

# 2015 FALL SCHEDULE

August - December



**Continuing Education & Workforce Solutions**



*Life. Changing.*

**General Interest  
Relicensure  
Business/Industry  
Vocational  
Rural Health Education Programs  
Commercial Driver Training  
State Mandated  
High School Equivalency**

**Ottumwa - Centerville**

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## Degree and Diploma Programs GO TO: [www.indianhills.edu/schedule](http://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 SCIENCES

#### 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 Sciences	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](http://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/customlearn](http://www.indianhills.edu/customlearn)

## FITNESS AND DANCE

### INSANITY

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

#### Insanity

**16/YR\*NON\*1020\*302**  
Ottumwa Campus  
Hellyer Student Life Center  
Cost: \$ 42

Aug 26-Nov 13  
WED., 5:15-6:15PM  
Rm.: 105  
Instructor: J. Hess

#### Insanity

**16/YR\*NON\*1020\*305**  
Ottumwa Campus  
Hellyer Student Life Center  
Cost: \$ 84

Nov 17-Feb 18  
TUE./THU., 5:15-6:15  
Rm.: 105  
Instructor: J. Hess

### CARDIO POWER

This is a fun exercise class that incorporates kickboxing, different styles of dance, and yoga in a variety of workout routines, all set to trendy music. It is a great way to burn calories, tone muscle, and alleviate stress. Find an option that works for your schedule, exercise either one or two nights a week. (If you pick one night a week you may attend on either Monday or Wednesday.) This class is pre-pay only.

#### Cardio Power

**16/YR\*NON\*1020\*302**  
Ottumwa Campus  
Hellyer Student Life Center  
Cost: \$ 84

Aug 27-Nov 12  
MON./WED., 5:15-6:15  
Rm.: 105  
Instructor: J. Hess

#### Cardio Power

**16/YR\*NON\*1020\*304**  
Ottumwa Campus  
Hellyer Student Life Center  
Cost: \$ 84

Nov 16-Feb 17  
MON./WED., 5:15-6:15  
Rm.: 105  
Instructor: J. Hess

### YOGA

Create balance by developing both strength and flexibility through yoga. Relieve stress, find focus and achieve peace

of mind, body and spirit. This class will focus on breathing techniques, stretching, toning and relaxation. Yoga is for everyBODY and EVERYbody!!! NAMASTE! Class size is limited, therefore, participants must preregister and pre-pay prior to the class. Sorry! No walk-ins. Please provide your own mat for this class. Register and prepay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

#### Yoga for the Mind & Body

**16/YR\*NON\*1485\*201**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 20

Sep 02-Sep 23  
WED., 5:15PM-6:15PM  
Rm.: 122  
Instructor: K. Sisler

#### Yoga for the Mind & Body

**16/YR\*NON\*1485\*202**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 20

Sep 30-Oct 21  
WED., 5:15PM-6:15PM  
Rm.: 122  
Instructor: K. Sisler

#### Yoga for the Mind & Body

**16/YR\*NON\*1485\*203**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 20

Oct 28-Nov 18  
WED., 5:15PM-6:15PM  
Rm.: 122  
Instructor: K. Sisler

#### Yoga for the Mind & Body

**16/YR\*NON\*1485\*204**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 20

Dec 02-Dec 16  
WED., 5:15PM-6:15PM  
Rm.: 122  
Instructor: K. Sisler

### LINE DANCING

#### Line Dancing

**16/YR\*NON\*1005\*501**  
Ottumwa Campus  
Hellyer Student Life Center  
Cost: \$ 50

Dec 03-Feb 18  
THU., 6:30P-8:30PM  
Rm.: 105  
Instructor: S. Headley

## CULINARY ARTS

### CAKE DECORATING

Learn a variety of flowers that can be made directly on cakes, cupcakes or cookies. For class you will need: Tips 3, 5, 12, 16, 20, 47, 67, 104, 150, 352, 1M and 2D, two couplers, disposable decorating bags, #7 flower nail, paste or gel food coloring (2nd class), small pointed scissors, toothpicks, parchment paper, metal spatula, decorating icing, powdered sugar, and apron (optional).

### To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

**Cake Decorating-Buttercream Basics**

**16/YR\*NON\*1032\*301** Sep 09-Sep 23  
 Ottumwa Campus WED.,6:00PM-8:30PM  
 Food Service Complex Rm.: B80  
 Cost: \$ 75 Instructor: S. Harter

**Cake Decorating-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 marshmallow fondant OR purchased fondant, fondant smoother, plastic mat, corn starch, powdered sugar, rolling pin, 8" crumb coated cake on 10" board/plate, box/container for finished cake, paste or gel food coloring,

**Cake Decorating-Fondant**

**16/YR\*NON\*1032\*302** Sep 30-Sep 30  
 Ottumwa Campus WED.,6:00PM-9:00PM  
 Food Service Complex Rm.: B80  
 Cost: \$ 35 Instructor: S. Harter

**Intro to Water Hones& Professional Knife Sharpening Techniques**

In this course we will break down the parts of a knife, discuss the suggested material for the makeup of the knife and introduce the water hone for use in the knife sharpening process. Knives and their specific focus in the preparation of food will also be included. Carbon steel is the preferred blade material in the professional kitchen but the sharpening technique can be applied to stainless steel knives as well. Mercer Cutlery examples which are used in our culinary program will be on display and are available at our bookstore location if you would be interested in purchasing the only set you'll ever need. Students are welcome to bring a knife of their own that is in need of service!

**Intro to Water Hones& Professional Knife Sharpening Techniques**

**16/YR\*NON\*4000\*201** Sep 21-Sep 21  
 Ottumwa Campus MON.,6:00PM-8:00PM  
 Food Service Complex Rm.: B87  
 Cost: \$ 20 Instructor: G. Rader

*Can't find what you're looking for?*

**Check out**

**[www.ed2go.com/ihec/](http://www.ed2go.com/ihec/)**

for a listing of online course offerings.

**Classic European Desserts**

Dawn Kappelman, Pastry Chef and owner of Dawn's Culture Cakes, will teach you the techniques on how to craft traditional and EASY delectable European desserts!! Impress your family and friends with the desserts you will be creating such as Pots de Crème, Tiramisu and individual Lemon Tarts with glazed fruit. Yummy! The good news is you will take home samples! This class is capped at 9 students so do not delay in getting signed up. This is a prepay class. Register and prepay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**Classic European Desserts**

**16/YR\*NON\*1207\*201** Nov 19-Nov 19  
 Ottumwa Campus THU., 7:00PM-9:00PM  
 Food Service Complex Rm.: B85  
 Cost: \$ 35 Instructor: D. Kappelman

**WINE AND BEER****Beers of the World**

Join us as we explore (through taste and discussion) the world of beer. You will be introduced to beers from around the world and what makes them taste unique. We will focus on beer styles with an emphasis of how these styles are being creatively crafted in today's US craft beer market. \$20 fee payable to the instructor for beer and snacks.

**Beers of the World**

**16/YR\*NON\*2122\*501** Sep 08-Sep 29  
 Ottumwa Campus TUE., 6:00PM-7:30PM  
 Advanced Technology Center Rm.: Warrior Junction Conf. Rm  
 Cost: \$ 59 Instructor: C. Crabtree

**Kit Beer Making**

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. Must be 21 or older to attend this class.

**Kit Beer Making**

**16/YR\*NON\*2122\*502** Oct 05-Oct 19  
 Eddyville, IA MON., 6:00PM-9:00PM  
 Bio Processing Training Center  
 Cost: \$ 85 Instructor: C. Crabtree

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

### All Grain Beer Making

Join us for a session on advanced beer-making. This course is for those who are interested in refining their beer-making skills, or just want to learn more about beer ingredients and how they create different beer flavors. We will discuss malts, hops, and water; the basic ingredients of beer. This will all be done as we brew, ferment, and keg/bottle a batch of all-grain beer. Everyone (21 years and older) will take home some of the beer we make.

### All Grain Beer Making

**16/YR\*NON\*2122\*503** Nov 09-Nov 23  
Eddyville, IA MON., 5:30PM-9:30PM  
Bio Processing Training Center  
Cost: \$ 65 Instructor: C. Crabtree

## FOOD & WINE PAIRING

This Upscale Food and Wine Pairing Series of classes is designed for individuals wanting to explore and learn some of the finer points of wine varieties and how they pair with various foods. Each session will focus on different wines and courses of a "sit down" meal. Come away from the series with a better understanding and appreciation of wines and also some techniques on how to prepare the foods. The "Finale" of the series will be a culmination of the previous knowledge gained and participants will be treated for a 5 course formal meal. Join Chef Alex Beltran and Chef Mary Kivlahan as they work to broaden the palate off the participants. Register for all 5 sessions or pick and choose the sessions that fit your schedule. Each session will have a wine and food fee that is payable to Chefs each class session. Sessions are limited to 36 participants. Food and wine fee for the series is \$155.00

### Food & Wine Pairings Series

**16/YR\*NON\*3031\*506** Aug 27-Oct 01  
Ottumwa Campus THU., 6:30PM-9:30PM  
Food Service Complex Rm.: Culinary Studio  
Cost: \$ 75 Instructor: A. Beltran M. Kivlahan  
\$155.00 food and wine fee payable to Instructors

### Food & Wine Pairings-Appetizers

**16/YR\*NON\*3031\*501** Aug 27-Aug 27  
Ottumwa Campus THU., 6:30PM-9:30PM  
Food Service Complex Rm.: Culinary Studio  
Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
\$30.00 food and wine fee payable to Instructors

### Food & Wine Pairings-Soups & Salads

**16/YR\*NON\*3031\*502** Sep 03-Sep 03  
Ottumwa Campus THU., 6:30PM-9:30PM  
Food Service Complex Rm.: Culinary Studio  
Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
\$30.00 food and wine fee payable to Instructors

### Food & Wine Pairings-Entrees

**16/YR\*NON\*3031\*503** Sep 10-Sep 10  
Ottumwa Campus THU., 6:30PM-9:30PM  
Food Service Complex Rm.: Culinary Studio  
Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
\$30.00 food and wine fee payable to Instructors

### Food & Wine Pairings-Desserts

**16/YR\*NON\*3031\*504** Sep 17-Sep 17  
Ottumwa Campus THU., 6:30PM-9:30PM  
Food Service Complex Rm.: Culinary Studio  
Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
\$3.00 food and wine fee payable to Instructors

### Food & Wine Pairings- "The Finale!"

**16/YR\*NON\*3031\*505** Oct 01-Oct 01  
Ottumwa Campus THU., 6:30PM-9:30PM  
Food Service Complex Rm.: Culinary Studio  
Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
\$35.00 food and wine fee payable to Instructors

### Holiday Food & Wine Pairings Series

This Upscale Food and Wine Pairing Series of classes is designed to prepare individuals for the upcoming Holiday Season. Explore and learn some of the finer points of wine varieties and how they pair with various foods so you can "Wow" your guests as you plan your holiday parties. Each session will focus on different wines and courses of a "sit down" meal. Come away from the series with a better understanding and appreciation of wines and also some techniques on how to prepare the foods. The "Finale" of the series will be a culmination of the previous knowledge gained and participants will be treated for a 5 course formal meal. Join Chef Alex Beltran and Chef Mary Kivlahan as they work to broaden the palate off the participants. Register for all 5 sessions or pick and choose the sessions that fit your schedule. Each session will have a wine and food fee that is payable to Chefs each class session. Sessions are limited to 36 participants. Food and wine fee for the series is \$155.00

### Holiday Food & Wine Pairings Series

**16/YR\*NON\*3031\*512** Oct 15-Nov 12  
Ottumwa Campus THU., 6:30PM-9:30PM  
Food Service Complex Rm.: Culinary Studio  
Cost: \$ 75 Instructor: A. Beltran M. Kivlahan  
\$155.00 food and wine fee payable to Instructors

### Holiday Food & Wine Pairings-Appetizers

**16/YR\*NON\*3031\*507** Oct 15-Oct 15  
Ottumwa Campus THU., 6:30PM-9:30PM  
Food Service Complex Rm.: Culinary Studio  
Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
\$30.00 food and wine fee payable to Instructors

### To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

**Holiday Food & Wine Pairings-Soups & Salads**

**16/YR\*NON\*3031\*508** Oct 22-Oct 22  
 Ottumwa Campus THU., 6:30PM-9:30PM  
 Food Service Complex Rm.: Culinary Studio  
 Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
 \$30.00 food and wine fee payable to Instructors

**Holiday Food & Wine Pairings-Entrees**

**16/YR\*NON\*3031\*509** Oct 29-Oct 29  
 Ottumwa Campus THU., 6:30PM-9:30PM  
 Food Service Complex Rm.: Culinary Studio  
 Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
 \$30.00 food and wine fee payable to Instructors

**Holiday Food & Wine Pairings-Desserts**

**16/YR\*NON\*3031\*510** Nov 05-Nov 05  
 Ottumwa Campus THU., 6:30PM-9:30PM  
 Food Service Complex Rm.: Culinary Studio  
 Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
 \$30.00 food and wine fee payable to Instructors

**Holiday Food & Wine Pairings- "The Finale!"**

**16/YR\*NON\*3031\*511** Nov 12-Nov 12  
 Ottumwa Campus THU., 6:30PM-9:30PM  
 Food Service Complex Rm.: Culinary Studio  
 Cost: \$ 15 Instructor: A. Beltran M. Kivlahan  
 \$35.00 food and wine fee payable to Instructors

**PERSONAL GROWTH**

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

**Personal Finance**

**16/YR\*BUS\*2078\*201** Oct 27-Oct 27  
 Ottumwa Campus TUE., 6:30PM-9:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 30 Instructor: B. Ziegler

**Write the Book You've Dreamed of Writing**

Always wanted to write a book but don't know how to get started? Have a lot of ideas but not sure what to put down on paper? Or perhaps you've started writing and have a series of scenes but are unsure what to do or what to write next. Besides being well-written, a book that keeps readers turning the pages tells a story. In this workshop, you'll

find (or refine) your story by learning how to identify what it is, how to narrow – or expand – the focus, how to decide what to include or leave out, the best place to start your story, who the audience is for your story, tips on how to keep your reader interested – and more. On day 2, you'll bring your story idea to class for feedback and determine the next steps to keep you writing – and finishing – your book. This workshop is taught by Rachelle Chase, a traditional and indie published author with eight books out now and three new books coming in 2015.

**Write the Book You've Dreamed of Writing**

**16/YR\*VOC\*3159\*201** Oct 13-Oct 20  
 Ottumwa Campus TUE., 6:00PM-8:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 40 Instructor: Rachelle Chase

**How to Increase Your Odds of Getting Published**

For whatever reason, you've decided that self-publishing isn't right for you. You've honed your writing skills—taken writing classes, completed a project, gotten feedback, and made revisions. Your book or proposal is the best it can be and you are ready to send it out into the world. But how do you get agents or editors to read your book out of the hundreds or thousands of submissions? And how do you get an agent to represent you or a publisher to buy your book? Unfortunately, there are no sure-fire steps to publication or guarantees that your book will sell. But there are things you can do simultaneously to increase the odds of getting published, which may make it seem like it happened "by accident." In this workshop, you will learn the attitude needed to make it happen, who to network with and how to reach them as well as get tips on how to get your work read by agents and editors and resources to take home with you to get started, from published author, Rachelle Chase, whose first two books were sold to a New York publisher "by accident" – and within 4 months after submission.

**How to Increase Your Odds of Getting Published**

**16/YR\*VOC\*3159\*202** Nov 04-Nov 04  
 Ottumwa Campus WED., 6:00PM-8:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 30 Instructor: Rachelle Chase

**Genealogy**

**16/YR\*NON\*1103\*501** Sep 18-Sep 18  
 Ottumwa Campus FRI., 09:00AM-12:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 30 Instructor: M. Lawson

**To Register:**  
 Ottumwa: 1-800-346-4413 or 683-5281

**Genealogy****16/YR\*NON\*1103\*502**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 30Nov 18-Nov 18  
WED.,6:00PM-9:00PM  
Rm.: 122  
Instructor: M. Lawson**ZENTANGLE**

Zentangle is a fascinating new art form that will take you on a creative journey to a place of peace, empowerment and unlimited potential. The Zentangle method is an easy-to-learn, relaxing, and fun way to create beautiful images by drawing structured patterns. This class is a perfect starting point to learn this method for fun, focus, meditation or therapy. The Zentangle method is enjoyed all over the world across a wide range of skills, interests and ages. The instructor is a Certified Zentangle Instructor (CZT). There will be a \$10 fee due directly to the instructor for the kit that is required for this class. If you would like more information, please email the instructor at [clwhite4486@gmail.com](mailto:clwhite4486@gmail.com). This is a prepay class. Please register and prepay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249.

**Zentangle****16/YR\*NON\*1001\*211**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 20Aug 13-Aug 13  
THU., 6:00PM-8:00PM  
Rm.: 109  
Instructor: C. Oldfield White**KNIFE SHARPENING**

In this course we will break down the parts of a knife, discuss the suggested material for the makeup of the knife and introduce the water hone for use in the knife sharpening process. Knives and their specific focus in the preparation of food will also be included. Carbon steel is the preferred blade material in the professional kitchen but the sharpening technique can be applied to stainless steel knives as well. Mercer Cutlery examples which are used in our culinary program will be on display and are available at our bookstore location if you would be interested in purchasing the only set you'll ever need. Students are welcome to bring a knife of their own that is in need of service!

**Intro to Water Hones & Professional Knife Sharpening Techniques****16/YR\*NON\*4000\*201**Ottumwa Campus  
Food Service Complex  
Cost: \$ 20Sep 21-Sep 21  
MON.,6:00PM-8:00PM  
Rm.: B87  
Instructor: G. Rader**CONVERSATIONAL SPANISH**

Want to get ahead in the workplace? Have clientele that speak Spanish but not sure how to ask them basic questions? This course is a completely interactive and fun course that will allow you to walk into work and ask basic conversational skills like "How are you?" "Where are you going" "What do you need?" and any other relevant conversation type questions and answers. Please bring an idea of what you want to learn as there will be an outline, but the course will also be tailored to student's needs. This is a prepay class. Register and pay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**Basic Conversational Skills in Spanish 1****16/YR\*ELI\*1211\*201**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 100Sep 14-Oct 7  
MON./WED.,6:00PM-8:00PM  
Rm.: 109  
Instructor: L. Hallgren**Basic Conversational Skills in Spanish 2**

This is a follow-up course to Basic Conversational Skills in Spanish 1. Complete emphasis on speaking and using it in realistic and relevant scenarios in the workplace. This is a prepay class. Register and pay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**Basic Conversational Skills in Spanish 2****16/YR\*ELI\*1211\*202**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 100Oct 19-Nov 11  
MON./WED.,6:00PM-8:00PM  
Rm.: 109  
Instructor: L. Hallgren**AUTOMOTIVE**

In this course students will learn basic and advanced automotive maintenance and inspection procedures to include basic automotive terminology, automotive systems and subsystems, and some easy "do-it-yourself" preventive maintenance techniques for today's complex cars and light trucks. Participants will also gain knowledge in testing and replacing belts, automotive regulations, and fuel systems. Each of these classes will be offered in an English version and a Spanish version. Space is limited to the first 15 registrations, so everyone will have ample opportunity for hands-on lab time. The cost for each class is \$119 (which includes a \$20 lab fee).

