Continuing Education & Workforce Solutions

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

Ottumwa - Centerville
# Degree and Diploma Programs GO TO:
www.indianhills.edu/schedule to download the schedule of courses

All students are encouraged to meet with an academic counselor before registering. Counselors can help ensure that students
• meet all requirements for graduation,
• take appropriate courses for transfer,
• choose courses most appropriate to their abilities and educational/career goals.

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

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

## ADVANCED TECHNOLOGIES

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## 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 CONTINUING EDUCATION CLASSES
Log on to your internet browser and enter the following address.
www.indianhills.edu (Indian Hills Community College Home Page)
On the left side of the home page, find “Quick Links” and access the drop down menu.
Select “Web Advisor” At the IHCC Web Advisor Page, select “Continuing Education” on the right side of the page.
Next you will select “Register and Pay for Continuing Education Classes”
At this time you will be sent to a page where you can search by course number, course title, or key words. You can also refine your search by date, day, time, location, or instructor. From this search page you simply need to follow the prompts to get logged on, register and pay for your class. Please be sure to complete all required fields and have your credit card ready.

Class Title: ___________________________ Class Number: ___________________________
Name: ________________________________________________________________
Company: ______________________________________________________________
Address: _______________________________________________________________
City/State/Zip: ___________________________
Social Security No: _______________________________________________________
Day Phone: ___________________________ Evening Phone: _______________________
Make checks payable to Indian Hills Community College:
I have read & understand the registration & refund procedures for Continuing Education at Indian Hills Community College
Signature: ___________________________ Date: ___________________________

Visit our Web site at www.indianhills.edu/customlearn
Silver Scholars

Classes specifically designed for anyone celebrating life experience of 55 years or better. Enjoy small class size and a relaxed learning atmosphere.

**Introduction to Nia**
Nia is a cardiorespiratory fitness and lifestyle practice that combines movement and concepts from the power and precision of Martial Arts, emotional expression of Dance Arts, and functional practice of Healing Arts. The practice of Nia will increase your stamina, flexibility, balance, strength and coordination. You will connect to yourself and to your health in Body, Mind, Emotion and Spirit, and will experience pleasure in this full body workout. Created 30 years ago, Nia was the very first of the now popular fusion movement practices. Nia is adaptable to all levels of fitness and abilities. Every BODY is welcome!

Course Number: 16/YR NON 1485 101
TUES, April 12–May 31, 2016
10:30a.m.-11:30a.m.
Hellyer Student Life Center-Dance Room
Cost: $80.00

**Ageless Grace**
This is a fitness and wellness program of 21 Simple Tools for Lifelong Comfort and Ease. The practice of Ageless Grace promotes the “Three R’s”, the ability to respond, react, and recover efficiently and safely. Designed for all ages and all abilities, Ageless Grace emphasizes a variety of anti-aging techniques such as joint mobility, spinal flexibility, right-left brain coordination, core strength, bone density, kinesthetic learning, cognitive functioning, systemic health, balance, fall prevention, self-esteem, confidence and playfulness. The techniques are designed to be practiced in a chair to lively and familiar music. You will get a good workout, stimulate your mind, and have a very good time!

Course Number: 16/YR NON 1485 102
TUES, April 12 – May 31, 2016
1:30p.m.-2:30 p.m.
Advanced Technology Ctr- Room 122
Cost: $80.00

**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.

Course Number: 16/YR NON 4007 101
FRI, May 6, 2016
10:00a.m.-12:00p.m.
Advanced Technology Center–Rm 187
Cost: $20.00

**Social Media-Facebook & Pinterest**
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 and Pinterest. Come prepared to have some fun while learning about the amazing world of Social Media.

