs
- Recovery - Distillation : 1 hr
- Recovery - Molecular Sieves : 2 hrs
- QA/QC Lab Basics : 1 hr

Biodiesel Track : 9 total contact hours (estimated)

- Biodiesel Process I : 2 hrs
- Biodiesel Process II : 1 hr
- Feedstocks : 1 hr
- Oil Chemistry : 2 hrs
- Transesterification Process : 1 hr
- Separation and Washing : 1 hr
- QA/QC Lab Basics : 1 hr



The contents of these online courses were developed as a result of a Congressionally-directed grant (award # P116Z090318). However, the contents do not necessarily represent the policy of the U.S. Department of Education, and should not assume endorsement by the Federal Government.

* Approximately 3 months allowed for completion of all three tracks.



Indian Hills Community College

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Steve Allison Real Estate, Insurance, Relicensure, Business Management, Computer,
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Peggy Thie Vocational/Technical Programs, Business &
683-5177 or Ext. 5177 Industry, RELI Programs, and General Interest Programs

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EXCELLENCE

Indian Hills Community College is your college of excellence. With quality instructors, flexible scheduling, and a wide variety of programs and course offerings, we have something that fits your needs. Check us out @ www.indianhills.edu.

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(800) 726-2585, ext. 1931

IHCC William Penn Center
(641) 673-0824
(800) 726-2585, ext. 1971

Jefferson Co. Service Center
(641) 472-6366
(800) 726-2585, ext. 1951

Keokuk Co. Service Center
(641) 622-3385
(800) 726-2585, ext. 1961

Lucas Co. Service Center
(641) 774-8614
(800) 726-2585, ext. 1910

Monroe Co. Service Center
(641) 932-5297
(800) 726-2585, ext. 1901

Van Buren Co. Service Center
(319) 293-7115
(800) 726-2585, ext. 1941

Wayne Co. Service Center
(641) 872-3033
(800) 726-2585, ext. 1921

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Advanced Technologies Programs
(641) 683-5215
(800) 726-2585, ext. 5215

Arts & Sciences/Criminal Justice
(641) 683-5144
(800) 726-2585, ext. 5144

Health Occupations
(641) 683-5164
(800) 726-2585, ext. 5164

Centerville Campus
(641) 856-2143
(800) 670-3641

Recruiting/Information
(641) 683-5153
(800) 726-2585, ext. 5153

Admissions
(641) 683-5328
(800) 726-2585, ext. 5328

Financial Assistance
(641) 683-5234
(800) 726-2585, ext. 5234

Testing Center
(641) 683-5142
(800) 726-2585, ext. 5142

CUSTOMIZED LEARNING
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(641) 683-5249
(800) 346-4413

Centerville
(641) 856-2143
(800) 670-3641

Health Occupations
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(800) 726-2585, ext. 5298