**To Register:**Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)



### Automotive Maintenance - Level I

**16/YR\*VOC\*1600\*501** Oct 7-Oct7  
 Ottumwa Campus WED.,6:00PM-9:00PM  
 Advanced Technology Center Rm.: 142  
 Cost: \$ 119 Instructor: A. Summers

### Automotive Maintenance - Level I (Spanish)

**16/YR\*VOC\*1600\*502** Oct 7-Oct7  
 Ottumwa Campus WED.,6:00PM-9:00PM  
 Advanced Technology Center Rm.: 142  
 Cost: \$ 119 Instructor: A. Summers

### Small Engine Repair

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

### Small Engine Repair

**16/YR\*VOC\*3044\*501** Oct 07-Oct 21  
 Ottumwa Campus WED.,6:00PM-8:00PM  
 Advanced Technology Center Rm.: 121  
 Cost: \$ 49 Instructor: K. Bogert

## MOTORCYCLE SAFETY

### Motorcycle Safety-BRC Updated

**16/YR\*ELI\*1000\*502** Aug 19-Aug 23  
 Ottumwa Campus WED.,5:00PM-10:00PM  
 Advanced Technology Center SAT./SUN.,7:00AM-6:00PM  
 Rm.: 125  
 Cost: \$ 169 Instructor: V. Crabtree

### Motorcycle Safety-BRC Updated

**16/YR\*ELI\*1000\*503** Sep 09-Sep 12  
 Ottumwa Campus WED.,5:00PM-10:00PM  
 Advanced Technology Center SAT./SUN.,7:00AM-6:00PM  
 Rm.: 125  
 Cost: \$ 169 Instructor: V. Crabtree

### BRC II

The Basic Rider Course II (BRC II) is designed for licensed experienced riders who would like to get a little update of their skills while riding in a controlled environment. The BRC II is a one day class where participants will ride their own motorcycles on a certified range. They will practice multiple exercises designed to polish skills already learned by the participant. This is an excellent refresher course for practicing and renewing basic riding skills. There is a component that discusses safety concepts based on past riding experiences and current knowledge. All safety equipment will be required for this course. Enjoy a day of riding that will make you a better and safer rider.

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[www.ed2go.com/ihcc](http://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](http://www.ed2go.com/ihcc)

### BRC II

**16/YR\*ELI\*1065\*501** Aug 15-Aug 15  
 Ottumwa Campus SAT.,8:00AM-5:00PM  
 Advanced Technology Center Rm.: 125  
 Cost: \$ 80 Instructor: V. Crabtree

## HANDGUN 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 impact-

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

ed 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. This is a prepay class. Register and prepay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Handgun Safety

**16/YR\*VOC\*3088\*202**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40

Sep 24-Sep 24  
THU., 6:00PM-10:00PM  
Rm.: 122  
Instructor: M. McDonough

### Handgun Safety

**16/YR\*VOC\*3088\*203**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40

Nov 19-Nov 19  
THU., 6:00PM-10:00PM  
Rm.: 122  
Instructor: M. McDonough

## BASIC HANDGUN SKILLS

### Basic Pistol Skills

The intent of this Basic Pistol Skills course is to give the student knowledge and skills to be able to successfully use his/her firearm with confidence. The class is geared for the beginner firearm user. Class will include: How to load and unload a firearm; proper grip and stance needed while shooting a firearm and target practice to hone these skills in a safe environment. Classes will be held at the FOX HOLE FIREARMS, 2603 Roemer Avenue, Ottumwa location. Bring your own pistol and ammunition (recommended 2 boxes) in a safe storage container to class. If you do not have a pistol but still want to take the class, Fox Hole Firearms will rent to you. This is a PREPAY class and is limited to 4 people per 4-Hour class session. Please note: The scheduled date may change due to instructor availability—you will be contacted if a date change is necessary. Register and prepay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Basic Pistol Skills

**16/YR\*VOC\*3086\*202**  
Ottumwa, IA  
Fox Hole Firearms  
Cost: \$ 50

Aug 13-Aug 14  
THU./FRI., 6:00PM-8:00PM  
Instructor: M. Weaver

### Basic Pistol Skills

**16/YR\*VOC\*3086\*203**  
Ottumwa, IA  
Fox Hole Firearms  
Cost: \$ 50

Sep 09-Sep 10  
WED./THU., 6:00PM-8:00PM  
Instructor: M. Weaver

### Basic Pistol Skills

**16/YR\*VOC\*3086\*204**  
Ottumwa, IA  
Fox Hole Firearms  
Cost: \$ 50

Oct 14-Oct 15  
WED./THU., 6:00PM-8:00PM  
Instructor: M. Weaver

### Basic Pistol Skills

**16/YR\*VOC\*3086\*205**  
Ottumwa, IA  
Fox Hole Firearms  
Cost: \$ 50

Nov 11-Nov 12  
WED./THU., 6:00PM-8:00PM  
Instructor: M. Weaver

### Basic Pistol Skills

**16/YR\*VOC\*3086\*206**  
Ottumwa, IA  
Fox Hole Firearms  
Cost: \$ 50

Dec 09-Dec 10  
WED./THU., 6:00PM-8:00PM  
Instructor: M. Weaver

## COMPUTER BASICS

This course 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.

### Computer Basics

**16/YR\*VOC\*1019\*511**  
Sigourney, IA  
Keokuk County Service Center  
Cost: \$ 80

Sep 02-Sep 16  
WED., 6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: C. Sellers

### Computer Basics

**16/YR\*VOC\*1019\*505**  
Fairfield, IA  
Jefferson County Service Center  
Cost: \$ 80

Sep 02-Sep 16  
MON., 6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: D. Cain

### Computer Basics

**16/YR\*VOC\*1019\*507**  
Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 80

Sep 14-Sep 28  
MON., 6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: L. Reck

### Computer Basics

**16/YR\*VOC\*1019\*503**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 80

Oct 01-Oct 15  
THU., 6:00PM-8:40PM  
Rm.: 187  
Instructor: D. Cain

### Computer Basics

**16/YR\*VOC\*1019\*509**  
Keosauqua, IA  
Van Buren County Service Center  
Cost: \$ 80

Oct 01-Oct 15  
THU., 6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: R. Leer

### To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

**Computer Basics****16/YR\*VOC\*1019\*513**Centerville Campus  
Centerville Library/Bookstore  
Cost: \$ 80Oct 14-Oct 28  
WED.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: S. Kozak**Computer Basics****16/YR\*VOC\*1019\*510**Keosauqua, IA  
Van Buren County Service Center  
Cost: \$ 80Oct 19-Nov 02  
MON.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: R. Leer**Computer Basics****16/YR\*VOC\*1019\*512**Sigourney, IA  
Keokuk County Service Center  
Cost: \$ 80Nov 04-Nov 18  
WED.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: C. Sellers**Computer Basics****16/YR\*VOC\*1019\*504**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 80Nov 10-Nov 24  
TUE.,6:00PM-8:40PM  
Rm.: 187  
Instructor: D. Eaton**Computer Basics****16/YR\*VOC\*1019\*508**Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 80Nov 16-Nov 30  
MON.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: IHCC Staff**Computer Basics****16/YR\*VOC\*1019\*506**Fairfield, IA  
Jefferson County Service Center  
Cost: \$ 80Nov 16-Nov 30  
MON.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: L. Reck**Computer Basics****16/YR\*VOC\*1019\*514**Centerville Campus  
Centerville Library/Bookstore  
Cost: \$ 80Dec 01-Dec 15  
TUE.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: S. Kozak**What Can My Computer Do for Me?**

You've got your computer---now what do you do with it besides turning it on and playing Solitaire? This course is designed to introduce the user to the basic concepts of the computer, the internet, and Microsoft Office (Word, Excel, and PowerPoint). You will learn terminology associated with the computer, organize computer files, use the internet to look up tons of information, use Word to create documents, Excel to create worksheets, and PowerPoint to create great presentations and/or photo albums. This is a prepay class. Register and prepay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**What Can My Computer Do for Me?****16/YR\*VOC\*1019\*201**Eddyville, IA  
Bio Processing Training Center  
Cost: \$ 80Sep 04-Sep 11  
FRI., 9:00AM-1:00PM  
Rm.: Computer Lab  
Instructor: L. Reck**What Can My Computer Do for Me?****16/YR\*VOC\*1019\*202**Chariton, IA  
Lucas County Service Center  
Cost: \$ 80Sep 18-Sep 25  
FRI., 9:00AM-1:00PM  
Rm.: Computer Lab  
Instructor: L. Reck**What Can My Computer Do for Me?****16/YR\*VOC\*1019\*203**Corydon, IA  
Wayne County Service Center  
Cost: \$ 80Oct 02-Oct 09  
FRI., 9:00AM-1:00PM  
Rm.: Computer Lab  
Instructor: L. Reck**What Can My Computer Do for Me?****16/YR\*VOC\*1019\*204**Albia, IA  
Monroe County Service Center  
Cost: \$ 80Oct 16-Oct 23  
FRI.,9:00AM-1:00PM  
Rm.: Computer Lab  
Instructor: L. Reck**What Can My Computer Do for Me?****16/YR\*VOC\*1019\*205**Bloomfield, IA  
Davis County Service Center  
Cost: \$ 80Nov 06-Nov 13  
FRI., 9:00AM-1:00PM  
Rm.: Computer Lab  
Instructor: L. Reck**MS WORD**

The student will learn how to create, save, edit, retrieve and print documents with a professional look!

**Microsoft Word****16/YR\*VOC\*1015\*505**Fairfield, IA  
Jefferson County Service Center  
Cost: \$ 120Sep 03-Oct 08  
THU.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: D. Cain**Microsoft Word****16/YR\*VOC\*1015\*504**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 120Sep 14-Oct 19  
MON.,6:00PM-8:40PM  
Rm.: 187  
Instructor: D. Cain**One Day Word****16/YR\*VOC\*1015\*507**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 60Sep 18-Sep 18  
FRI.,9:00AM-4:00PM  
Rm.: 242  
Instructor: L. Reck

**Microsoft Word**

**16/YR\*VOC\*1015\*506**  
Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 120

Oct 27-Dec 01  
TUE.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: L. Reck

**BASIC SPREADSHEETS**

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

**Microsoft Excel**

**16/YR\*VOC\*1570\*504**  
Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 120

Sep 02-Oct 07  
WED.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: L. Reck

**Microsoft Excel**

**16/YR\*VOC\*1570\*503**  
Fairfield, IA  
Jefferson County Service Center  
Cost: \$ 120

Oct 06-Nov 10  
TUE.,6:00PM-8:40PM  
Rm.: Computer Lab  
Instructor: L. Reck

**One Day Excel**

**16/YR\*VOC\*1570\*505**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 60

Oct 09-Oct 09  
FRI., 9:00AM-4:00PM  
Rm.: 242  
Instructor: L. Reck

**Microsoft Excel**

**16/YR\*VOC\*1570\*502**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 120

Oct 29-Dec 10  
THU.,6:00PM-8:40PM  
Rm.: 242  
Instructor: L. Reck

**ADVANCED SPREADSHEETS**

Would you like to expand your knowledge of the Excel program and move your skills to the next level? You will learn how to manipulate formulas, master charts and graphs and touch on PivotTables and more. This is a pre-pay class. Register and pay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**Intermediate Excel**

**16/YR\*VOC\*1570\*203**  
Corydon, IA  
Wayne County Service Center  
Cost: \$ 45

Aug 03-Aug 03  
MON., 6:00PM-9:00PM  
Rm.: Computer Lab  
Instructor: L. Reck

**MS ACCESS**

Using Access, the student will learn to create a database, perform validation operations, ensure data integrity, create records, perform simple queries and create simple forms and reports.

**One Day Access**

**16/YR\*VOC\*4015\*502**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 60

Nov 20-Nov 20  
FRI.,9:00AM-4:00PM  
Rm.: 232  
Instructor: S. Reid

**MS POWERPOINT**

This 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**

**16/YR\*VOC\*1031\*501**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 60

Aug 28-Aug 28  
FRI.,9:00AM-4:00PM  
Rm.: 242  
Instructor: L. Reck

**MICROSOFT OFFICE**

Students will receive instruction in the various Microsoft Office applications including Word, Excel, PowerPoint, Outlook, and learn how Microsoft Office can be a benefit in business life as well as everyday personal applications.

**Microsoft Office**

**16/YR\*VOC\*1029\*501**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 120

Oct 14-Nov 18  
WED.,6:00PM-8:40PM  
Rm.: 187  
Instructor: D. Cain

**ADVANCED SOFTWARE APPLICATIONS**

These Advanced Software Applications courses will better prepare students for the skills needed to meet the requirements of the MOS Certification exams.

**Advanced MS Powerpoint-MOS Prep**

**16/YR\*VOC\*1031\*502**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 60

Sep 25-Sep 25  
FRI.,9:00AM-4:00PM  
Rm.: 232  
Instructor: S. Reid

**To Register:**

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

**Advanced Ms Word-MOS Prep**

**16/YR\*VOC\*1015\*508** Oct 16-Oct 16  
 Ottumwa Campus FRI.,9:00AM-4:00PM  
 Advanced Technology Center Rm.: 232  
 Cost: \$ 60 Instructor: S. Reid

**Advanced MS Excel-MOS Prep**

**16/YR\*VOC\*1570\*506** Nov 06-Nov 06  
 Ottumwa Campus FRI.,9:00AM-4:00PM  
 Advanced Technology Center Rm.: 232  
 Cost: \$ 60 Instructor: S. Reid

**ONE DAY COMPUTER COURSES****One Day Powerpoint**

**16/YR\*VOC\*1031\*501** Aug 28-Aug 28  
 Ottumwa Campus FRI.,9:00AM-4:00PM  
 Advanced Technology Center Rm.: 242  
 Cost: \$ 60 Instructor: L. Reck

**One Day Word**

**16/YR\*VOC\*1015\*507** Sep 18-Sep 18  
 Ottumwa Campus FRI., 9:00AM-4:00PM  
 Advanced Technology Center Rm.: 242  
 Cost: \$ 60 Instructor: L. Reck

**One Day Excel**

**16/YR\*VOC\*1570\*505** Oct 09-Oct 09  
 Ottumwa Campus FRI., 9:00AM-4:00PM  
 Advanced Technology Center Rm.: 242  
 Cost: \$ 60 Instructor: L. Reck

**One Day Access**

**16/YR\*VOC\*4015\*502** Nov 20-Nov 20  
 Ottumwa Campus FRI., 9:00AM-4:00PM  
 Advanced Technology Center Rm.: 232  
 Cost: \$ 60 Instructor: S. Reid

**EBAY**

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

**Buy & Sell on E-Bay**

**16/YR\*VOC\*1070\*509** Sep 02-Sep 02  
 Centerville Campus WED.,7:00PM-9:00PM  
 Centerville Library/Bookstore Rm.: Computer Lab  
 Cost: \$ 30 Instructor: W. Shilling

**Buy & Sell on E-Bay**

**16/YR\*VOC\*1070\*504** Sep 14-Sep 14  
 Ottumwa Campus MON., 7:00PM-9:00PM  
 Advanced Technology Center Rm.: 142  
 Cost: \$ 30 Instructor: W. Shilling

**Buy & Sell on E-Bay**

**16/YR\*VOC\*1070\*508** Oct 01-Oct 01  
 Sigourney, IA THU., 7:00PM-9:00PM  
 Keokuk County Service Center Rm.: Computer Lab  
 Cost: \$ 30 Instructor: W. Shilling

**Buy & Sell on E-Bay**

**16/YR\*VOC\*1070\*505** Oct 13-Oct 13  
 Fairfield, IA TUE., 7:00PM-9:00PM  
 Jefferson County Service Center Rm.: Computer Lab  
 Cost: \$ 30 Instructor: W. Shilling

**Buy & Sell on E-Bay**

**16/YR\*VOC\*1070\*506** Oct 28-Oct 28  
 Oskaloosa, IA WED., 7:00PM-9:00PM  
 IHCC/Penn Service Center Rm.: Computer Lab  
 Cost: \$ 30 Instructor: W. Shilling

**Buy & Sell on E-Bay**

**16/YR\*VOC\*1070\*507** Nov 16-Nov 16  
 Keosauqua, IA MON., 7:00PM-9:00PM  
 Van Buren County Service Center Rm.: Computer Lab  
 Cost: \$ 30 Instructor: W. Shilling

**SOCIAL MEDIA BASICS**

Social Media is a great way to keep in contact with people, learn great project ideas, and even look for a job. This class will go over the basics of Social Media and how to get started with it. We will learn how to create profiles and use Facebook, YouTube, Pinterest, and LinkedIn. Come prepared to have some fun while learning about the amazing world of Social Media. This is a prepay class. Register and prepay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**Social Media Basics**

**16/YR\*VOC\*1071\*507** Aug 27-Aug 27  
 Sigourney, IA THU.,7:00PM-9:00PM  
 Keokuk County Service Center Rm.: Computer Lab  
 Cost: \$ 30 Instructor: W. Shilling

**Social Media Basics**

**16/YR\*VOC\*1071\*201** Sep 10-Sep 10  
 Corydon, IA THU., 6:00PM-9:00PM  
 Wayne County Service Center Rm.: Computer Lab  
 Cost: \$ 30 Instructor: J. Wiley

**Social Media Basics**

**16/YR\*VOC\*1071\*202**  
Albia, IA  
Monroe County Service Center  
Cost: \$ 30

Sep 16-Sep 16  
WED., 6:00PM-9:00PM  
Rm.: Computer Lab  
Instructor: L. Reck

**Social Media Basics**

**16/YR\*VOC\*1071\*203**  
Bloomfield, IA  
Davis County Service Center  
Cost: \$ 30

Sep 22-Sep 22  
TUE., 6:00PM-9:00PM  
Rm.: Computer Lab  
Instructor: L. Reck

**Social Media Basics**

**16/YR\*VOC\*1071\*505**  
Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 30

Sep 22-Sep 22  
TUE., 7:00PM-9:00PM  
Rm.: Computer Lab  
Instructor: W. Shilling

**Social Media Basics**

**16/YR\*VOC\*1071\*506**  
Keosauqua, IA  
Van Buren County Service Center  
Cost: \$ 30

Oct 07-Oct 07  
WED., 7:00PM-9:00PM  
Rm.: Computer Lab  
Instructor: W. Shilling

**Social Media Basics**

**16/YR\*VOC\*1071\*204**  
Chariton, IA  
Lucas County Service Center  
Cost: \$ 30

Oct 13-Oct 13  
TUE., 6:00PM-9:00PM  
Rm.: Computer Lab  
Instructor: J. Wiley

**Social Media Basics**

**16/YR\*VOC\*1071\*508**  
Centerville Campus  
Centerville Library/Bookstore  
Cost: \$ 30

Oct 22-Oct 22  
THU., 7:00PM-9:00PM  
Rm.: Computer Lab  
Instructor: W. Shilling