Course Number: 16/YR NON 1071 101
FRI, May 20, 2016
10:00a.m.-12:00p.m.
Advanced Technology Center–Rm 187
Cost: $20.00

**Let Them Eat Cake**
Are you tired of the same old cakes? Have you wondered how to make a better cake? Or how to make a French buttercream? In this class we will cover a few different types of cakes and techniques on how to improve on a cake recipe. We will also cover how to make a few different kinds of frosting so that you can impress your friends with something special at your next event. We will have some cake and frosting to take home so be sure and bring a container to bring home your frosting to finish the cake at home. $12 supply fee payable to the instructor.

Course Number: 16/YR NON 1485 102
TUES, April 12 – May 31, 2016
1:30p.m.-2:30 p.m.
Advanced Technology Ctr- Room 122
Cost: $80.00

Offerings  Spring and Summer 2016

To Register:
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
Something Smooth
There is nothing like a coconut cream pie on a warm summer day, or maybe a nice chocolate mousse and whipped topping. Have you ever tried to make these and had them flop on you? Maybe you have read some of the recipes and thought that is too hard to even try and make. Not to worry. In this class you will learn the basics of how to make pastry cream and mousse. We also will see how to build some very nice looking desserts using these simple fillings. So if you have a sweet tooth and want to learn some easy recipes to impress come and learn. There will be some hands on activities through the class. $12 supply fee payable to the instructor.

Introduction to Nia
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Feeling Saucy
Have you ever wanted to be able to make a really nice sauce to accompany your dinner? Have you watched cooking shows and heard of a beurre blanc sauce or wondered how to make a hollandaise? Well this class is for you. We will cover some basic skills to help take your dinner to the next level. We will have a hands on class here for you to practice and hone your skills. You will leave knowing how to make a few basic sauces and have the knowledge on how to build those in to endless numbers of exciting variations. $10 supply fee payable to the instructor.

SENIOR LUNCH AND LEARN PROGRAM SCHEDULE FOR 2016
Indian Hills Community College and the Rural Health Education Partnership are pleased to announce the dates and topics for the 2016 Senior Lunch and Learn Classes. Although open to anyone, these classes feature topics of interest specifically for our senior population.

These classes are located in the back room of the beautiful Hills Diner, (enter at the Chapel/Library doors on Grandview) and follow the signs. Please join us at 11:30 am for a delicious buffet lunch (cost is $6.00), followed by a speaker from 12:30 pm-1:30 pm that will address a different health related topic each month. Reservations are required in advance.

To Register:
Ottumwa: 1-800-346-4413 or 683-5281
To make a reservation or for other questions, please contact Sandy Berto, RN at IHCC at 641-683-5183 or sandy.berto@indianhills.edu.

**Date and topics of the 2016 Lunch and Learns:**

**“Can We Talk? Everything You Want Your Aging Parent to Know, But Are Too Scared to Ask!”** with Natalie Berto, LMSW, University of Iowa Hospitals and Clinics Social Work Program

April 15 – April 15
IHCC Ottumwa Campus  
Food Service Complex  
Room: Back room of the main dining hall  
Tuition: $6.00 (includes lunch)

**“Dangerous Drug Interactions!”** with Eric Carlson, R.P.H, Southside Drug in Ottumwa

May 13 – May 13
IHCC Ottumwa Campus  
Food Service Complex  
Room: Back room of the main dining hall  
Tuition: $6.00 (includes lunch)

**“Oh, My Aching Back-How to Fight Osteoporosis”** with Dr. Kimberly Brown, DNP, MSN, BSN, FNP-C, Mercy Clinic in Ottumwa

June 10 – June 10
IHCC Ottumwa Campus  
Food Service Complex  
Room: Back room of the main dining hall  
Tuition: $6.00 (includes lunch)

**“Senior Smiles!”** with Jody Williams, RDH, BS, MA, Program Director, Dental Hygiene at IHCC

July 08 – July 08
IHCC Ottumwa Campus  
Food Service Complex  
Room: Back room of the main dining hall  
Tuition: $6.00 (includes lunch)

**“10 Top Tips for Safe Driving as an Older Adult!”** with Denise Kluever, OT, Program Director of Occupational Therapy Program at IHCC