**Social Media Basics**

**16/YR\*VOC\*1071\*504**  
Fairfield, IA  
Jefferson County Service Center  
Cost: \$ 30

Nov 02-Nov 02  
MON., 7:00PM-9:00PM  
Rm.: Computer Lab  
Instructor: W. Shilling

**Social Media Basics**

**16/YR\*VOC\*1071\*503**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 30

Nov 24-Nov 24  
TUE., 7:00PM-9:00PM  
Rm.: 142  
Instructor: W. Shilling

**iPAD/iPHONE**

Discover what Apple's powerful iPhone and iPad operating systems can do for you. Explore the cool features and apps, including Family Sharing, Health, enhanced notifications, time-lapse photo mode, group messages with voice and video, Quick-Type, and more. Please note: iPhones

and iPads will not be provided. Must have versions of iPhone 4s and newer or iPad 2 and newer. Please register/prepay online at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**iPhone/iPad for Work Or Play**

**16/YR\*BUS\*1494\*201**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 30

Sep 12-Sep 12  
SAT., 9:00AM-12:00PM  
Rm.: 122  
Instructor: B. Burchett

**iPhone/iPad for Work Or Play**

**16/YR\*BUS\*1494\*202**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 30

Oct 10-Oct 10  
SAT., 9:00AM-12:00PM  
Rm.: 122  
Instructor: B. Burchett

**iPhone/iPad for Work Or Play**

**16/YR\*BUS\*1494\*203**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 30

Nov 06-Nov 06  
FRI., 9:00AM-12:00PM  
Rm.: 122  
Instructor: B. Burchett

**SMART DEVICES FOR  
"DUMMIES"****Smart Devices for Dummies (Android)**

**16/YR\*NON\*1260\*502**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 30

Sep 29-Sep 29  
TUE.6:00PM-9:00PM  
Rm.: 142  
Instructor: L. Reck

**Smart Devices for Dummies (Android)**

**16/YR\*NON\*1260\*503**  
Fairfield, IA  
Jefferson County Service Center  
Cost: \$ 30

Nov 09-Nov 09  
MON.,6:00PM-9:00PM  
Rm.: Computer Lab  
Instructor: L. Reck

**RELI****AG QUICKBOOKS**

Learn how to set up and manage your agricultural business through the QUICKBOOKS software program. Track your income/expenses, depreciation, loans, etc., as well as understand the reports needed to run your farm or agricultural-related business. This will be a hands-on experience that will enable you to enjoy the paper work portion of farming. Please register/prepay online at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**To Register:**

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

**Ag Quickbooks****16/YR\*BUS\*1407\*203**

North Campus  
Rural Entrepreneurship Center  
Cost: \$ 65

Sep 17-Sep 17  
THU., 9:00AM-3:00PM  
Rm.: Computer Lab  
Instructor: B. Ziegler

**BUSINESS QUICKBOOKS**

Do you need a quick start to using QuickBooks? This class will include hands-on experience with QuickBooks software. You will learn how to: Set up a business; Pay and enter expenses, deposits and invoices; Complete the payroll set-up; Understand the reports of income and balance sheet; Handle exemptions of inventory, depreciation and loan payments; Make corrections when things are wrong; and Prepare for income tax time. Several handouts will be provided. We can make QuickBooks fun!!! Please register/prepay online at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**Business Quickbooks****16/YR\*BUS\*1407\*202**

North Campus  
Rural Entrepreneurship Center  
Cost: \$ 65

Sep 10-Sep 10  
THU., 9:00AM-3:00PM  
Rm.: Computer Lab  
Instructor: B. Ziegler

**Business Quickbooks****16/YR\*BUS\*1407\*204**

Fairfield, IA  
Jefferson County Service Center  
Cost: \$ 65

Oct 01-Oct 01  
THU., 9:00AM-3:00PM  
Rm.: Computer Lab  
Instructor: B. Ziegler

**Business Quickbooks****16/YR\*BUS\*1407\*205**

Centerville Campus  
Centerville Library/Bookstore  
Cost: \$ 65

Nov 19-Nov 19  
THU., 9:00AM-3:00PM  
Rm.: 6  
Instructor: B. Ziegler

**ONE DAY BUSINESS START-UP**

Do you have an idea for a business but need help getting the process rolling? This class will cover a multitude of topics depending on the prospective entrepreneurs attending the session. Business interests and ideas as well as market research, product/service development, pricing, finances, accounting, insurance and legal and employment topics will be discussed. Bring your ideas! Bring your questions! We can help you get started!

**Ottumwa Business Start-Up****16/YR\*BUS\*1207\*201**

Ottumwa Campus  
Rural Entrepreneurship Center  
Cost: Free

Sep 29-Oct 06  
TUE., 6:30PM-9:00PM  
Rm.: Conference Room  
Instructor: B. Ziegler

**Fairfield Business Start-Up****16/YR\*BUS\*1207\*202**

Fairfield, IA  
Jefferson County Service Center  
Cost: Free

Oct 13-Oct 20  
TUE., 6:30PM-9:00PM  
Rm.: Conference Room  
Instructor: B. Ziegler

**Bloomfield Business Start-Up****16/YR\*BUS\*1207\*204**

Bloomfield, IA  
Davis County Service Center  
Cost: Free

Oct 27-Oct 27  
TUE., 9:00AM-3:00PM  
Rm.: Conference Room  
Instructor: B. Ziegler

**Centerville Business Start-Up****16/YR\*BUS\*1207\*203**

Centerville Campus  
Centerville Training Facility  
Cost: Free

Nov 10-Nov 17  
TUE., 6:30PM-9:00PM  
Rm.: 15  
Instructor: B. Ziegler

**Chariton Business Start-Up****16/YR\*BUS\*1207\*205**

Chariton, IA  
Lucas County Service Center  
Cost: Free

Nov 18-Nov 18  
WED., 9:00AM-3:00PM  
Rm.: Conference Room  
Instructor: B. Ziegler

**CONVERSATIONAL SPANISH**

Want to get ahead in the workplace? Have clientele that speak Spanish but not sure how to ask them basic questions? This course is a completely interactive and fun course that will allow you to walk into work and ask basic conversational skills like "How are you?" "Where are you going" "What do you need?" and any other relevant conversation type questions and answers. Please bring an idea of what you want to learn as there will be an outline, but the course will also be tailored to student's needs. This is a prepay class. Register and pay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**Basic Conversational Skills in Spanish 1****16/YR\*ELI\*1211\*201**

Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 100

Sep 14-Oct 7  
MON./WED., 6:00PM-8:00PM  
Rm.: 109  
Instructor: L. Hallgren

**Basic Conversational Skills in Spanish 2**

This is a follow-up course to Basic Conversational Skills in Spanish 1. Complete emphasis on speaking and using it in realistic and relevant scenarios in the workplace. This is a prepay class. Register and pay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**Basic Conversational Skills in Spanish 2****16/YR\*ELI\*1211\*202**

Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 100

Oct 19-Nov 11  
MON./WED., 6:00PM-8:00PM  
Rm.: 109  
Instructor: L. Hallgren

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

## VOCATIONAL

### ELECTRICAL/PLUMBING/ MECHANICAL/SAFETY RELICENSURE

#### Mechanical Code: How to Find What You Are Looking For

This course is good for 2 hours/CEUs for Iowa Mechanical licensing. It will fulfill the 2 CEUs Mechanical Code Update requirement for one license cycle. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

#### Mechanical Code: How to Find What You Are Looking For

**16/YR\*REL\*3960\*201**  
 Ottumwa Campus  
 Advanced Technology Center  
 Cost: Payable to CEU Authority

Aug 04-Aug 04  
 TUE.,8:00AM-10:00AM  
 Rm.: 122  
 Instructor: CEU Authority

#### Jobsite Safety

This course will guide you in the right path when choosing correct safety measures on the job site including PPE and fall protection. We will also discuss how to spot unsafe situations and how to mitigate the problem. This class is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

#### Jobsite Safety

**16/YR\*REL\*3955\*201**  
 Ottumwa Campus  
 Advanced Technology Center  
 Cost: Payable to CEU Authority

Aug 04-Aug 04  
 TUE.,10:00AM-12:00PM  
 Rm.: 122  
 Instructor: CEU Authority

#### Gas Heat Fundamentals

This course will cover the dynamics of the modern service and checks done on gas heat equipment and how it differs from years past. Key topics will be checking combus-

tion and temperature rise as well as cleaning techniques and checking the electrical system. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$149; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

#### Gas Heat Fundamentals

**16/YR\*REL\*3970\*201**  
 Ottumwa Campus  
 Advanced Technology Center  
 Cost: Payable to CEU Authority

Aug 04-Aug 04  
 TUE.,1:00PM-5:00PM  
 Rm.: 122  
 Instructor: CEU Authority

#### Green Supplement to the Uniform Plumbing Code

This course will use IAPMO Green Plumbing Code Supplement as its focus and tie that into existing standards found in the Uniform Plumbing code. Course Value: This course is good for 2 CEU's of plumbing code for the Iowa Plumbing License. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

#### Green Supplement to the Uniform Plumbing Code

**16/YR\*REL\*3976\*202**  
 Centerville Campus  
 Centerville Training Facility  
 Cost: Payable to CEU Authority

Sep 10-Sep 10  
 THU., 8:00AM-10:00AM  
 Rm.: 15  
 Instructor: CEU Authority

#### Personal Protective Equipment & Fall Protection

During this course one will learn how to assess a jobsite and select proper PPE according to given analysis. This class is good for 2 Hours Safety for the Iowa Plumbing and Mechanical license only. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

#### To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)



## Personal Protective Equipment & Fall Protection

**16/YR\*REL\*3955\*202** Sep 10-Sep 10  
 Centerville Campus THU., 10:00AM-12:00PM  
 Centerville Training Facility Rm.: 15  
 Cost: Payable to CEU Authority Instructor: CEU Authority

## Going Green: Plumbing & Mechanical Systems

Energy, energy analysis, efficiency rating systems, conventional and alternative space and water heating, cooling, dehumidification, methods of offsetting heating and cooling requirements, and energy conservation measures will be the focus of the seminar. Value: This course is approved for 4 discipline hours in any of the four plumbing/mechanical licenses for the State of Iowa. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$149; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

## Going Green: Plumbing & Mechanical Systems

**16/YR\*REL\*3965\*201** Sep 10-Sep 10  
 Centerville Campus THU., 1:00PM-5:00PM  
 Centerville Training Facility Rm.: 15  
 Cost: Payable to CEU Authority Instructor: CEU Authority

## Electrical 10-HOUR Code Course

This Electrical CEU course consists of 10 hours approved for Electrical Non-Code towards the State of Iowa, Nebraska, South Dakota, Minnesota, Wyoming and Wisconsin Electrical Licenses. Curriculum will consist of (2) 4 hour classes: Electrical Theory and Comprehensive Electrical Safety as well as (1) 2 hour class: Grounding and Bonding OR Motor Controls. The total discounted cost for this day is \$275. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). See course descriptions below.

## Electrical 10-HOUR Code Course

**16/YR\*REL\*2959\*202** Sep 16-Sep 16  
 Centerville Campus WED., 8:00AM-07:00PM  
 Centerville Training Facility Rm.: 15  
 Cost: Payable to CEU Authority Instructor: CEU Authority

## Electrical Theory

This course will cover the basics of Electrical Theory. We will delve into basic electricity (Electrical circuits and for-

mulas), 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) Value: This course is approved for 4 CEU's in any trade discipline for the Iowa Plumbing/Mechanical License, the Omaha Mechanical License, AND NATE CEU's. This course has also been approved for 4 hours of NON-CODE for Electrical license holders in the state of Iowa. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$149; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

## Electrical Theory

**16/YR\*REL\*2959\*203** Sep 16-Sep 16  
 Centerville Campus WED., 8:00AM-12:00PM  
 Centerville Training Facility Rm.: 15  
 Cost: Payable to CEU Authority Instructor: CEU Authority

## Comprehensive Electrical Safety

This course will help one understand electrical safety from an electricians point of view and will cover many of the updates in the current Electrical safety code (NFPA 70E) and electrical safety highlights in the OSHA 1926 Manual. Course Value: This class is good for 4 CEU's for safety for the Iowa Plumbing and Mechanical License as well as 4 CEU's for the Iowa and Nebraska Electrical Licenses. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$149; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

## Comprehensive Electrical Safety

**16/YR\*REL\*3955\*203** Sep 16-Sep 16  
 Centerville Campus WED., 1:00PM-05:00PM  
 Centerville Training Facility Rm.: 15  
 Cost: Payable to CEU Authority Instructor: CEU Authority

## Motor Controls

This course will give a brief intro to motor controls and their function within a system. You will learn how to read schematics, how to determine the types and the application best suited for the device, how 3 phase and reversing controls work and how to tie in multiple motors to a system with a centrally controlled design. Value: This

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

class has been approved for 2 hours in the following jurisdictions: Trades of HVAC/R or Hydronics for the Iowa Mechanical License and “non-code” for the Iowa Electrical License. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### Motor Controls

**16/YR\*REL\*2953\*201**  
 Centerville Campus  
 Centerville Training Facility  
 Cost: Payable to CEU Authority

Sep 16-Sep 16  
 WED., 5:00PM-7:00PM  
 Rm.: 15  
 Instructor: CEU Authority

### Electrical 8 Hour Code Course

This Electrical CEU course consists of 8 hours approved for Electrical Code towards the State of Iowa Electrical Licenses. Curriculum will consist of (4) 2 hour classes: 101 NEC Rules, Understanding the NEC Vol 1, Understanding the NEC Vol 2, and Motor and A/C Calculations. The total discounted cost for this day is \$200. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### Electrical 8 Hour Code Course

**16/YR\*REL\*2959\*204**  
 Ottumwa Campus  
 Bennett Student Services Center  
 Cost: Payable to CEU Authority

Sep 17-Sep 17  
 THU., 8:00AM-5:00PM  
 Rm.: 100  
 Instructor: CEU Authority

### 101 N.E.C Rules

Overview: This class will delve into Chapters 1 & 2 of the NEC Rules. Value: This class is approved for 2 hours of Code CEU'S for an ELECTRICAL license. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### 101 N.E.C Rules

**16/YR\*REL\*2955\*202**  
 Ottumwa Campus  
 Bennett Student Services Center  
 Cost: Payable to CEU Authority

Sep 17-Sep 17  
 THU., 8:00AM-10:00AM  
 Rm.: 100  
 Instructor: CEU Authority

### Understanding the N.E.C. Vol 1

This course will enhance your understanding of the National Electrical Code Articles 90-450. This course has been approved for 2 hours of CODE for Electrical license holders. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### Understanding the N.E.C. Vol 1

**16/YR\*REL\*2955\*203**  
 Ottumwa Campus  
 Bennett Student Services Center  
 Cost: Payable to CEU Authority

Sep 17-Sep 17  
 THU., 10:00AM-12:00PM  
 Rm.: 100  
 Instructor: CEU Authority

### Understanding the N.E.C. Vol 2

This course will give a better than basic fundamental understanding of the NEC articles 500-820. This course has been approved for 2 hours of CODE for Electrical license holders in the state of Iowa. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### Understanding the N.E.C. Vol 2

**16/YR\*REL\*2955\*204**  
 Ottumwa Campus  
 Bennett Student Services Center  
 Cost: Payable to CEU Authority

Sep 17-Sep 17  
 THU., 1:00PM-3:00PM  
 Rm.: 100  
 Instructor: CEU Authority

### Motors & A/C Calculations

This class is a basic overview on how to properly size over current protection, conductors, feeders and more according to the N.E.C. Value: This course is good for 2 Hours Code for the Iowa Electrical License. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79;

### To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### Motors & A/C Calculations

**16/YR\*REL\*2953\*202** Sep 17-Sep 17  
 Ottumwa Campus THU., 3:00PM-5:00PM  
 Bennett Student Services Center Rm.: 100  
 Cost: Payable to CEU Authority Instructor: CEU Authority

### 2014 N.E.C. Update

This 6-hour course covers the significant changes in the latest edition of the National Electrical Code. These changes include four new articles dealing with Low-Voltage Suspended Ceiling Power Distribution Systems (393), Modular Data Centers (646), Fire-Resistive Cable Systems (728), and Energy Management Systems (750). Also covered will be the major changes in the Introduction and all nine chapters of the code book. This course qualifies for 6 hours of Code. Participants will need to bring a copy of the 2014 National Electrical Code with tabs, highlighters, calculator, notebook and pencils. This is an IHCC scheduled course. Pre-registration and pre-payment is required. Please register at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### 2014 N.E.C. Update

**16/YR\*REL\*2955\*205** Oct 01-Oct 01  
 Ottumwa Campus THU., 8:00AM-2:30PM  
 Advanced Technology Center Rm.: 132  
 Cost: \$ 159 Instructor: R. Chambers

### Overcurrent Protection

This 2-hour interactive class covers calculations for overcurrent protection for conductors and equipment in residential, commercial, and industrial services, feeders, and branch circuits. Also covered are the rules for feeder taps and transformer secondary conductors. This class qualifies for 2 hours of Code. Required materials: 2014 NEC Book, calculator, notebook and highlighter. This is an IHCC sponsored course. Pre-registration and pre-payment is required. Please register at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Overcurrent Protection

**16/YR\*REL\*2954\*201** Oct 01-Oct 01  
 Ottumwa Campus THU., 2:30PM-4:30PM  
 Advanced Technology Center Rm.: 132  
 Cost: \$ 99 Instructor: R. Chambers

### Residential Wiring

This 8-hour class covers the National Electrical Code requirements for residential wiring beginning with general requirements and continuing through service installation,

grounding and bonding, conductor sizing and installation, overcurrent protection, box sizing, receptacle locations, lighting and switching rules, appliances, heating and air conditioning and spas, hot tubs and hydro-massage bathtubs. Participants will need a copy of the 2014 NEC Book, highlighter, calculator, notebook/pencils. This is an IHCC sponsored course. Pre-registration and pre-payment is required. Please register at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Residential Wiring

**16/YR\*REL\*2960\*201** Oct 02-Oct 02  
 Ottumwa Campus FRI., 8:00AM-4:30PM  
 Advanced Technology Center Rm.: 132  
 Cost: \$ 179 Instructor: R. Chambers

### Green Supplement to the Uniform Plumbing Code

This course will use IAPMO Green Plumbing Code Supplement as its focus and tie that into existing standards found in the Uniform Plumbing code. Course Value: This course is good for 2 CEU's of plumbing code for the Iowa Plumbing License. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### Green Supplement to the Uniform Plumbing Code

**16/YR\*REL\*3976\*203** Oct 22-Oct 22  
 Ottumwa Campus THU., 8:00AM-10:00AM  
 Bennett Student Services Center Rm.: 100  
 Cost: Payable to CEU Authority Instructor: IHCC Volunteer

### Personal Protective Equipment & Fall Protection

During this course one will learn how to assess a jobsite and select proper PPE according to given analysis. This class is good for 2 Hours Safety for the Iowa Plumbing and Mechanical license only. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

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

### Personal Protective Equipment & Fall Protection

**16/YR\*REL\*3955\*204** Oct 22-Oct 22  
 Ottumwa Campus THU., 10:00AM-12:00PM  
 Bennett Student Services Center Rm.: 100  
 Cost: Payable to CEU Authority Instructor: IHCC Volunteer

### Going Green: Plumbing & Mechanical Systems

Energy, energy analysis, efficiency rating systems, conventional and alternative space and water heating, cooling, dehumidification, methods of offsetting heating and cooling requirements, and energy conservation measures will be the focus of the seminar. Value: This course is approved for 4 discipline hours in any of the four plumbing/mechanical licenses for the State of Iowa. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$149; Take a day of classes and SAVE! Cancellation is requested

### Going Green: Plumbing & Mechanical Systems

**16/YR\*REL\*3965\*202** Oct 22-Oct 22  
 Ottumwa Campus THU., 1:00PM-5:00PM  
 Bennett Student Services Center Rm.: 100  
 Cost: Payable to CEU Authority Instructor: IHCC Volunteer

### Mechanical Code: How to Find What You Are Looking For

This course is good for 2 hours/CEUs for Iowa Mechanical licensing. It will fulfill the 2 CEUs Mechanical Code Update requirement for one license cycle. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place three business days prior to the class taking place.