August 12 – August 12
IHCC Ottumwa Campus  
Food Service Complex  
Room: Back room of the main dining hall  
Tuition: $6.00 (includes lunch)

**“In and Out of the Joints-What is Rheumatoid Arthritis”** with Dr. Tracy Clawson, DNP, RN, BSN, MSN and IHCC Nursing Instructor

September 09 – September 09
IHCC Ottumwa Campus  
Food Service Complex  
Room: Back room of the main dining hall  
Tuition: $6.00 (includes lunch)

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**BLAST Babysitting Class**

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

**Centerville**

16/YR*NON*1081*600  
May 21 – May 21  
Mercy Medical Centerville  
Conf. Rooms A & B  
Tuition: $50.00- includes lunch, CPR book, BLAST babysitting book, first aid kit supplies, baby sitter busy bag with contents and handouts.

**Oskaloosa**

16/YR*NON*1081*601  
May 21 – May 21  
Mahaska Career Academy  
508 S. 7th, Oskaloosa  
Tuition: $50.00- includes lunch, CPR book, BLAST babysitting book, first aid kit supplies, baby sitter busy bag with contents and handouts.

**Ottumwa**

16/YR*NON*1081*602  
June 4 – June 4  
Video Conf. Training Ctr.  
Room 125  
Tuition: $50.00- includes lunch, CPR book, BLAST babysitting book, first aid kit supplies, baby sitter busy bag with contents and handouts.

**Fairfield**

16/YR*NON*1081*603  
June 11 – June 11  
Fairfield Career Academy  
401 W. Stone Ave., Fairfield  
Tuition: $50.00- includes lunch, CPR book, BLAST babysitting book, first aid kit supplies, baby sitter busy bag with contents and handouts.

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To Register:

Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
KID’S CAMPS

Indian Hills “Idol” Grades 7-12
Calling all performers! Develop your singing and stage presence skills during four individual lessons with a voice coach, where you’ll work together to select and perfect a song to sing at the closing Indian Hills Idol competition. A panel of judges will offer their feedback, and in the end, one soloist will be crowned Indian Hills Idol! Space is limited, contact the office to reserve your private lesson time so you don’t miss out on this opportunity. $10.00 fee to Instructor the first day of class for music purchase.

16/YR NON'1293'101
Ottumwa Campus
Hellyer Student Life Center
Cost: $50

Jun 06 - Jun 09
MON, 08:00AM - 08:30AM
Room: Dance Room
Instructor: S. Wilson

Sign Language - Grades 1-3
This is an introduction to American Sign Language (ASL). Through instruction, games and practice, campers will learn basic vocabulary, fingerspelling, facial grammar and beginning level conversation. Aspects of Deaf Culture will also be discussed. Class size is limited. There will be an optional book for purchase the day of class.

16/YR NON'1293'102
Ottumwa Campus
Advanced Technology Center
Cost: $25

Jun 07 - Jun 07
TUES, 09:00AM - 11:30AM
Room: 122
Instructor: L. Bishop

Sign Language - Grades 4-6
This is an introduction to American Sign Language (ASL). Through instruction, games and practice, campers will learn basic vocabulary, fingerspelling, facial grammar and beginning level conversation. Aspects of Deaf Culture will also be discussed. Class size is limited. There will be an optional book for purchase the day of class.

16/YR NON'1293'103
Ottumwa Campus
Advanced Technology Center
Cost: $25

Jun 07 - Jun 07
TUES, 12:30PM - 03:00PM
Room: 122
Instructor: L. Bishop

Sign Language - Grades 7-8
This is an introduction to American Sign Language (ASL).