### Mechanical Code: How to Find What You Are Looking For

**16/YR\*REL\*3960\*202** Nov 06-Nov 06  
 Eddyville, IA FRI., 8:00AM-10:00AM  
 Bio Processing Training Center Rm.: 0  
 Cost: Payable to CEU Authority Instructor: CEU Authority

### Scaffolds & Hazardous Communications

This class is good for 2 hours of Safety for the Iowa Plumbing and Mechanical License. This class is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested

in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### Scaffolds & Hazardous Communications

**16/YR\*REL\*3955\*205** Nov 06-Nov 06  
 Eddyville, IA FRI., 10:00AM-12:00PM  
 Bio Processing Training Center  
 Cost: Payable to CEU Authority Instructor: CEU Authority

### High Efficiency Gas Heating

This course is designed to cover the very foundation of gas-fired appliances, the nature of how they operate and diagnostic procedures that can be used to determine any problems. This course will also get into the reasoning behind combustion analysis and how it is incorporated into diagnostics and early warning signs commonly found in gas-fired appliances. This course is approved for 4 hours in Plumbing, HVAC, Refrigeration, and Hydronics disciplines. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$149; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### High Efficiency Gas Heating

**16/YR\*REL\*3970\*202** Nov 06-Nov 06  
 Eddyville, IA FRI., 1:00PM-5:00PM  
 Bio Processing Training Center  
 Cost: Payable to CEU Authority Instructor: CEU Authority

### Grounding & Bonding

This 6-hour interactive course is designed for those who wish to better understand grounding & bonding of electrical systems and equipment. The presentation is based on the 'Soares Book on Grounding' and has been completely revised to coordinate with the 2014 NEC. The class will explain the fundamentals and practice of grounding and bonding in easily understood language using hundreds of color illustrations and photos. Participants will need a copy of the 2014 NEC Book, highlighter, calculator, notebook/pencils. This is a n IHCC sponsored course. Pre-registration and pre-payment is required. Please register at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Grounding & Bonding

**16/YR\*REL\*2956\*201** Nov 13-Nov 13  
 Ottumwa Campus FRI., 8:00AM-2:30PM  
 Advanced Technology Center Rm.: 132  
 Cost: \$ 159 Instructor: R. Chambers

### To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

### Box Sizing Calculations

This 2-hour class covers box sizing calculations for residential, commercial, and industrial applications including metallic and nonmetallic boxes, junction and pull boxes as well as conduit bodies. Participants will need a copy of the 2014 NEC Book, highlighter, calculator, notebook/pencils. This is an IHCC sponsored course. Pre-registration and pre-payment is required. Please register at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Box Sizing Calculations

**16/YR\*REL\*2957\*201** Nov 13-Nov 13  
 Ottumwa Campus FRI., 2:30PM-4:30PM  
 Advanced Technology Center Rm.: 132  
 Cost: \$ 99 Instructor: R. Chambers

### N.E.C. for Solar PV Installers

This 4-hour course covers Article 690 of the NEC in detail including: definitions of various PV systems, circuits, and components; requirements for circuit identification, routing, and ground fault protection; Voltage and current calculations; conductor sizing and overcurrent protection; disconnects and labeling; wiring methods; connections and interconnections; grounding; identification and connection to other power sources; and storage batteries. Also covered are general requirements in Chapters 1-4 that pertain to solar photovoltaic installations. Participants will need to bring a copy of the 2014 National Electrical Code, highlighters, calculator, notebook and pencils. This is an IHCC sponsored class. Pre-registration and pre-payment is required. Please register at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### N.E.C. for Solar PV Installers

**16/YR\*REL\*2955\*206** Nov 14-Nov 14  
 Ottumwa Campus SAT., 8:00AM-12:00PM  
 Advanced Technology Center Rm.: 132  
 Cost: \$ 119 Instructor: R. Chambers

### Conduit Sizing Calculations

This 2-hour class covers conduit sizing calculations for residential, commercial, and industrial applications including all conductor and raceway types and nipples. This course is good for 2 hours of code. Participants will need to bring a copy of the 2014 National Electrical Code, highlighters, calculator, notebook and pencils. This is an IHCC sponsored class. Pre-registration and pre-payment is required. Please register at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Conduit Sizing Calculations

**16/YR\*REL\*2957\*202** Nov 14-Nov 14  
 Ottumwa Campus SAT., 12:30PM-2:30PM

Advanced Technology Center Rm.: 132  
 Cost: \$ 99 Instructor: R. Chambers

### Transformer Calculations

This 2-hour class covers calculations for correctly sizing transformer primary and secondary conductors and primary and secondary overcurrent protection for single-phase and three-phase transformers of all sizes. You will also learn how to adjust input values for transformers with efficiencies less than 100%. This course is good for 2 hours of Code. Participants will need to bring a copy of the 2014 National Electrical Code, highlighters, calculator, notebook and pencils. This is an IHCC sponsored class. Pre-registration and pre-payment is required. Please register at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Transformer Calculations

**16/YR\*REL\*2953\*203** Nov 14-Nov 14  
 Ottumwa Campus SAT., 2:30PM-4:30PM  
 Advanced Technology Center Rm.: 132  
 Cost: \$ 99 Instructor: R. Chambers

### What's New in the Uniform Plumbing Code

This course will walk you through many of the changes from the previous plumbing code cycle to the current plumbing code cycle. The class will include revisions, additions and deletions. This class will qualify for 2 Continuing Education license renewal hours for the Plumbing Code requirement. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### What's New in the Uniform Plumbing Code

**16/YR\*REL\*3976\*204** Dec 01-Dec 01  
 Chariton, IA TUE., 8:00AM-10:00AM  
 Lucas County Service Center  
 Cost: Payable to CEU Authority Instructor: CEU Authority

### Construction Safety: Focus Four

OSHA's 'Focus Four' (falls, caught in or between, stuck-by and electrocution) will be the focus of the seminar. This seminar is designed to help workers recognize, avoid, and protect themselves from those types of accidents most commonly involved in construction workplace fatalities. This class is good for 2- hours OSHA for the Iowa Plumbing and Mechanical license only. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are in-

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

terested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$79; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### Construction Safety: Focus Four

**16/YR\*REL\*3955\*206** Dec 01-Dec 01  
 Chariton, IA TUE., 10:00AM-12:00PM  
 Lucas County Service Center  
 Cost: Payable to CEU Authority Instructor: CEU Authority

### Math for the Trades

This course will dive into the basic rules for math (measurements, symbols, pipe/duct geometry), formulas, angle measures, conversion of measurement units and more. Value: This course has been approved for 4 hours ANY trade discipline for the State of Iowa license. This course is in partnership with The CEU Authority. Please register/prepay at [www.classregistration.info](http://www.classregistration.info), click on the class you are interested in and register for the class. If registering online is not an option, call Audrey (1-515-333-1293) or email her at [audrey@theceuauthority.com](mailto:audrey@theceuauthority.com). This course costs \$149; Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

### Math for the Trades

**16/YR\*REL\*3974\*201** Dec 01-Dec 01  
 Chariton, IA TUE., 1:00PM-5:00PM  
 Lucas County Service Center  
 Cost: Payable to CEU Authority Instructor: CEU Authority

## WELDING CERTIFICATION

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

### AWS Welding Certification

**16/YR\*VOC\*3259\*501** Aug 07-Aug 07  
 North Campus FRI., 7:30AM-12:30PM  
 Aviation Programs Center Rm.: 51  
 Cost: \$ 187 Instructor: J. Hopwood

## CHILDCARE/DAYCARE PROVIDER

### Nurturing Transitions: Nurturing Resilience Through Daily Transition Activities in Early Childhood Setting

Nurturing resilience through daily transition activities in early childhood/education settings is the focus of this class. This session will explore how early care providers can use transition tools, techniques, and activities as opportunities to nurture behaviors associated with resilience. This will be an interactive session and participants will end the session with a transition toolkit that can be utilized immediately in their early care environment. Lynn Godwin is an excellent instructor in a variety of topic areas. She is a graduate of Northeast Missouri (Truman) State University and Stephens College where she obtained her Family Life Education (Emphasis on Early Childhood) and Child Development diplomas. Lynn's Master's Degree is from Iowa State University with an emphasis on Family & Consumer Science/Human Development & Family Studies. She has several certifications too numerous to mention in child and family development and has a lengthy work history in this field. She is currently working as 'Parents as Teachers' Program Manager for SIEDA Community Action. This course is free to all childcare providers in the home daycare, community daycare, pre-school and kindergarten settings. It is requested that you register online at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Nurturing Transitions: Nurturing Resilience Through Daily Transition Activities in Early Childhood Setting

**16/YR\*VOC\*1248\*205** Sep 15-Sep 15  
 Fairfield, IA TUE., 6:00PM-8:00PM  
 St Mary's Catholic Church  
 Cost: Free Instructor: L. Godwin

### Linking Literacy With Food: Read, Learn & Eat

Early reading and language development helps kids be "school ready" and greatly increases their chance for academic success. A fabulous way to introduce literacy is to link reading with food! This class will share beloved children's books and food related activities to use with children. Learn new ways to connect with children as we explore literacy strategies. The class will be team-taught by Barbara Anderson and Joy Rouse. Barbara received her MS degree in Family and Consumer Science from Iowa State University and a BS in Home Economics Education from Wayne State Teachers College. Barbara is the Human

### To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

Sciences Specialist and Nutrition and Wellness Specialist with Iowa State University Extension and Outreach. As an ISU Extension and Outreach Human Sciences Specialist, Joy Rouse works with programs that strengthen families. In her 25 years of Extension work she has taught child care provider trainings as well as supervised and supported Child Care Resource and Referral staff and ECI funded Early Care and Education Educators located in county extension offices. This course is free to all childcare providers in the home daycare, community daycare, pre-school and kindergarten settings. It is requested that you register online at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Linking Literacy With Food: Read, Learn & Eat

**16/YR\*VOC\*1248\*202** Oct 07-Oct 07  
Fairfield, IA WED., 6:00PM-8:00PM  
Jefferson County Extension Office  
Cost: Free Instructor: B. Anderson

### Spend Smart, Eat Smart in Your Childcare Business

Good nutrition does not have to be expensive. Childcare providers will learn strategies to save money on their food expenses while incorporating new ideas into menu planning and food shopping. Barbara Anderson is a motivated and flexible professional who loves her job as a Nutrition and Wellness Specialist with Iowa State University Extension and Outreach. She has had extensive teaching experience with youth and adult audiences. Her diverse work history includes private small business owner, public school teaching, and county, area and regional staff positions with Iowa State University & Outreach. Barbara received her MS degree in Family and Consumer Science from Iowa State University and a BS in Home Economics Education from Wayne State Teachers College. This course is free to all childcare providers in the home daycare, community daycare, pre-school and kindergarten settings. It is requested that you register online at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Spend Smart, Eat Smart in Your Childcare Business

**16/YR\*VOC\*1248\*203** Dec 02-Dec 02  
Fairfield, IA WED., 6:00PM-8:00PM  
Jefferson County Extension Office  
Cost: Free Instructor: B. Anderson

## SERV-SAFE

ServSafe Course/Testing is designated for foodservice owners, operators, managers and supervisors in order to achieve certification on food safety mandates and requirements. Materials have been developed by the Na-

tional Restaurant Association Educational Foundation. The course fee includes the current edition of ServSafe Essentials, course materials and test. This is a prepay class. Please register and prepay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249. It is mandatory that you pick up the book prior to the class taking place and spend time studying prior to class. It is also recommended that you bring your lunch to this class. Note: If you have a group of people who need certification and live in the 10-county area, please call to set up a class in your area.

### Serv Safe

**16/YR\*VOC\*3077\*202** Aug 07-Aug 07  
Ottumwa Campus FRI., 8:00AM-6:00PM  
Arts & Sciences Complex Rm.: 102  
Cost: \$ 160 Instructor: A. Beltran

### Serv Safe

**16/YR\*VOC\*3077\*203** Sep 11-Sep 11  
Ottumwa Campus FRI., 8:00AM-6:00PM  
Arts & Sciences Complex Rm.: 102  
Cost: \$ 160 Instructor: A. Beltran

### Serv Safe

**16/YR\*VOC\*3077\*204** Oct 02-Oct 02  
Ottumwa Campus FRI., 8:00AM-6:00PM  
Arts & Sciences Complex Rm.: 102  
Cost: \$ 160 Instructor: A. Beltran

### Serv Safe

**16/YR\*VOC\*3077\*205** Nov 06-Nov 06  
Ottumwa Campus FRI., 8:00AM-6:00PM  
Arts & Sciences Complex Rm.: 102  
Cost: \$ 160 Instructor: A. Beltran

### Serv Safe

**16/YR\*VOC\*3077\*206** Dec 04-Dec 04  
Ottumwa Campus FRI., 8:00AM-6:00PM  
Arts & Sciences Complex Rm.: 102  
Cost: \$ 160 Instructor: A. Beltran

## COSMETOLOGY

### Cosmetology Continuing Ed

**16/YR\*REL\*3000\*501** Oct 04-Oct 04  
Ottumwa Campus SUN., 8:00AM-12:00PM  
Bennett Student Services Center Rm.: 100  
Cost: \$ 50 Instructor: M. Foltz

### Cosmetology Continuing Ed

**16/YR\*REL\*3000\*502** Oct 04-Oct 04  
Ottumwa Campus SUN., 1:00PM-5:00PM  
Bennett Student Services Center Rm.: 100  
Cost: \$ 50 Instructor: M. Foltz

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

**Cosmetology Continuing Ed**

**16/YR\*REL\*3000\*503** Oct 25-Oct 25  
 Ottumwa Campus SUN., 8:00AM-5:00PM  
 Bennett Student Services Center Rm.: 100  
 Cost: \$ 100 Instructor: D. Malcom

**LEAD SAFE RENOVATOR-RENEWAL**

\$100 Registration Fee payable to Iowa Lead Safety. To Register call 515-331-1690.

**Lead Safe Renovator-Renewal**

**16/YR\*VOC\*1087\*501** Sep 10-Sep 10  
 Ottumwa Campus THU., 8:00AM-12:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: Payable to Iowa Lead Safety Instructor: Iowa Lead Safety

**Lead Safe Renovator-Renewal**

**16/YR\*VOC\*1087\*502** Sep 10-Sep 10  
 Ottumwa Campus THU., 1:00PM-5:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: Payable to Iowa Lead Safety Instructor: Iowa Lead Safety

**Lead Safe Renovator-Renewal**

**16/YR\*VOC\*1087\*503** Dec 08-Dec 08  
 Ottumwa Campus TUE., 8:00AM-12:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: Payable to Iowa Lead Safety Instructor: Iowa Lead Safety

**Lead Safe Renovator-Renewal**

**16/YR\*VOC\*1087\*504** Dec 08-Dec 08  
 Ottumwa Campus TUE., 1:00PM-5:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: Payable to Iowa Lead Safety Instructor: Iowa Lead Safety

**INSURANCE RELICENSURE****Senior Care Insurance**

**16/YR\*REL\*2079\*501** Aug 25-Aug 25  
 Ottumwa Campus TUE., 9:00AM-4:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 79 Instructor: T. Stockebrand

**Personal Financial Planning**

**16/YR\*REL\*2085\*501** Sep 15-Sep 15  
 Ottumwa Campus TUE., 9:00AM-4:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 79 Instructor: T. Stockebrand

**Essentials of Insurance Taxation**

**16/YR\*REL\*2123\*501** Oct 13-Oct 13  
 Ottumwa Campus TUE., 9:00AM-4:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 79 Instructor: T. Stockebrand

**Legal Aspects of Health Insurance**

**16/YR\*REL\*2069\*502** Nov 10-Nov 10  
 Ottumwa Campus TUE., 9:00AM-12:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 39 Instructor: T. Stockebrand

**Case Studies in Ethics**

**16/YR\*REL\*2086\*502** Nov 10-Nov 10  
 Ottumwa Campus TUE., 1:00PM-5:00PM  
 Advanced Technology Center Rm.: 187  
 Cost: \$ 39 Instructor: T. Stockebrand

**Annuities**

Today we find Fixed Annuities, Index Annuities, and Variable Annuities all available in the market place. Are they good or bad? The key is understanding how they work and are they suitable for the client. Each of these three products will be discussed with emphasis given to Index Annuities.

**Annuities**

**16/YR\*REL\*2075\*501** Nov 30-Nov 30  
 Ottumwa Campus MON., 8:00AM-12:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 49 Instructor: R. Wedel

**Obama Care**

October 1, 2013, Exchanges must be in place in each State offering health insurance products to be effective January 1, 2014. More people than ever before could potentially have health insurance. How the Exchanges will work and the potential cost impact to Medicare and Medicaid will be discussed.

**Obama Care**

**16/YR\*REL\*2126\*501** Nov 30-Nov 30  
 Ottumwa Campus MON., 1:00PM-5:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 49 Instructor: R. Wedel

**Insurance Ethics**

In this course the student will review the significance of ethics to both the agent and the consumer. Agency growth as well as the professional liability exposure will be reviewed. Finally, what it takes to be an Ethical and successful business person will be discussed.

**To Register:**

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)



**Insurance Ethics****16/YR\*REL\*2072\*501**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 39Dec 01-Dec 01  
TUE., 08:00AM-11:00AM  
Rm.: 122  
Instructor: R. Wedel**Auto and Homeowners**

In the early to mid 1980's there was a movement to make insurance policies easy to read by the average consumer. Today, primarily as a result of litigation, contract wording seems to be swinging back toward "hard to read". Several wording changes will be examined so the agent will be prepared for wording changes in policies that he sells.