Car Facts - Age 14 and up
This course is designed to inform new drivers about automotive care and general knowledge. When automobiles quit running it’s obvious you can’t drive them, it may be harder to recognize when you should not drive an automobile due to a noise. We will discuss and practice identifying abnormal and normal noises. The students in this course will also learn about basic automotive maintenance. We will discuss and practice checking all fluids, tire pressures, air filters and lights. We will demonstrate the proper method of changing a tire. The students will also learn how cars operate differently in the various seasons in Iowa. This is a hands on course that will take place in our automotive lab. Students may get dirty so please dress appropriately.

16/YR NON'1293'104
Ottumwa Campus
Advanced Technology Center
Cost: $25

Jun 09 - Jun 09
THURS, 09:00AM - 11:30AM
Room: 122
Instructor: L. Bishop

Chef for A Day!
Become a chef for a day and spend the afternoon with Chef Adam Darland, designing and preparing a menu. You will prepare an appetizer, entrée and dessert and invite a family member to dine with you at the end of the day. For an additional fee of $15.00 you can purchase your own apron and chef’s hat, please let them know at the time of registration if you would like to have one ordered for you. This class is for students ages 12 and up and space is limited so sign up early!

17/YR NON'1293'101
Ottumwa Campus
Food Service Complex
Cost: $50

Jun 17 - Jun 17
FRI, 01:00PM - 06:00PM
Room: B80
Instructor: A. Darland

Build-A-Bot Grades 6-8
During this 3 hour camp, each camper will build a two wheeled robot with a microcontroller (Arduino). They will learn the basics of an autonomous robot and will learn

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

To Register:
Ottumwa: 1-800-346-4413 or 683-5281
how create their own programs to accomplish simple task with the robot. The final task will be programming their robot to complete a maze competing against the other campers. Each camper will take home their robot at the end of the camp. Age 6th grade through 8th grade.

Junior Medical School
7th and 8th graders may attend Junior Medical School. Participants and will get the opportunity to practice a variety of simulated medical procedures.

Music Olympics - Grades K-4
If you've ever wanted to compete in your very own Olympics, now is your chance! Students will learn basic music skills through Olympic-themed games and activities. On the final day, students will participate in opening ceremonies before trying their hand at the games in the Music Olympics! Can you bring home the gold?

Web Design - Grades 5 and up
Unlock the power of the World Wide Web! Learn the fundamentals of web design and create your very own website using simple tools and programs, with optional coding features for more advanced students.

Health Exploration Day Camp
Open to 3rd and 4th graders, in this day camp students are exposed to a variety of health topics and introduced to health careers.

Health Career Camp
This camp is open to 5th and 6th graders. Students will participate in hands-on activities related to specific health careers.

To Register:
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
through a Mindcraft world. This course is designed for students ages 8-17. Please bring a set of headphones.

**Cookie & Canvas (Grades K-3) Rocket**

Our instructor will guide participants in step-by-step instruction to create your very own acrylic painting! We provide you with all the supplies you need to create your very own masterpiece! Each canvas is specially prepared and sketched out before each class, so each participant will go home with a quality painting. Colors are customizable! Multiple classes and designs are available, and each participant will receive a cookie and glass of milk during the class.

**Cookie & Canvas (Grades K-3) Dog**

Our instructor will guide participants in step-by-step instruction to create your very own acrylic painting! We provide you with all the supplies you need to create your very own masterpiece! Each canvas is specially prepared and sketched out before each class, so each participant will go home with a quality painting. Colors are customizable! Multiple classes and designs are available, and each participant will receive a cookie and glass of milk during the class.

**Cookie & Canvas (Grade 3 and Up) Owl**

Our instructor will guide participants in step-by-step instruction to create your very own acrylic painting! We provide you with all the supplies you need to create your very own masterpiece! Each canvas is specially prepared and sketched out before each class, so each participant will go home with a quality painting. Colors are customizable! Multiple classes and designs are available, and each participant will receive a cookie and glass of milk during the class.

**Cookie & Canvas (Grade 3 and Up) Giraffe**

Our instructor will guide participants in step-by-step instruction to create your very own acrylic painting! We provide you with all the supplies you need to create your very own masterpiece! Each canvas is specially prepared and sketched out before each class, so each participant will go home with a quality painting. Colors are customizable! Multiple classes and designs are available, and each participant will receive a cookie and glass of milk during the class.
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Multiple classes and designs are available, and each
participant will receive a cookie and glass of milk during
the class.

17/YR*NON*1293*110
Ottumwa Campus
Advanced Technology Center
Cost: $25

Drama Camp - Grades 5-8
Join us for a fun-filled experience where you’ll learn the
foundations of theatrical performance, including acting,
movement, and staging. Students will participate in
theatre warm-up activities and will rehearse their very
own short play for a performance at the end of the week!

17/YR*NON*1293*105
Ottumwa Campus
Arts & Sciences Complex
Cost: $120

Build to Express
Want to build something cool and unique using Legos
and your own ideas? Build to Express provides the chance
for grades 3 through 5 to use their creativity and building
skills and create solutions to a given problem. Come have
fun creating, building, and sharing during this summer
camp. Space is limited to the first 15 campers so sign up
today!

17/YR*NON*1293*112
Ottumwa Campus
Advanced Technology Center
Cost: $40

Show Choir Camp - Grades 5-8
Come join the fun as you sing and dance your way through
the popular hits of today and yesterday! Each group will
learn the fundamentals of a show choir performance,
including singing, dancing, and staging. Groups will
sing and dance to their musical numbers at the finale
performance.

17/YR*NON*1293*103
Ottumwa Campus
Hellyer Student Life Center
Cost: $80

FITNESS

Ageless Grace
This is a fitness and wellness program of 21 Simple Tools
for Lifelong Comfort and Ease. The practice of Ageless
Grace promotes the “Three R’s”, the ability to respond,
react, and recover efficiently and safely. Designed for all
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bone density, kinesthetic learning, cognitive functioning,
 systemic health, balance, fall prevention, self-esteem,
confidence and playfulness. The techniques are designed
to be practiced in a chair to lively and familiar music. You
will get a good workout, stimulate your mind, and have a
very good time!

16/YR*NON*1485*103
Oskaloosa, IA
Hair Designers
Cost: $80
Instructor: L. Smith

16/YR*NON*1485*102
Ottumwa Campus
Advanced Technology Center
Cost: $80
Instructor: J. Henderson

16/YR*NON*1485*104
Oskaloosa, IA
Hair Designers
Cost: $80
Instructor: L. Smith

17/YR*NON*1485*104
Oskaloosa, IA
Hair Designers
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Instructor: L. Smith

To Register:
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
**Introduction to Nia**

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16/YR*NON*1485*101

Ottumwa Campus  
Hellyer Student Life Center  
Cost: $80  
Apr 12 - May 31  
TUES, 10:30AM - 11:30AM  
Rm.: 105  
Instructor: L. Smith

16/YR*NON*1485*105

Oskaloosa, IA  
Hair Designers  
Cost: $80  
Apr 16 - Jun 04  
SAT, 10:00AM - 11:00AM  
Instructor: L. Smith

**Yoga for the Mind & Body**

Create balance by developing both strength and flexibility through yoga. Relieve stress, find focus and achieve peace of mind, body and spirit. This class will focus on breathing techniques, stretching, toning and relaxation. Although yoga is for everyBODY and EVERYbody, many of the yoga positions include floor exercises. If you have physical limitations or questions, please contact us. You will need to bring a yoga mat to class—yoga blocks are not required but recommended. During the summer months if weather allows, we will be holding the class outdoors. Class size is limited, therefore, participants must register and prepay prior to the class. Sorry! No walk-ins. Register and prepay at www.indianhills.edu or call 641-683-5249/800-346-4413. Namaste!