**Auto and Homeowners****16/YR\*REL\*2052\*501**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 39Dec 01-Dec 01  
TUE., 11:00AM-3:00PM  
Rm.: 122  
Instructor: R. Wedel**Personal Umbrella**

Today consumers have a tremendous need for personal umbrella policies. The early forms contained only four or five exclusions but today they very commonly have 20 to 25. The provisions and exclusions in these policies, as with other personal lines forms are more involved and harder to understand. Several current provisions will be examined so the agent will be prepared to best serve his clients liability needs.

**Personal Umbrella****16/YR\*REL\*2106\*501**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 29Dec 01-Dec 01  
TUE., 3:00PM-5:00PM  
Rm.: 122  
Instructor: R. Wedel**Life Insurance Options in Estate Planning****16/YR\*REL\*2097\*501**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 79Dec 08-Dec 08  
TUE., 9:00AM-4:00PM  
Rm.: 122  
Instructor: T. Stockebrand**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.

**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.

**Paralegal Research****16/YR\*BUS\*1015\*501**Online  
Cost: \$ 195

Sep 10-Oct 22

**Paralegal Research****16/YR\*BUS\*1015\*502**Online  
Cost: \$ 195

Nov 05-Dec 17

**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.

**Paralegal Jurisprudence****16/YR\*BUS\*1016\*501**Online  
Cost: \$ 195

Sep 10-Oct 22

**Paralegal Jurisprudence****16/YR\*BUS\*1016\*502**Online  
Cost: \$ 195

Nov 05-Dec 17

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

**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.

**Paralegal Litigation**

**16/YR\*BUS\*1017\*501** Sep 10-Oct 22  
Online  
Cost: \$ 195

**Paralegal Litigation**

**16/YR\*BUS\*1017\*502** Nov 05-Dec 17  
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.

**Paralegal Management**

**16/YR\*BUS\*1018\*501** Sep 10-Oct 22  
Online  
Cost: \$ 195

**Paralegal Management**

**16/YR\*BUS\*1018\*502** Nov 05-Dec 17  
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 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.

**Paralegal Career**

**16/YR\*BUS\*1019\*501** Sep 10-Oct 22  
Online  
Cost: \$ 195

**Paralegal Career**

**16/YR\*BUS\*1019\*502** Nov 05-Dec 17  
Online  
Cost: \$ 195

**COACHING AUTHORIZATION****OTTUMWA****Coaching Theory**

**16/YR\*VOC\*3000\*502** Sep 14-Sep 21  
Ottumwa Campus MON./WED.,6:00PM-8:40PM  
Bennett Student Services Center Rm.: 100  
Cost: \$ 60 Instructor: S. Dent

**Human Growth And Development**

**16/YR\*VOC\*3001\*502** Sep 23-Sep 30  
Ottumwa Campus WED./MON.,6:00PM-8:40PM  
Bennett Student Services Center Rm.: 100  
Cost: \$ 60 Instructor: S. Dent

**Anatomy for Coaches**

**16/YR\*VOC\*3002\*502** Oct 05-Oct 12  
Ottumwa Campus MON./WED.,6:00PM-8:40PM  
Bennett Student Services Center Rm.: 100  
Cost: \$ 60 Instructor: S. Dent

**Care And Prevention Of Injuries**

**16/YR\*VOC\*3003\*502** Oct 14-Oct 28  
Ottumwa Campus WED./MON.,6:00PM-8:40PM  
Bennett Student Services Center Rm.: 100  
Cost: \$ 120 Instructor: S. Dent

**Ethic&Legalitis for Coaches**

**16/YR\*VOC\*1545\*502** Nov 02-Nov 04  
Ottumwa Campus MON./WED.,6:00PM-8:40PM  
Bennett Student Services Center Rm.: 100  
Cost: \$ 35 Instructor: S. Dent

**Coaching Theory**

**16/YR\*VOC\*3000\*504** Nov 30-Dec 07  
Ottumwa Campus MON./WED.,6:00PM-8:40PM  
Bennett Student Services Center Rm.: 100  
Cost: \$ 60 Instructor: S. Dent

**Human Growth And Development**

**16/YR\*VOC\*3001\*504** Dec 09-Dec 16  
Ottumwa Campus WED./MON.,6:00PM-8:40PM  
Bennett Student Services Center Rm.: 100  
Cost: \$ 60 Instructor: S. Dent

**To Register:**

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

**Anatomy for Coaches**

**16/YR\*VOC\*3002\*504** Jan 04-Jan 11  
 Ottumwa Campus MON./WED.,6:00PM-8:40PM  
 Bennett Student Services Center Rm.: 100  
 Cost: \$ 60 Instructor: S. Dent

**Care And Prevention Of Injuries**

**16/YR\*VOC\*3003\*504** Jan 13-Jan 27  
 Ottumwa Campus WED./MON.,6:00PM-8:40PM  
 Bennett Student Services Center Rm.: 100  
 Cost: \$ 120 Instructor: S. Dent

**Ethics&Legalities for Coaches**

**16/YR\*VOC\*1545\*504** Feb 01-Feb 03  
 Ottumwa Campus MON./WED.,6:00PM-8:40PM  
 Bennett Student Services Center Rm.: 100  
 Cost: \$ 35 Instructor: S. Dent

**CENTERVILLE****Coaching Theory**

**16/YR\*VOC\*3000\*503** Sep 21-Nov 04  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 60 Instructor: C. Walker

**Human Growth And Development**

**16/YR\*VOC\*3001\*503** Sep 21-Nov 04  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 60 Instructor: C. Walker

**Anatomy for Coaches**

**16/YR\*VOC\*3002\*503** Sep 21-Nov 04  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 60 Instructor: C. Walker

**Care And Prevention Of Injuries**

**16/YR\*VOC\*3003\*503** Sep 21-Nov 04  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 120 Instructor: C. Walker

**Ethics&Legalities for Coaches**

**16/YR\*VOC\*1545\*503** Sep 21-Nov 04  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 35 Instructor: C. Walker

**Coaching Theory**

**16/YR\*VOC\*3000\*505** Dec 14-Feb 08  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 60 Instructor: C. Walker

**Human Growth And Development**

**16/YR\*VOC\*3001\*505** Dec 14-Feb 08  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 60 Instructor: C. Walker

**Anatomy for Coaches**

**16/YR\*VOC\*3002\*505** Dec 14-Feb 08  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 60 Instructor: C. Walker

**Care And Prevention Of Injuries**

**16/YR\*VOC\*3003\*505** Dec 14-Feb 08  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 120 Instructor: C. Walker

**Ethics&Legalities for Coaches**

**16/YR\*VOC\*1545\*505** Dec 14-Feb 08  
 Centerville Campus MON.,6:00PM-8:40PM  
 Centerville Physical Ed Bldg  
 Cost: \$ 35 Instructor: C. Walker

**NEW BUS DRIVER****New Bus Driver S.T.O.P.**

**16/YR\*VOC\*3049\*501** Aug 12-Aug 12  
 Ottumwa Campus WED.,6:00PM-9:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 100 Instructor: K. Simmons

**New Bus Driver S.T.O.P.**

**16/YR\*VOC\*3049\*502** Sep 02-Sep 02  
 Ottumwa Campus WED.,6:00PM-9:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 100 Instructor: K. Simmons

**New Bus Driver S.T.O.P.**

**16/YR\*VOC\*3049\*503** Oct 14-Oct 14  
 Ottumwa Campus WED.6:00PM-9:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 100 Instructor: K. Simmons

**New Bus Driver S.T.O.P.**

**16/YR\*VOC\*3049\*504** Dec 02-Dec 02  
 Ottumwa Campus WED.,6:00PM-9:00PM  
 Advanced Technology Center Rm.: 122  
 Cost: \$ 100 Instructor: K. Simmons

**BUS DRIVER INSERVICE****Annual Bus Driver In-Service**

**16/YR\*VOC\*3144\*511** Aug 17-Aug 17  
 Chariton, IA MON., 9:00AM-12:00PM

High School  
Cost: \$ 25

Instructor: R. Leer

### Annual Bus Driver In-Service

16/YR\*VOC\*3144\*501

Aug 18-Aug 18  
TUE., 1:00PM-4:00PM  
Rm.: 132  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 25

Instructor: K. Simmons

### Annual Bus Driver In-Service

16/YR\*VOC\*3144\*502

Sep 09-Sep 09  
WED., 6:00PM-9:00PM  
Packwood, IA  
High School  
Cost: \$ 25

Instructor: K. Simmons

### Annual Bus Driver In-Service

16/YR\*VOC\*3144\*503

Sep 23-Sep 23  
WED., 6:00PM-9:00PM  
Keosauqua, IA  
High School  
Cost: \$ 25

Instructor: R. Leer

### Annual Bus Driver In-Service

16/YR\*VOC\*3144\*504

Oct 07-Oct 07  
WED., 6:00PM-9:00PM  
Albia, IA  
High School  
Cost: \$ 25

Instructor: R. Leer

### Annual Bus Driver In-Service

16/YR\*VOC\*3144\*505

Nov 02-Nov 02  
MON., 6:00PM-9:00PM  
Corydon, IA  
High School  
Cost: \$ 25

Instructor: R. Leer

### Annual Bus Driver In-Service

16/YR\*VOC\*3144\*506

Nov 04-Nov 04  
WED., 6:00PM-9:00PM  
New Sharon, IA  
High School  
Cost: \$ 25

Instructor: K. Simmons

### Annual Bus Driver In-Service

16/YR\*VOC\*3144\*507

Nov 05-Nov 05  
THU., 6:00PM-9:00PM  
Bloomfield, IA  
High School  
Cost: \$ 25

Instructor: R. Leer

### Annual Bus Driver In-Service

16/YR\*VOC\*3144\*508

Nov 18-Nov 18  
WED., 6:00PM-9:00PM  
Sigourney, IA  
High School  
Cost: \$ 25

Instructor: K. Simmons

### Annual Bus Driver In-Service

16/YR\*VOC\*3144\*509

Dec 09-Dec 09  
WED., 6:00PM-9:00PM  
Rm.: 122  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 25

Instructor: R. Leer

## PS/MAPP

Through ten 3-hour meetings, prospective foster and/or adoptive parents can explore and assess their own ability to meet the needs of having foster children in their homes. Meetings are co-lead by a team comprised of an experienced social worker and an experienced foster and/or adoptive parent. Curriculum for the ten meetings provides opportunities for experimental and skill building activities to assist families through the self-assessment and mutual selection process. If you are interested in becoming a foster and/or adoptive parent, please call 1-800-243-0756. Participants are required to attend an initial orientation session.

## PS/Mapp

16/YR\*VOC\*4200\*201

Ottumwa Campus  
Rural Health Education Center

Aug 08-Oct 10  
SAT., 9:00AM-12:00PM  
Rm.: 108  
Instructor: IHCC Volunteer

## CHILDREN IN BETWEEN

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 information or to register, call 641/683-5249 or 800/726-2585, X5249. Please register/pay online at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

### Children in Between

16/YR\*VOC\*3311\*206

Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40

Aug 06-Aug 06  
THU., 6:00PM-10:00PM  
Rm.: 125  
Instructor: J. Hasley

### Children in Between

16/YR\*VOC\*3311\*207

Centerville Campus  
Centerville Training Facility  
Cost: \$ 40

Aug 25-Aug 25  
TUE., 6:00PM-10:00PM  
Rm.: 15  
Instructor: J. Hasley

## To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

**Children in Between****16/YR\*VOC\*3311\*208**Fairfield, IA  
Jefferson County Service Center  
Cost: \$ 40Sep 08-Sep 08  
TUE., 6:00PM-10:00PM  
Rm.: Conference Room  
Instructor: J. Hasley**Children in Between****16/YR\*VOC\*3311\*209**Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 40Sep 19-Sep 19  
SAT., 8:00AM-12:00PM  
Rm.: Conference Room  
Instructor: M. Dewitt**Children in Between****16/YR\*VOC\*3311\*210**Chariton, IA  
Lucas County Service Center  
Cost: \$ 40Sep 24-Sep 24  
THU., 5:30PM-09:30PM  
Rm.: Conference Room  
Instructor: J. Hasley**Children in Between****16/YR\*VOC\*3311\*211**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40Oct 01-Oct 01  
THU., 6:00PM-10:00PM  
Rm.: 125  
Instructor: J. Hasley**Children in Between****16/YR\*VOC\*3311\*212**Centerville Campus  
Centerville Training Facility  
Cost: \$ 40Oct 27-Oct 27  
TUE., 6:00PM-10:00PM  
Rm.: 15  
Instructor: J. Hasley**Children in Between****16/YR\*VOC\*3311\*214**Fairfield, IA  
Jefferson County Service Center  
Cost: \$ 40Nov 10-Nov 10  
TUE., 6:00PM-10:00PM  
Rm.: Conference Room  
Instructor: J. Hasley**Children in Between****16/YR\*VOC\*3311\*216**Chariton, IA  
Lucas County Service Center  
Cost: \$ 40Nov 19-Nov 19  
THU., 5:30PM-09:30PM  
Rm.: Conference Room  
Instructor: J. Hasley**Children in Between****16/YR\*VOC\*3311\*215**Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 40Nov 21-Nov 21  
SAT., 8:00AM-12:00PM  
Rm.: Conference Room  
Instructor: M. Dewitt**Children in Between****16/YR\*VOC\*3311\*217**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40Dec 03-Dec 03  
THU., 6:00PM-10:00PM  
Rm.: 125  
Instructor: J. Hasley**Children in Between****16/YR\*VOC\*3311\*218**

Centerville Campus

Dec 15-Dec 15  
TUE., 6:00PM-10:00PMCenterville Training Facility  
Cost: \$ 40Rm.: 15  
Instructor: J. Hasley**Children in Between-Spanish****16/YR\*VOC\*3311\*205**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40Aug 01-Aug 01  
SAT., 8:00AM-12:00PM  
Rm.: 122  
Instructor: J. Herrara**Children in Between-Spanish****16/YR\*VOC\*3311\*213**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40Nov 07-Nov 07  
SAT., 8:00AM-12:00PM  
Rm.: 122  
Instructor: J. Herrara**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. This is a prepay class. Register and pay at [www.indianhills.edu](http://www.indianhills.edu) or call 641-683-5249/800-346-4413.

**Anger Management****16/YR\*VOC\*1222\*216**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40Aug 12-Aug 12  
WED., 6:00PM-10:00PM  
Rm.: 122  
Instructor: B. Hammack**Anger Management****16/YR\*VOC\*1222\*217**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40Sep 16-Sep 16  
WED., 6:00PM-10:00PM  
Rm.: 122  
Instructor: B. Hammack**Anger Management****16/YR\*VOC\*1222\*218**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40Oct 21-Jun 16  
WED., 6:00PM-10:00PM  
Rm.: 122  
Instructor: B. Hammack**Anger Management****16/YR\*VOC\*1222\*219**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40Nov 18-Nov 18  
WED., 6:00PM-10:00PM  
Rm.: 122  
Instructor: B. Hammack**Anger Management****16/YR\*VOC\*1222\*220**Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 40Dec 16-Dec 16  
WED., 6:00PM-10:00PM  
Rm.: 122  
Instructor: B. Hammack

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

## 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

**16/YR\*DRI\*1000\*506**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 115

Aug 03-Aug 05  
MON.,TUE.,WED.,6:00PM-10:00PM  
Rm.: 127  
Instructor: T. Robinson

### Drinking Drivers

**16/YR\*DRI\*1000\*507**  
Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 115

Aug 07-Aug 08  
FRI.,6:00PM-10:00PM SAT.,  
8:00AM-5:00PM  
Rm.: Conference Room  
Instructor: B. Hammack

### Drinking Drivers

**16/YR\*DRI\*1000\*508**  
Centerville Campus  
Centerville  
Cost: \$ 115

Aug 21-Aug 22  
FRI.,6:00PM-10:00PM  
SAT.,8:00AM-5:00PM  
Rm.: 1  
Instructor: B. Hammack

### Drinking Drivers

**16/YR\*DRI\*1000\*509**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 115

Sep 01-Sep 03  
TUE.,WED.,THU.,6:00PM-10:00PM  
Rm.: 127  
Instructor: B. Hammack

### Drinking Drivers

**16/YR\*DRI\*1000\*510**  
Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 115

Sep 18-Sep 19  
FRI.,6:00PM-10:00PM  
SAT.,8:00AM-5:00PM  
Rm.: Conference Room  
Instructor: S. LaRue

### Drinking Drivers

**16/YR\*DRI\*1000\*511**  
Centerville Campus  
Centerville  
Cost: \$ 115

Sep 25-Sep 26  
FRI.,6:00PM-10:00PM  
SAT.,8:00AM-5:00PM  
Rm.: 1  
Instructor: T. Robinson

### Drinking Drivers

**16/YR\*DRI\*1000\*512**  
Ottumwa Campus

Oct 05-Oct 07  
MON.,TUE.,WED.,6:00PM-10:00PM

Advanced Technology Center  
Cost: \$ 115

Rm.: 127  
Instructor: S. LaRue

### Drinking Drivers

**16/YR\*DRI\*1000\*513**  
Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 115

Oct 16-Oct 17  
FRI.,6:00PM-10:00PM  
SAT.,8:00AM-5:00PM  
Rm.: Conference Room  
Instructor: B. Hammack

### Drinking Drivers

**16/YR\*DRI\*1000\*514**  
Centerville Campus  
Centerville  
Cost: \$ 115

Oct 23-Oct 24  
FRI.,6:00PM-10:00PM  
SAT.,8:00AM-5:00PM  
Rm.: 1  
Instructor: S. LaRue

### Drinking Drivers

**16/YR\*DRI\*1000\*515**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 115

Nov 02-Nov 04  
MON.,TUE.,WED.,6:00PM-10:00PM  
Rm.: 127  
Instructor: T. Robinson

### Drinking Drivers

**16/YR\*DRI\*1000\*516**  
Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 115

Nov 20-Nov 21  
FRI.,6:00PM-10:00PM  
SAT.,8:00AM-5:00PM  
Rm.: Conference Room  
Instructor: S. LaRue

### Drinking Drivers

**16/YR\*DRI\*1000\*517**  
Centerville Campus  
Centerville  
Cost: \$ 115

Nov 20-Nov 21  
FRI.,6:00PM-10:00PM  
SAT.,8:00AM-5:00PM  
Rm.: 1  
Instructor: B. Hammack

### Drinking Drivers

**16/YR\*DRI\*1000\*518**  
Ottumwa Campus  
Advanced Technology Center  
Cost: \$ 115

Dec 01-Dec 03  
TUE.,WED.,THU.,6:00PM-10:00PM  
Rm.: 127  
Instructor: B. Hammack

### Drinking Drivers

**16/YR\*DRI\*1000\*519**  
Oskaloosa, IA  
IHCC/Penn Service Center  
Cost: \$ 115

Dec 11-Dec 12  
FRI.,6:00PM-10:00PM  
SAT.,8:00AM-5:00PM  
Rm.: Conference Room  
Instructor: T. Robinson

### Drinking Drivers

**16/YR\*DRI\*1000\*521**  
Centerville Campus  
Centerville  
Cost: \$ 115

Dec 11-Dec 12  
FRI.,6:00PM-10:00PM  
SAT.,8:00AM-5:00PM  
Rm.: 1  
Instructor: B. Hammack

## To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)

## HIGH SCHOOL EQUIVALENCY CLASSES

Make all of your dreams come true! Start with classes to earn your High School Equivalency Diploma; then start college or pursue a career, not just a job! Students will study the 5 subject areas of reading, writing, math, science and social studies.

**Classes are FREE! Call 641-683-5189**  
***New Classes session start July 1, September 2, November 3, February 2 and April 5***

### Centerville Course Offerings

When: Mon. - Thurs.  
8:30 am – 5:30 pm  
Where: IHCC Centerville Campus  
Success Center

### Fairfield Course Offerings

When: Monday 10:00 am - 1:00 pm  
Tuesday 8:30 am – 2:30 pm  
Thursday 1:00 pm - 7:00 pm  
Where: Jefferson Co. Service Center

### Keosauqua Course Offerings

When: Monday 2:30 pm - 5:30 pm  
Tuesday 3:30 pm – 6:30 pm  
Thursday 9:00 am - 12:00 pm  
Where: Keosauqua Co. Service Center

### Oskaloosa Course Offerings

When: Monday - Wednesday 12:00 pm – 6:00 pm  
Where: Mahaska Co. Service Center

### Ottumwa Course Offerings

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

### Computer Literacy Classes

Mondays & Tuesday, 8:30 am - 9:30 am  
Wednesday & Thursday, 3:00 pm - 4:00 pm

## ELL

### Main Campus Success Center

When: Monday - Thursday 8:30 am – 12:30 pm  
When: Tuesday and Wednesday 4:00 pm – 7:00 pm

### Centerville Campus Success Center

When: Monday, Wednesday, Thursday 7:15 am – 9:15 am

### Jefferson Co. Service Center

When: Monday and Wednesday 5:00 pm – 7:00 pm

Come see us in our new English Language Learning Center, Rooms LRCO 200 & 201, above the library on the main campus

## 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](mailto:rdenner@indianhills.edu) or call 1-800-726-2585, ext. 5214.

### Commercial Driving Training

**15/CU\*TDT\*140V\*02** Aug 17-Sep 24  
IHCC North Campus MONDAY through THURSDAY  
Aviation Programs Center 8:00 am - 4:00 pm  
Rm.: 30 Cost: \$1985  
Instructor: R. Simpson

#### To Register:

To pre-register for the Commercial Driving Training contact [rdenner@indianhills.edu](mailto:rdenner@indianhills.edu) or 800-726-2585, ext 5214

### Commercial Driving Training

**15/CF\*TDT\*140V\*01** Sept 28-Nov 5  
IHCC North Campus MONDAY through THURSDAY  
Aviation Programs Center 8:00 am - 4:00 pm  
Rm.: 30 Cost: TBA  
Instructor: R. Simpson

### Commercial Driving Training

**15/CF\*TDT\*140V\*02** Nov 9-Dec 17  
IHCC North Campus MONDAY through THURSDAY  
Aviation Programs Center 8:00 am-4:00 pm  
Rm.: 30 Cost: TBA  
Instructor: R. Simpson

### Commercial Driving Training

**15/CF\*TDT\*140V\*03** Sep 12-Nov 8  
IHCC North Campus SATURDAY and SUNDAY  
Aviation Programs Center 7:00am-5:30pm  
Rm.: 30 Cost: TBA  
Instructor: R. Simpson



## Razor's Edge Leadership Series

### For New and Emerging Leaders

#### Course Schedule

September 10, 2015 - *Toolbox 101 for New Leaders*

October 8, 2015 - *What is Leadership?*

November 13, 2015 - *Leadership Now Conference* (all day event)

December 10, 2015 - *Leadership Styles*

January 14, 2016 - *Leadership in Action*

February 11, 2016 - *What Motivates Us?*

March 10, 2016 - *Working with and Leading Diverse Populations*

April 14, 2016 - *Participant Presentations*

Each of the above courses will meet from Noon to 4:00 p.m. on the Indian Hills Ottumwa campus. Cost of the entire series is \$375, this includes lunch each day. This course is limited to 30 participants, and we ask that participants ensure they can attend each date before signing up. Please note that the last day is reserved for team presentations. All participants will be assigned a team and required to read a leadership book in preparation for their presentation.

#### To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)



## COMMUNITY HEALTH CLASSES

### Pet First Aid & CPR

Learn how to respond to health emergencies and provide basic first aid for the four-legged members of your family. Practice and preparation will help you be calm and effective in an emergency, protecting you and your animal from further injury or suffering. In this program participants will learn the basics of pet first as well as pet CPR. Pet CPR will be practiced on pet mannequins and card verifying successful course completion will be awarded.

**Please do not bring your pets to class.**

16/YR\*HEA\*4200\*700  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$35.00

September 29 – September 29  
Tuesday, 6:00PM – 9:00PM

### Senior Lunch & Learns

Although open to anyone, this series of Lunch & Learn classes will feature subjects of interest, related to health, specifically for our senior population. All Senior Lunch & Learn classes will be held in the back of the IHCC cafeteria in the Arts and Sciences Complex. Participants are encouraged to use the Grandview entrance and park on the belt drive adjacent to the library (former chapel) for the most convenient parking and shortest walk. Lunch will begin at 11:30pm for each with the educational program from 12:30-1:30 pm. Reservations required, contact Sandy Berto at 641-683-5183 or email [sandy.berito@indianhills.edu](mailto:sandy.berito@indianhills.edu)

### “Benefits of Vitamin D in the Older Adult” with Tracy Clawson, RN, BSN, MSN and IHCC Nursing Instructor

August 7 – August 7

IHCC Ottumwa Campus  
Food Service Complex

Friday, 11:30AM - 01:30PM  
(Lunch at 11:30AM)

Room: back room of the main dining hall  
Tuition: \$6.00 (Includes Lunch)

### “Ready-Set-Get Steady!” with Denise Kluever, Program Director of Occupational Therapy Program at IHCC

September 11 – September 11

IHCC Ottumwa Campus  
Food Service Complex

Friday, 11:30AM - 01:30PM  
(Lunch at 11:30AM)

Room: back room of the main dining hall  
Tuition: \$6.00 (Includes Lunch)

### “Choosing Well-Long Term Care Facilities” with Dana Holland, Administrator, Good Samaritan Center

October 9 – October 9

IHCC Ottumwa Campus  
Food Service Complex

Friday, 11:30AM - 01:30PM  
(Lunch at 11:30AM)

Room: back room of the main dining hall  
Tuition: \$6.00 (Includes Lunch)

### “Clutter vs. Hoarding-What’s the Difference” with Dr. Kathleen Murray, Ottumwa Psychological Services

November 13 – November 13

IHCC Ottumwa Campus  
Food Service Complex

Friday, 11:30AM - 01:30PM  
(Lunch at 11:30AM)

Room: back room of the main dining hall  
Tuition: \$6.00 (Includes Lunch)

### “Merry Music with Miriam Kennings”

December 11 – December 11

IHCC Ottumwa Campus  
Food Service Complex

Friday, 11:30AM - 01:30PM  
(Lunch at 11:30AM)

Room: back room of the main dining hall  
Tuition: \$6.00 (Includes Lunch)

## AMERICAN RED CROSS CLASSES



Indian Hills Community College can offer any of the following classes plus additional aquatics classes at your local facility with a minimum number of students. Contact Joy at 641-683-5211 for more information.

**Lifeguard Certification-** (All inclusive course with all optional modules: Waterfront, Waterpark, Oxygen/Airway Management, Asthma, BBP, Epi Pen)

This program will teach individuals to take responsibility for the lives of the people who are participating in a variety of aquatic activities. Through videos, group discussion and hands-on practice, you'll learn teamwork, rescue and surveillance skills, First Aid, CPR/AED and other skills you need to work as a professional lifeguard. Successful completion results in a 2-year certification in Lifeguarding that includes first aid, professional-level CPR & AED, & First Aid. This class will be taught in a blended learning format where some of the lessons are completed on-line prior to the face-to-face portion of the course.

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

Enrollment is limited. Preregistration with payment is required to hold a spot. A mandatory prerequisite swim test will be held the first day of class. Individuals not passing the prerequisite swim test will be given a refund minus a \$25 fee. No refunds will be issued for cancellation three days or less prior to the first day of class.

**Prerequisites:**

- Must be at least age 15
- Swim 300 yards continuously, demonstrating breath control and rhythmic breathing—candidates may swim front crawl, breaststroke or a combination.
- Tread water for 2 minutes using legs only
- Starting in water, swim 20 yards using front crawl or breaststroke, surface dive 7-10 feet, retrieve a 10-pound object, return to the surface, swim 20 yards back to the starting point with both hands on the object, head at or near the surface and exit the water without using a ladder or steps within 1 minute 40 seconds

**Fairfield**

**16/YR\*HEA\*3022\*700**

Classes August 7, 3:00PM-10:00PM  
Roosevelt Comm. Rec. Ctr. August 8 & 9, 2015  
Fairfield, IA 8:00AM - 6:00PM  
Tuition: \$250, Card \$35

**Preregistration Deadline: July 27, 2015**

**Fairfield**

**16/YR\*HEA\*3022\*701**

Classes September 11, 3:00PM-10:00PM  
Roosevelt Comm. Rec. Ctr. September 12 & 13  
Fairfield, IA 8:00AM - 6:00PM  
Tuition: \$250, Card \$35

**Preregistration Deadline: August 31, 2015**

## Water Safety Instructor

This Water Safety Instructor (WSI) course trains instructor candidates to plan/conduct courses in the American Red Cross Swimming and Water Safety Program, with teaching strategies for water safety and drowning prevention, including explain-demonstrate-practice, rescuing swimmers, non-swimming rescues and spinal injuries. Authorization is good for 2 years. This program is being offered in a blended learning format and students must complete part of their classwork on-line, some of it prior to the listed class meeting dates.

Enrollment is limited. Preregistration with payment is required to hold a spot. A mandatory prerequisite swim test will be held before the first day of class. Individuals not passing the prerequisite swim test will be given a refund minus a \$25 fee. No refunds will be issued for cancellation three days or less prior to the first day of class. Prerequisites:

- Minimum age of 16.
- Possess a Fundamentals of Instructor Training (FIT) Certificate issued in the last year
- Demonstrate swimming skills consistent with the Stroke Performance Charts, Level 4, by swimming the following strokes: Front Crawl - 25 yards, Back Crawl - 25 yards, Breaststroke - 25 yards, Elementary backstroke - 25 yards, Sidestroke - 25 yards Butterfly - 15 yards
- Maintain position on back for 1 minute in deep water (floating or sculling)
- Tread water for 1 minute

**Fairfield**

**16/YR\*HEA\*3022\*702**

Classes August 20, 5:00PM-10:00PM  
Roosevelt Comm. Rec. Ctr. August 21 & 22  
Fairfield, IA 8:00AM - 6:00PM  
Tuition: \$225, Card \$35

**Preregistration Deadline: August 10, 2015**

**Fairfield**

**16/YR\*HEA\*3022\*703**

Classes November 3, 5:00PM-10:00PM  
Roosevelt Comm. Rec. Ctr. November 4 & 5  
Fairfield, IA 8:00AM - 6:00PM  
Tuition: \$225, Card \$35

**Preregistration Deadline: October 19, 2015**

## Basic Water Safety

This course will provide public safety personnel, camp personnel, daycare workers, school teachers, aquatic fitness instructors, aquatic therapists, and anyone who participates in aquatic activities or works around water with the knowledge and skills necessary to prevent, recognize and respond to aquatic emergencies. Successful participants will receive American Red Cross Basic Water Rescue certificate good for 3 years

**Fairfield**

**16/YR\*HEA\*3022\*704**

Roosevelt Comm. Rec. Ctr. September 19 - September 19  
Fairfield, IA Friday, 9:00AM - 3:00PM  
Tuition: \$75.00, Card: \$35.00 (with an hour for lunch on your own)

**Fairfield**

**16/YR\*HEA\*3022\*705**

Roosevelt Comm. Rec. Ctr. November 9 - November 9  
Fairfield, IA Friday, 9:00AM - 3:00PM  
Tuition: \$75.00, Card: \$35.00 (with an hour for lunch on your own)

## To Register:

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

## Learn to Swim Program & Water Exercise Classes

Indian Hills Community College's Aquatics, Health & Safety Program offers American Red Cross certified Learn to Swim classes for infants, children, teens and adults as well as water exercise classes at several community facilities in the surrounding area. Call 641-683-5281 for more information about a location near you.

**Note to Facility & Municipal Pools:** Indian Hills Offers collaborative programs to bring qualified American Red Cross Certified Instructors into your facility for programs or classes. Call 641-683-5211 for more information or to explore a collaborative program option.

## GENERAL HEALTHCARE RE-LICENSURE CLASSES, CONFERENCES & WORKSHOPS

Please check our website [www.indianhills.edu/rhep](http://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](mailto:lori.reeves@indianhills.edu) or Sandy Berto at 641-683-5183 or [sandy.berito@indianhills.edu](mailto:sandy.berito@indianhills.edu). For pre-registration call 641-683-5281 or if you would like to register online and pay by credit card, online pre-registration is available for courses whose course number starts with 15/YR. See page 3 for instructions on preregistering online.

### Technology: The Good, the Bad, and the Ugly

In this workshop Bruce Buchanan will look at the issues of social networking in the human services field. We will discuss ethical ways to utilize email, smart phones, and web conferencing. Please come for a fun interactive workshop and bring lots of questions. This will qualify for three hours of ethics for human services licensed clinicians.

**16/YR\*REL\*4097\*700**  
IHCC Ottumwa Campus  
Rural Health Educ. Ctr.  
Room: 108  
Tuition: \$45.00  
Credit: 3.0 Contact hours for Department Heads in LTC, Residential

October 16 – October 16  
Friday, 9:00AM – 12:00PM

Care Admin., 3.0 CEH's for EMS (OE), Social Workers, Nursing Home Administrators

### "Keeping Your Power in Power Struggles"

In this workshop presenter Bruce Buchanan will help individuals understand how the brain processes confrontation and then learn to recognize it within those clients needing help, redirection and de-escalation. We will discuss case examples of individuals you treat so please bring questions specifically about difficult clients who have anger management power/control problems.

**16/YR\*REL\*4097\*701**  
IHCC Ottumwa Campus  
Rural Health Educ. Ctr.  
Room: 108  
Tuition: \$45.00  
Credit: 3.0 Contact hours for Nursing, Department Heads in LTC, Residential care admin., 3.0 CEH's for EMS (FE), Social Workers, Nursing Home Administrators, Respiratory Therapy and Physical/Occupational Therapy.

October 16 – October 16  
Friday, 1:00PM – 4:00PM

### Concepts in Ventilation and Sleep Conference

The Concepts in Ventilation and Sleep Conference formerly hosted by Mahaska Health Partnership will be returning, now hosted by Indian Hills and held in the fall. Speakers from across Iowa and the Midwest will speak on a variety of topics related to respiratory care and sleep disorders. Separate respiratory care and sleep disorders tracts of classes will be offered. A vendor hall will also be available for participants to visit. A separate conference brochure will be available closer to the event. Contact Lori Reeves at [lori.reeves@indianhills.edu](mailto:lori.reeves@indianhills.edu) to receive a brochure after October 1<sup>st</sup>.

November 20 – November 20  
IHCC Ottumwa Campus  
Rural Health Educ. Ctr.  
Rooms: 108-111

Friday, 8:00AM – 4:00PM

Continuing education will be available for respiratory therapy, EMS, and Nursing, and CSTE credits will be applied for.

### MDS Submissions, CASPER Reporting System, and Case Mix Report Training

This workshop will provide the most recent information on the use and implementation of OASIS & MDS data transmission and reports on QIES systems. This training is being held in cooperation with Telligen.

**16/YR\*REL\*4385\*700**  
IHCC Ottumwa Campus  
Video Conf. Training. Ctr.  
Room: CC7  
Tuition: \$25.00  
Credit: 2.0 Contact hours for Nursing, Department Heads in LTC, Residential Care Admin., 2.0 CEH's for Social Workers, Nursing Home Administrators

September 16 – September 16  
Friday, 1:30PM – 3:30PM

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

### On-Line Nursing Continuing Education

Indian Hills Community College has partnered with CE Solutions to offer you unlimited nursing contact hours for a one-year online membership at [www.discovercesolutions.com](http://www.discovercesolutions.com).

To take advantage of this incredible offer simply:

1. Go to [www.discovercesolutions.com](http://www.discovercesolutions.com)
2. Click on the Nurse Suite button
3. Click on add to cart and continue to checkout
4. Complete the Billing and Shipping page including your license number
5. Enter the coupon code IHCC0714 for 10% off
6. Pay \$30.95 with your credit card

Once the process is complete you can choose from the many courses CE Solutions has to offer.

The easy to use system allows you to print off your certificate after completing the course and taking the test and survey. The courses are approved for nurses by the Iowa Board of Nursing and the American Nurses Credentialing Center. Sign up today!

CE Solutions  
1111 West San Marnan Drive  
Waterloo, IA 50701

Phone: 866-650-3400  
Email:  
[info@discovercesolutions.com](mailto:info@discovercesolutions.com)

## ACUTE CARE AND EMERGENCY CERTIFICATION COURSES



### All classes within this section require preregistration.

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

### Cardiac Dysrhythmias

This course will thoroughly cover cardiac dysrhythmia interpretation. Cardiac anatomy, electrophysiology and single lead ECG interpretation will be covered. Rhythms will include sinus, atrial, junctional, ventricular, blocks and pacemaker rhythms. Students will have homework between classes to complete. Books will be provided at the first day of class.

**16/YR\*REL\*4256\*700**  
IHCC Ottumwa Campus

September 29, October 6 & 13  
Tuesdays, 09:00AM - 03:30PM

### To Register:

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

Video Conf. Training Ctr. (with an hour lunch on your own)  
Room: 32  
Tuition: \$160.00, Book: \$65.00  
Credit: 18 Contact hours for nursing or respiratory therapy, 18 CEH's for EMS (FE)

### ACLS Prep Course

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

**Completion of the ACLS Prep course prior to ACLS is HIGHLY recommended.**

#### **16/YR\*REL\*4503\*703**

IHCC Ottumwa Campus  
Video Conf. Training Ctr.

Room: 125  
Tuition: \$80.00

Credit: 7.5 Contact hours for nursing or respiratory therapy, 7.5 CEH's for EMS (FE)

September 14 - September 14  
Monday, 08:00AM - 04:00PM  
(with an hour lunch on your own)

#### **16/YR\*REL\*4503\*702**

IHCC Ottumwa Campus  
Video Conf. Training Ctr.

Room: 125  
Tuition: \$80.00

Credit: 7.5 Contact hours for nursing or respiratory therapy, 7.5 CEH's for EMS (FE)

November 10 - November 10  
Tuesday, 08:00AM - 04:00PM  
(with an hour lunch on your own)

### Advanced Cardiac Life Support (ACLS) Initial

This course 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 EMT-P 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. **The online pre-test is required for admission to this course. Completion of the ACLS Prep course prior to ACLS is HIGHLY recommended.**

#### **16/YR\*REL\*4503\*704**

IHCC Ottumwa Campus  
Video Conf. Training Ctr.

Room: 125  
Tuition: \$150.00

Credit: 11.0 Contact hours for nursing or respiratory therapy, 11.0 CEH's for EMS (FE)

September 21 - September 22  
Monday- 08:00AM - 04:30PM,  
Tuesday-08:00AM - 11:30AM  
(with an hour lunch on your own)  
Other Fee: \$8.00 (Card)

#### **16/YR\*REL\*4503\*705**

IHCC Ottumwa Campus  
Video Conf. Training Ctr.

November 17 - November 18  
Tuesday- 08:00AM - 04:30PM,  
Wednesday-08:00AM - 11:30AM

Room: 125 (with an hour lunch on your own)  
 Tuition: \$150.00 Other Fee: \$8.00 (Card)  
 Credit: 11.0 Contact hours for nursing or respiratory therapy, 11.0 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 individuals must take the full provider course.

**16/YR\*REL\*4504\*703** September 08 – September 08  
 IHCC Ottumwa Campus Tuesday, 08:00AM – 04:00PM  
 Video Conf. Training Ctr. (with an hour lunch on your own)  
 Room: 125  
 Tuition: \$80.00 Other Fee: \$8.00 (Card)  
 Credit: 7.5 Contact hours for nursing or respiratory therapy, 7.5 CEH's for EMS (FE)

**16/YR\*REL\*4504\*702** September 28 – September 28  
 IHCC Ottumwa Campus Monday, 08:00AM – 04:00PM  
 Video Conf. Training Ctr. (with an hour lunch on your own)  
 Room: 125  
 Tuition: \$80.00 Other Fee: \$8.00 (Card)  
 Credit: 7.5 Contact hours for nursing or respiratory therapy, 7.5 CEH's for EMS (FE)

**16/YR\*REL\*4504\*704** November 04 – November 04  
 IHCC Ottumwa Campus Wednesday, 08:00AM – 04:00PM  
 Video Conf. Training Ctr. (with an hour lunch on your own)  
 Room: 125  
 Tuition: \$80.00 Other Fee: \$8.00 (Card)  
 Credit: 7.5 Contact hours for nursing or respiratory therapy, 7.5 CEH's for EMS (FE)

### ACLS Update (Renewal) for Practitioners

This accelerated ACLS Update course **is open only to physicians, physician assistants and nurse practitioners.** Participants are required to obtain a current ACLS book for this course. Books are available in the IHCC bookstore. **Completion of the online pre-test is required for admission to this course.**

**16/YR\*REL\*4504\*701** October 21 – October 21  
 IHCC Ottumwa Campus Wednesday, 06:00PM – 10:00PM

Video Conf. Training Ctr.  
 Room: 125  
 Tuition: \$80.00 Other Fee: \$8.00 (Card)  
 Credit: 4.0 Contact hours for nursing. **Indian Hills is NOT able to offer CME's for this course.**

### 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.**

**16/YR\*REL\*4516\*700** August 11 – August 12  
 IHCC Ottumwa Campus Tuesday and Wednesday,  
 Video Conf. Training Ctr. 08:00AM - 4:30PM  
 Room: 125 (with an hour lunch on your own)  
 Tuition: \$160.00 Other Fee: \$8.00 (Card)  
 Credit: 15 Contact hours for nursing or respiratory therapy, 15 CEH's for EMS (FE)

**16/YR\*REL\*4516\*701** October 13 – October 14  
 IHCC Ottumwa Campus Tuesday and Wednesday,  
 Video Conf. Training Ctr. 08:00AM - 4:30PM  
 Room: 125 (with an hour lunch on your own)  
 Tuition: \$160.00 Other Fee: \$8.00 (Card)  
 Credit: 15 Contact hours for nursing or respiratory therapy, 15 CEH's for EMS (FE)

**16/YR\*REL\*4516\*702** December 14 – December 15  
 IHCC Ottumwa Campus Monday and Tuesday,  
 Video Conf. Training Ctr. 08:00AM - 4:30PM  
 Room: 125 (with an hour lunch on your own)  
 Tuition: \$160.00 Other Fee: \$8.00 (Card)  
 Credit: 15 Contact hours for nursing or respiratory therapy, 15 CEH's for EMS (FE)

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

This course, based on the 2010 AHA science changes, is designed for individuals with current course completion of all PALS provider class. Students are required to obtain the current PALS book for this course and it is recommended that they obtain an ECC handbook. Books are available in the IHCC bookstore. **Completion of the pre-test is required for admission to this course.**

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

Individuals whose PALS 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 individuals must take the full provider course.

**16/YR\*REL\*4511\*701**  
IHCC Ottumwa Campus  
Video Conf. Training Ctr.  
Room: 125  
Tuition: \$80.00  
Credit: 8.0 Contact hours for nursing or respiratory therapy, 8.0 CEH's for EMS (FE)

August 31 – August 31  
Monday, 08:00AM – 04:30PM  
(with an hour lunch on your own)

Other Fee: \$8.00 (Card)

**16/YR\*REL\*4511\*702**  
IHCC Ottumwa Campus  
Video Conf. Training Ctr.  
Room: 125  
Tuition: \$80.00  
Credit: 8.0 Contact hours for nursing or respiratory therapy, 8.0 CEH's for EMS (FE)

October 05 – October 05  
Monday, 08:00AM – 04:30PM  
(with an hour lunch on your own)

Other Fee: \$8.00 (Card)

**16/YR\*REL\*4511\*703**  
IHCC Ottumwa Campus  
Video Conf. Training Ctr.  
Room: 125  
Tuition: \$80.00  
Credit: 8.0 Contact hours for nursing or respiratory therapy, 8.0 CEH's for EMS (FE)

December 07 – December 07  
Monday, 08:00AM – 04:30PM  
(with an hour lunch on your own)

Other Fee: \$8.00 (Card)

### Prehospital Trauma Life Support (PHTLS)

This course is designed to provide the student with the knowledge and skills necessary to care for patients in emergency trauma situations. The course is based on the current National Association of Emergency Medical Technician's (NAEMT's) Prehospital Trauma Life Support (PHTLS) 8th edition curriculum. Students are required to obtain a current PHTLS book for this course. Books are available in the IHCC bookstore or available through multiple on-line sources. Prerequisite: Licensure as an EMS provider or nurse.

**16/YR\*REL\*4275\*700**  
IHCC Ottumwa Campus  
Video Conf. Training Ctr.  
Room: 38- lower level  
Tuition: \$160.00 (plus students must obtain a current 8<sup>th</sup> edition PHTLS text book on their own)  
Other Fee: \$15.00 (Card)  
Credit: 16.0 Contact hours for nursing, 16.0 CEH's for EMS (FE)

October 23 – October 24  
Friday & Saturday,  
08:00AM – 05:00PM  
(with an hour lunch on your own)

### Management of the Critically Ill Patient

This program is divided into modules designed for the health care professional (nurse, paramedic, EMT, respiratory therapist) who is taking care of a critically ill patient in multiple settings, such as emergency department, critical care unit, medical/surgical units and home care. The course is divided into modules so participants may come

to one or all of the modules depending on their learning needs. The courses will provide extensive handouts, up-to-date information & CEUs in a cost-effective delivery system over the fiber optics network (ICN). Competency testing is also available.

This program is intended for Nurses, new to critical care or preparing for positions in critical care; experienced critical care nurses who desire a review; nurses working in emergency departments, medical/surgical units, telemetry, post anesthesia care units, clinics or home health who wish to enhance their current knowledge and assessment skills. Also applicable for respiratory therapists, paramedics and Critical Care Paramedics. All modules approved for nurses, respiratory care personnel & EMS.

Continuing Education has been approved for these classes for Nurses, Respiratory Therapists, Paramedics and Critical Care Paramedics. Sessions are worth 3.5 Contact Hours or CEH's.

All classes will be held in the Video Conferencing and Teleconferencing Center (VCTC) room CC6. The *course number for all classes will be 16/YR\*REL\*4013 plus the section number listed below.* Site cancellations due to insufficient enrollment will be made by 3:00pm on the Tuesday the week prior to the class date.

Date	Time	Cost	Course Title	Sect.
October 6, 13, 20, 27, November 3	8:15 - 11:45am	\$345	Cardiac Dysrhythmias	700
October 6	12:45 - 4:15pm	\$69	Cardiac Physiology & Angina	701
October 13	12:45 - 4:15pm	\$69	Myocardial Infarction	703
October 20	12:45 - 4:15pm	\$69	Valve Disease & Pericarditis	704
October 27	12:45 - 4:15pm	\$69	Congestive Heart Failure	705
November 3	12:45 - 4:15pm	\$69	Pacemakers	706

## EMS CONTINUING EDUCATION COURSES



### 24-7 On-line EMS Continuing Education

Get high-quality video-based CE courses on-line, 24-7. Over 100 courses are available and range from 1-1.5 CEU's.

### To Register:

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

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

A "seat" allows an individual to take as classes as they would like within a 12-month period, there is no limit! Individuals may register through the on-line registration process for continuing education. (See page 3) or by sending payment via mail to include name, address, DOB & email. Once paid and registered participants will receive an email in 1-2 business days with directions to a secure web site and will be given an access code to access the courses and begin their 12-month period of enrollment.

#### **16/YR\*HEA\*3100\*700**

On-line, available 24-7

Tuition: \$50.00 per seat

Credit: Each class is worth 1-1.5 CEH's - approved by CECBEMS (The Continuing Education Board for EMS)

### **Continuing Education for Auditing EMS Initial Training Classes**

Any EMS provider may earn continuing education by auditing an initial EMS training class such as an Emergency Medical Responder or EMT class. If the subject matter during the class session is "FE" in nature, the individual will earn "FE" credit. If the content is "OE" topics then "OE" credit is earned. Participants earn one continuing education hour for each hour they audit. The cost to process the continuing education is \$25 per session audited. Contact Cindy Hewitt at (641) 683-5122 or (800) 726-2585, ext. 5122 or email: [cindy.hewitt@indianhills.edu](mailto:cindy.hewitt@indianhills.edu). for information on current class schedules.

## **FIRE FIGHTER COURSES AND CONTINUING EDUCATION**



### **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 (as applicable) 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](mailto:lori.reeves@indianhills.edu).

## **OT - PT- MASSAGE THERAPY**



### **Evening Series- "Topics in Rehab"**

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

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

**September: Kinesio Taping I: The Basics****October: Kinesio Taping II: Pain, "itis", and Posture****November: Kinesio Taping III: The Fight Against Edema**

Kinesio tape therapy is a rehabilitative therapy designed to engage the natural healing process of the body while providing support and stability to the muscle and joints without restricting active range motion; this also can provide soft tissue mobilization to increase benefits of manual therapy that has been administered during treatment session. Kinesio taping is safe for most populations from the very young to the very old, is latex free, and treats a variety of diagnosis. Therapeutic taping is a valuable addition to your "tool box" and has been proven to have a great amount of positive effects throughout the body systems. Learn how to affect the fascia, muscles, ligaments, tendons, joints, skin, lymphatic and circulatory system with Kinesio taping.

**This Kinesio taping series must be taken in order. Please wear appropriate clothing for the clinical experience of taping, and bring a pair of scissors, tape for practice and a pillow.**

**September: Kinesio Taping I: The Basics**

This session will focus on the basic of kinesio taping; baseline theories about the use of kinesio tape, and the effects on the body. Participants will learn and practice the basic application of inhibition, facilitation, and stabilizing techniques as well as discuss documentation of kinesio taping.

**16/YR\*REL\*4033\*703**

IHCC Ottumwa Campus  
Rural Health Educ. Ctr.  
Room 15 (PT Lab)  
Tuition: \$30.00

Instructor: Jessica J. Johnson, OTR/L, CLT, Ottumwa Regional Health Center

Credit: 3 contact hours for PT, PTA, OT, OTA

September 15 – September 15  
Tuesday, 6:00PM to 9:00PM

Preregistration is required

**October: Kinesio Taping II: Pain, "itis", and Posture**

In this session participants will learn how to use kinesio taping to reduce pain (shoulder pain & subluxation), improve posture and treat "itis" syndromes such as bursitis and tendonitis.

**16/YR\*REL\*4033\*704**

IHCC Ottumwa Campus  
Rural Health Educ. Ctr.  
Preregistration is required  
Tuition: \$30.00

October 20 – October 20  
Tuesday, 6:00PM to 9:00PM  
Room 15 (PT Lab)

Instructor: Jessica J. Johnson, OTR/L, CLT, Ottumwa Regional Health Center

Credit: 3 contact hours for PT, PTA, OT, OTA, Nursing

**November: Kinesio Taping III: The Fight Against Edema**

In session III of this series participants will review the lymphatic system and explore how to decrease edema with use of body systems plus kinesio tape. Participants will practice and application techniques for edema (lymphedema), fascia release and bruising.

**16/YR\*REL\*4033\*705**

IHCC Ottumwa Campus  
Rural Health Educ. Ctr.  
Room 15 (PT Lab)  
Tuition: \$30.00

Instructor: Jessica J. Johnson, OTR/L, CLT, Ottumwa Regional Health Center

Credit: 3 contact hours for PT, PTA, OT, OTA, Nursing

November 17 – November 17  
Tuesday, 6:00PM to 9:00PM

Preregistration is required

**December: Utilizing the Swiss Ball for Spinal Stabilization**

Exercise and movement is necessary and beneficial for all patients. Static and dynamic stabilization techniques utilizing the Swiss ball will be shown. Beginning and advanced levels of exercise will be taught to help people progress through an entire rehab program. \*\*Participants should bring a Swiss Ball to class with them.\*\*

**16/YR\*REL\*4033\*706**

IHCC Ottumwa Campus  
Room 108  
Tuition: \$30.00

Instructor: Gene Schmitz, PT, OCS, ATC, MS, CSCS, Director of Rehab. Pella Regional

Credit: 3 contact hours for PT, PTA, OT, OTA

December 01 – December 01  
Tuesday, 6:00PM to 9:00PM  
Preregistration is required

**MASSAGE THERAPY****Essential Oils.....A Beginner's Guide**

This class is designed to explore the many benefits of using essential oils. Massage therapists as well as other healthcare professionals who are interested in incorporating essential oils into their practice or anyone who is trying to find a safe alternative for themselves or their family's health and well-being should attend. This class will provide a basic knowledge of the history of essential oils and why there are differing views on their use. Participants will explore the research, methods of application and precautions related to use of essential oils as well as discuss ways essential oils can be used safely

**To Register:**

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



in daily lives. The class will also identify resources to make informed decisions based on experts in the field.

**16/YR\*REL\*4033\*707**

IHCC Ottumwa Campus  
Video Conf. Training Ctr.  
Room 125  
Tuition: \$50

**October 24 – October 24**

Saturday, 9:00 AM to 12:00PM

Preregistration is required

Instructor: Toni Johnson, LMT, Clinical Aromatherapist, REIKI Master/  
Teacher, Author

Credit: 3 contact hours for Massage Therapy, OT/OTA, PT/PTA

## MANDATORY REPORTER – DEPENDENT ADULT & CHILD ABUSE

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

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

**Dependent Adult Abuse****16/YR\*REL\*4506\*700**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$20.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

August 13 – August 13

Thursday, 05:00PM – 07:00PM

**Child Abuse****16/YR\*REL\*4507\*700**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$20.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

August 13 – August 13

Thursday, 07:00PM – 09:00PM

**Dependent Adult Abuse****16/YR\*REL\*4506\*802**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$20.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

August 20 – August 20

Thursday, 08:00AM – 10:00AM

**Child Abuse****16/YR\*REL\*4507\*802**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$20.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

August 20 – August 20

Thursday, 10:00AM – 12:00PM

**Dependent Adult Abuse****16/YR\*REL\*4506\*701**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$25.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

September 10 – September 10

Thursday, 05:00PM – 07:00PM

**Child Abuse****16/YR\*REL\*4507\*701**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$25.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

September 10 – September 10

Thursday, 07:00PM – 09:00PM

**Dependent Adult Abuse****16/YR\*REL\*4506\*702**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$25.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

October 08 – October 08

Thursday, 05:00PM – 07:00PM

**Child Abuse****16/YR\*REL\*4507\*702**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$25.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

October 08 – October 08

Thursday, 07:00PM – 09:00PM

**Dependent Adult Abuse****16/YR\*REL\*4506\*803**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$25.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

October 01 – October 01

Thursday, 08:00AM – 10:00AM

**Child Abuse****16/YR\*REL\*4507\*803**

IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: \$25.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

October 01 – October 01

Thursday, 10:00AM – 12:00PM

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

**Dependent Adult Abuse**

**16/YR\*REL\*4506\*804** October 22 – October 22  
 IHCC Ottumwa Campus Thursday, 08:00AM - 10:00AM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00  
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

**Child Abuse**

**16/YR\*REL\*4507\*804** October 22 – October 22  
 IHCC Ottumwa Campus Thursday, 10:00AM - 12:00PM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00  
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

**Dependent Adult Abuse**

**16/YR\*REL\*4506\*703** November 12 – November 12  
 IHCC Ottumwa Campus Thursday, 05:00PM - 07:00PM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00  
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

**Child Abuse**

**16/YR\*REL\*4507\*703** November 12 – November 12  
 IHCC Ottumwa Campus Thursday, 07:00PM - 09:00PM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00  
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

**Dependent Adult Abuse**

**16/YR\*REL\*4506\*805** November 19 – November 19  
 IHCC Ottumwa Campus Thursday, 08:00AM - 10:00AM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00  
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

**Child Abuse**

**16/YR\*REL\*4507\*805** November 19 – November 19  
 IHCC Ottumwa Campus Thursday, 10:00AM - 12:00PM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00  
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

**Dependent Adult Abuse**

**16/YR\*REL\*4506\*704** December 10 – December 10  
 IHCC Ottumwa Campus Thursday, 05:00PM - 07:00PM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00

Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

**Child Abuse**

**16/YR\*REL\*4507\*704** December 10 – December 10  
 IHCC Ottumwa Campus Thursday, 07:00PM - 09:00PM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00  
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

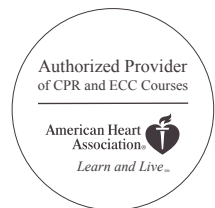
**Dependent Adult Abuse**

**16/YR\*REL\*4506\*806** December 17 – December 17  
 IHCC Ottumwa Campus Thursday, 08:00AM - 10:00AM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00  
 Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

**Child Abuse**

**16/YR\*REL\*4507\*806** December 17 – December 17  
 IHCC Ottumwa Campus Thursday, 10:00AM - 12:00PM  
 Video Conf. Training Ctr  
 Room: 125  
 Tuition: \$25.00  
 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.

AHA policy requires books be available **before, during and after the class**. Books are available for purchase at the IHCC Bookstore or may be ordered online with Laerdal, Worldpoint or Channing Bete. or contact IHCC TC Coordinator. E-mail [diana.harness@indianhills.edu](mailto:diana.harness@indianhills.edu).

**To Register:**

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

### Heartsaver CPR/AED: Adult/Child/Infant

Heartsaver adult, child, and infant CPR/AED teaches lay rescuers how to recognize and treat life-threatening emergencies, including cardiac arrest and choking for adult, child and infant victims. This course teaches rescue breathing with and without the use of barrier devices. AHA course completion card issued on successful completion of skills evaluation.

**16/YR\*HEA\*1010\*C01** September 22 – September 22  
IHCC Ottumwa Campus Tuesday, 05:30PM - 08:30PM  
Video Conference Training Ctr  
Room: 125  
Tuition: \$35.00 Other Fee: \$5.00 (Card) (\$12.00 Book)

**16/YR\*HEA\*1010\*C02** October 27 – October 27  
IHCC Ottumwa Campus Tuesday, 05:30PM - 08:30PM  
Video Conference Training Ctr  
Room: 125  
Tuition: \$35.00 Other Fee: \$5.00 (Card) (\$12.00 Book)

**16/YR\*HEA\*1010\*C03** November 24 – November 24  
IHCC Ottumwa Campus Tuesday, 05:30PM - 08:30PM  
Video Conference Training Ctr  
Room: 125  
Tuition: \$35.00 Other Fee: \$5.00 (Card) (\$12.00 Book)

### Pediatric First Aid

Heartsaver Pediatric First Aid will teach how to treat pediatric first aid emergencies until emergency medical services arrive. This course designed for those in daycare settings and teachers who deal with Pediatric emergencies. AHA course completion card issued on successful completion of skills evaluation.

**16/YR\*HEA\*2007\*C01** September 1 – September 1  
IHCC Ottumwa Campus Tuesday, 05:30PM - 08:30PM  
Video Conference Training Ctr  
Room: 125  
Tuition: \$35.00 Other Fee: \$5.00 (Card) (\$15.00 Book)

**16/YR\*HEA\*2007\*C02** November 10 – November 10  
IHCC Ottumwa Campus Tuesday, 05:30PM - 08:30PM  
Video Conference Training Ctr  
Room: 125  
Tuition: \$35.00 Other Fee: \$5.00 (Card) (\$15.00 Book)

### 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 written and skills evaluation.

**16/YR\*HEA\*1001\*C03** September 15 – September 15  
IHCC Ottumwa Campus Tuesday, 05:30PM - 09:00PM  
Video Conference Training Center  
Room: 125  
Tuition: \$40.00  
Preregistration is required.  
Other Fee: \$5.00 (card) (\$12.00 book)

**16/YR\*HEA\*1001\*C04** October 20 -- October 20  
IHCC Ottumwa Campus Tuesday, 05:30PM - 09:00PM  
Video Conference Training Center  
Room: 125  
Tuition: \$40.00  
Preregistration is required.  
Other Fee: \$5.00 (card) (\$12.00 book)

**16/YR\*HEA\*1001\*C05** November 17 -- November 17  
IHCC Ottumwa Campus Tuesday, 05:30PM - 09:00PM  
Video Conference Training Center  
Room: 125  
Tuition: \$40.00  
Preregistration is required.  
Other Fee: \$5.00 (card) (\$12.00 book)

**16/YR\*HEA\*1001\*C06** December 15 -- December 15  
IHCC Ottumwa Campus Tuesday, 05:30PM - 09:00PM  
Video Conference Training Center  
Room: 125  
Tuition: \$40.00  
Preregistration is required.  
Other Fee: \$5.00 (card) (\$12.00 book)

### BLS Healthcare Provider Instructor - Initial

This course is designed to certify participants to teach BLS according to standards set by the American Heart Association. Copy of provider card and photo ID required for instructor file.

**Pre-requisite:** current **BLS Healthcare Provider**. Prospective students **must also:**

- 1) Submit completed instructor application/with recommendation of instructor potential from providers' instructor prior to registering for the class
- 2) Align with a Training Center **prior** to taking the BLS Essentials class,
- 3) Have completed the American Heart Association BLS Instructor Essentials Course. Bring certificate of completion to class or send to TC coordinator. An AHA instructor card will be issued upon successful completion of this course and successful course monitoring. Contact IHCC AHA Training Center Coordinator **prior** to registering for this class and for more details at **(641) 683-5205**.

**16/YR\*HEA\*3500\*C03** September 25 --September 25  
IHCC Ottumwa Campus Friday, 08:30AM - 04:00PM  
Video Conference Training Center  
Room: 125  
Tuition: \$100.00  
Other Fee: \$35.00 AHA BLS Instructor Essentials course , \$33.00 BLS Instructor Manual **optional DVD \$65.00**

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

\$49.00 Heartsaver Instructor Manual **optional \$150.00 DVD**  
 \$25.00 Instructor Monitoring Fee  
 \$10.00 AHA Instructor Card (issued on successful completion)  
 \$6.00 AHA stopwatch

**Total Cost: \$ 258.00 Total cost with DVDs \$473.00** (DVDs may be purchased separately later)

Prerequisite: Current BLS Healthcare Provider card.

*Preregistration is required. Bring your own pocket mask*

### Heartsaver Instructor - Initial

This course is designed to certify participants to teach Heartsaver CPR/First Aid according to standards set by the American Heart Association. **Pre-requisite: current Heartsaver FA/CPR Provider card.** Copy of Provider card and Photo ID required.

Prospective students **must also:**

- 1) Submit completed instructor application/with recommendation of instructor potential from providers' instructor **prior** to registering for the class
- 2) Align with a Training Center **prior** to taking the Heartsaver Essentials class,
- 3) Have completed the American Heart Association Heartsaver Essentials Course **prior to instructor class.** Bring certificate of completion to class or send to TC coordinator. An AHA instructor card will be issued upon successful completion of this course and successful course monitoring. Contact IHCC AHA Training Center Coordinator **prior to registering** for this class and for more details at **(641) 683-5205.**

#### 16/YR\*HEA\*3500\*C04

IHCC Ottumwa Campus  
 Video Conference Training Center  
 Room: 125

Tuition: \$100.00

Other Fee: \$35.00 AHA BLS Instructor Essentials course  
 \$49.00 Heartsaver Instructor Manual **optional \$150.00 DVD**  
 \$25.00 Instructor Monitoring Fee  
 \$10.00 AHA Instructor Card (issued on successful completion)  
 \$ 6.00 AHA stopwatch

**Total Cost: \$ 225.00 Total cost with DVDs \$375.00** (DVDs may be purchased separately later)

Prerequisite: Current BLS 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 SCIENCES CERTIFICATE PROGRAMS

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](mailto:scott.johnson@indianhills.edu).

### Nursing Essentials I / Nurse Aide (CNA)

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 (\$465.00\*), Fees (\$20.00), Dependent Adult/Child Abuse (\$40.00), OBRA Skills Registry Exam (\$85.00) and OBRA Written Registry Exam (\$50.00). Background Check (\$52.00) - (separate check made out to IHCC prior to class.) Nursing Essentials I is billed for a total of \$712.00 for in-state students (for out-of-state students please call for the cost).

**\*Indian Hills' fall tuition rate for 2015-2016 is \$160.00 per credit hour, the new rates begin August 26, 2015.**

### Required Criminal and Abuse Background Checks

**National Background Check**-((\$32.00) –online only  
 Students who enroll in the CNA or Nursing programs will be required to complete a National Background Check through One Source:

**[www.indianhills.edu/HealthSciencesBackgroundCheck](http://www.indianhills.edu/HealthSciencesBackgroundCheck)**

- Use the above URL to go to the website and then click on "Indian Hills Community College" to complete the background check.
- Please read the instructions prior to completing the form and submitting the online payment. Payment is required to complete the check.

**State Background Check**-((\$20.00) –paper form only

### To Register:

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

The Iowa Department of Inspections and Appeals requires a State check and verification be done through Iowa Department of Human Services. Use the URL below to go to the website to print the form. [http://www.indianhills.edu/courses/docs/rhep\\_background\\_check\\_form.pdf](http://www.indianhills.edu/courses/docs/rhep_background_check_form.pdf)

- The student needs to print this form, complete it and return it to the Health Sciences Administrative Assistant.
- A cash or check payment is required at the time the form is submitted to the IHCC office.  
**The student's signature is required on this form.**

**ALL background check materials will need to be completed and submitted to the appropriate entity no later than 2 weeks prior to course start date.** Students who fail to complete the above steps prior to the course start will not be able to start the course. If the State Background check and verification is more than 30 days old, it is not valid for the CNA program and will need to be repeated at the \$20.00 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. Use the URL below to print the form.

[http://www.indianhills.edu/courses/docs/rhep\\_physical\\_exam\\_form.pdf](http://www.indianhills.edu/courses/docs/rhep_physical_exam_form.pdf)

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](http://www.indianhills.edu/RHEP) under "Certificate Programs"
- may be received via mail by calling 1-800-726-2585 ext. 5281 or 641-683-5281.

**\*\*Tuition assistance for the CNA Certificate Program may be available through the GAP Tuition Assistance program. Depending upon your financial eligibility you may be eligible for full or partial assistance with training costs.**

**15/CU\*PNN\*147\*82**  
IHCC Ottumwa Campus  
Video Conf. Training Ctr

August 03 – August 19  
Monday, Tuesday, Wednesday, &  
Thursday

Room: 46-lower level  
Tuition: See Above Listing  
Instructor: S. Johnson

**15/CF\*PNN\*147\*80**  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
(class-first seven days)  
Room: 46-lower level  
Tuition: See Above Listing  
Instructor: S. Johnson

**15/CF\*PNN\*147\*81**  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
(class-first seven days)  
Room: 46-lower level  
Tuition: See Above Listing  
Instructor: S. Johnson

**15/CF\*PNN\*147\*82**  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
(class-first seven days)  
Room: 46-lower level  
Tuition: See Above Listing  
Instructor: S. Johnson

**15/CW\*PNN\*147\*80**  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
(class-first seven days)  
Room: 46-lower level  
Tuition: See Above Listing  
Instructor: S. Johnson

Class Time: 07:45AM - 03:15PM  
(class-first seven days)  
Clinical Time: 06:30AM - 02:45PM

September 14 – September 30  
Monday, Tuesday, Wednesday, &  
Thursday  
Class Time: 07:45AM - 03:15PM  
Clinical Time: 06:30AM - 02:45PM

October 05 – October 21  
Monday, Tuesday, Wednesday, &  
Thursday  
Class Time: 07:45AM - 03:15PM  
Clinical Time: 06:30AM - 02:45PM

November 02 – November 18  
Monday, Tuesday, Wednesday, &  
Thursday  
Class Time: 07:45AM - 03:15PM  
Clinical Time: 06:30AM - 02:45PM

November 30 – December 16  
Monday, Tuesday, Wednesday, &  
Thursday  
Class Time: 07:45AM - 03:15PM  
Clinical Time: 06:30AM - 02:45PM

### OBRA Testing

IHCC offers both the OBRA Written Registry Examination and Skills Registry Examinations. Students must preregister for either test or by contacting Beckie at 1-800-726-2585 ext. 5281, 641-683-5281 or coming to the RHEP offices in the VCTC. Preregistration may be done Monday through Thursday 7:30am – 4:45pm. **Testing fees must be paid at the time of preregistration and individuals will not be able to pre-register for testing until fees are received.** If an employer or program is paying for testing a letter on company letterhead from that entity must be provided when preregistering or that entity may send an email to [rebecca.appleget@indianhills.edu](mailto:rebecca.appleget@indianhills.edu) indicating their intent to pay.

No walk-ins will be allowed for either exam. Students who pre-register and pay for testing and fail to cancel or show will forfeit their testing fee.

**OBRA Written Registry Examination -Examination fee: \$50.00.**

OBRA written examinations are computerized and will be administered on an individual basis. After pre-registering and paying for the test in the RHEP department, individu-

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

als may schedule an appointment to take the exam by calling the testing center at 641-683-5142 or 1-800-726-2585 ext. 5142. Students must provide the testing center with a receipt showing payment of testing fees when they test. Candidates must show a photo ID to test.

### OBRA Skills Registry Exam- Examination fee- \$85.00

When preregistering and paying for skills testing, students will be assigned a time to report for testing on their scheduled testing date. OBRA skills examinations will be completed on the IHCC Ottumwa Campus in the Rural Health Education Center nursing lab, rooms 17-18.

OBRA Skills Examination Dates:

August 21, 2015- #802  
 September 11, 2015- #803  
 October 2, 2015- #803  
 October 23, 2015- #804  
 November 6, 2015- #805  
 November 20, 2015- #805  
 December 18, 2015- #806

### Medication Manager

This course is designed to prepare individuals to safely administer no parenteral medications in a fifteen bed or less residential facility, child care facility, or a supervised living apartment. Emphasis is placed on the safe administration of medications from a prescription bottle and observation of obvious medication reactions. **Prerequisites: None**

**\*Indian Hills' fall tuition rate for 2015-2016 is \$160.00 per credit hour, the new rates begin August 26, 2015.**

**\*\*Tuition assistance for the Medication Manager Program may be available through the GAP Tuition Assistance program. Depending upon your financial eligibility you may be eligible for full or partial assistance with training costs.**

**15/CU\*HSC\*149\*83**  
 IHCC Ottumwa Campus  
 Video Conf.Training Ctr  
 Room: 46-lower level  
 Tuition: \$155.00  
 Instructor: M. Quinn

August 24 – August 26  
 Monday, Tuesday, &  
 Wednesday  
 09:00AM - 03:00PM  
 Other Fee: \$10.00

**15/CF\*HSC\*149\*80**  
 IHCC Ottumwa Campus  
 Video Conf.Training Ctr  
 Room: 46-lower level  
 Tuition: \$160.00  
 Instructor: M. Quinn

September 28 – September 30  
 Monday, Tuesday, &  
 Wednesday  
 09:00AM - 03:00PM  
 Other Fee: \$10.00

**15/CF\*HSC\*149\*881**  
 IHCC Ottumwa Campus

October 26 – October 28  
 Monday, Tuesday, &

Video Conf.Training Ctr  
 Room: 46-lower level  
 Tuition: \$160.00  
 Instructor: M. Quinn

Wednesday  
 09:00AM - 03:00PM  
 Other Fee: \$10.00

**15/CW\*HSC\*149\*80**  
 IHCC Ottumwa Campus  
 Video Conf.Training Ctr  
 Room: 34-lower level  
 Tuition: \$160.00  
 Instructor: M. Quinn

November 30 – December 02  
 Monday, Tuesday, &  
 Wednesday  
 09:00AM - 03:00PM  
 Other Fee: \$10.00

**15/CW\*HSC\*149\*81**  
 IHCC Ottumwa Campus  
 Video Conf.Training Ctr  
 Room: 46-lower level  
 Tuition: \$160.00  
 Instructor: M. Quinn

December 14 – December 16  
 Monday, Tuesday, &  
 Wednesday  
 09:00AM - 03:00PM  
 Other Fee: \$10.00

### Medication Aide

This course prepares the certified Nurse Aide, employed in a nursing facility, residential or assisted living facility, to safely administer non-parenteral medications under the direct supervision of a registered nurse. Theory, laboratory and clinical experiences are incorporated into the course. This program meets Federal and Iowa legislation guidelines.

**Prerequisites: Current employment in a certified nursing facility, residential or related licensed facility, or assisted living facility. Must meet state mandated requirements. Two-step TB testing (PPD) is required prior to course start.**

**\*\*Tuition assistance for the Medication Aide Program may be available through the GAP Tuition Assistance program. Depending upon your financial eligibility you may be eligible for full or partial assistance with training costs.**

**15/CF\*HSC\*147\*80**  
 IHCC Main Campus  
 Video Conf. Training Ctr

Lecture: September 14 –  
 September 24, Monday -Thursday  
 Lecture: 09:00AM - 03:00PM  
 (with a half hour for lunch on your own)  
 Clinical, September 28 –  
 October 01, Monday - Thursday  
 Clinical: 6:00AM-11:30AM  
 Other Fee: \$80.00

Room: 34  
 Tuition: \$480.00  
 Book Fee: \$80.00

### LPN Supervision

This course provides the licensed practical nurse with the knowledge and skills needed to successfully manage resident care and personnel in the health care facility. It is a required course for the licensed practical nurse as mandated by the Iowa Board of Nursing through the Iowa Administrative Code.

**100% Attendance is required.** Prerequisites: Minimum of Iowa Licensed Practical Nurse without licensure

### To Register:

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

restrictions.

**15/CF\*PNN\*831\*80**

IHCC Ottumwa Campus  
Video Conf Training Ctr  
Room: 125  
Tuition: \$240.00  
Instructor: C. Thalken

September 02 – October 07  
Wednesdays 08:00AM – 4:00PM  
(with half hour lunch on your own)  
Other Fee: \$110.00

**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.

**15/CF\*HSC\*184\*80**

IHCC Main Campus  
Video Conf. Training Ctr  
Room: 46  
Tuition: \$480.00

September 04 – November 06  
Ten Fridays, 08:00am-4:00pm  
Other Fee: \$20.00-Background  
Check- only required for  
individuals not currently working  
at a facility

## Residential Customer

### Continuing Education and Workforce Solutions Call: 1-800-346-4413

**Amy Hammack**  
683-5249 or Ext. 5249

Registration

**Rebecca Appleget or  
Mindy Baringer**  
683-5281 or Ext. 5281

Registration (Rural Health Education Partnership)

**Ashley Moyer**  
683-5227 or Ext. 5227

Executive Director, Continuing Education & Workforce  
Solutions

**Steve Allison**  
683-5187 or Ext. 5187

Real Estate, Insurance, Relicensure, Business Management,  
Computer, Business & Industry, and Driving Programs, and  
General Interest Programs

**Peggy Thie**  
683-5177 or Ext. 5177

Vocational/Technical Programs, Business & Industry,  
RELI Programs, and General Interest Programs

**Mick Lawson**  
683-5182 or Ext. 5182

Corporate and Contract Training

**Lori Reeves**  
683-5337 or Ext. 5337

EMS, Fire and Law Enforcement Continuing Education,  
Health Professions Relicensure /Continuing Education

**Sandy Berto**  
683-5183 or Ext. 5183

Health Professions Relicensure /Continuing Education

**Diana Harness**  
683-5205 or Ext. 5205

American Heart Association Programs, Physical, Occupational  
and Massage Therapy Relicensure / Continuing Education

**Joy Korthuis**  
683-5211 or Ext. 5211

American Red Cross Aquatics, Health and Safety

**Scott Johnson**  
683-5217 or Ext. 5217

Healthcare Short Term Certificate Programs; CNA,  
Medication Manager, Medication Aid, LPN Supervision,  
Activity Coordinator

## OneStop Student Service Center

Registration, Financial Aid, Grades/Transcripts, Academic and Career Advising: **641-683-5262**

Main Number: **(641) 683-5111 (800) 726-2585**

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