17/YR*NON*1485*201

Ottumwa Campus  
Cost: $25  
Jun 01 - Jun 29  
WED, 05:15PM - 06:15PM

17/YR*NON*1485*202

Ottumwa Campus  
Advanced Technology Center  
Cost: $20  
Jul 06 - Jul 27  
WED, 05:15PM - 06:15PM  
Rm.: 122  
Instructor: K Sisler

17/YR*NON*1485*203

Ottumwa Campus  
Advanced Technology Center  
Cost: $20  
Aug 03 - Aug 31  
WED, 05:15PM - 06:15PM  
Rm.: 122  
Instructor: K Sisler

**Golf for Everybody**

This class covers all of the basic skills needed to play golf. Grip, stance, full swing, putting, chipping and pitching are covered as well as etiquette and rules. Class will be held at Cedar Creek Golf Course. If you are already a golfer wanting to improve your game or just starting out this class if for you.

17/YR*NON*1153*101

Ottumwa, IA  
Cedar Creek Golf Course  
Cost: $60  
Jun 07 - Jul 12  
TUES, 05:30PM - 06:30PM  
Instructor: M. Lawson

**PERSONAL GROWTH**

**Seven Simple Secrets to Financial Freedom**

Does your money work for you or do you work for your money? This class is not taught by a financial guru but by a single Mom turned home business entrepreneur, homeowner, publisher, and real estate investor. This is not a get rich quick scheme but is a plan of action to help achieve the path to financial freedom. LeeAnne Krusemark is a guest lecturer nationwide and teaches online at more than 1,000 facilities worldwide. This workshop is not for those already advanced in financial matters nor does it provide any legal advice. A mandatory $20 materials fee is payable to instructor at the door for printed information to assist you in your journey to financial freedom. This is a prepay class. Please register and prepay at www.indianhills.edu or call 641-683-5249/800-346-4413.

16/YR*BUS*1254*201

Ottumwa Campus  
Advanced Technology Center  
Cost: $30  
Apr 28 - Apr 28  
THURS, 01:00PM - 03:00PM  
Rm.: 122  
Instructor: L Krusemark

**Save $ With Extreme Couponing**

Learn how to save $$$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every...
year. This comprehensive workshop will teach you where to find all different types of coupons, how to find the best coupon web sites, how to decipher coupon policies, the best way to sort and store coupons and how to find other people to trade coupons with. Feel free to bring your coupons to class for a trading session. This workshop is taught by someone who has used coupons to save thousands and has learned many couponing secrets. A mandatory $10 materials fee is payable to the instructor the day of class. This is a prepay class. Please register and pay at www.indianhills.edu or call 641-683-5249/800-346-4413.

Cash in With A Successful Home Based Business
Are you tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits at home by learning how to start a home-based business from a Chamber of Commerce past president and successful southern California entrepreneur. During this comprehensive, informative workshop, you will discover more than 100 home business ideas, mandatory legal documentation, ways to market your product/service and how to take tax deductions (this workshop included!). If you really want to succeed in a home business, this step-by-step workshop is a must! A mandatory $20 materials fee is payable to the instructor the day of class for information designed to help you long after the workshop is over. This is a prepay class. Please register and pay at www.indianhills.edu or call 641-683-5249/800-346-4413.

Make Money With A Typing/WP Business
If you can type, you can make money at home using your computer---there really is a need for your services! Prerequisite to this class is “Cash in with a Successful Home-Based Business”. Discover the secrets on how and where to find clients, 50 ways to advertise/market your services, effective home office equipment choices, 100 ways to make money with a computer and FREE national networking information. Enjoy the freedom to be your own boss, set your own hours, and have the opportunity to make more money than you ever did before. A mandatory $10 materials fee is payable to the instructor the day of class for information designed to help you long after the workshop is over. Please register and pay at www.indianhills.edu or call 641-683-5249/800-346-4413.
Dog Obedience
A well trained dog makes for happy dogs and happy people. This course is built on improving the bond between you and your dog and uses positive reinforcement. Dogs will learn six basic behaviors over the course of the class: attention, sit, down, stay & wait, leave it, and loose lease walking. In addition, the instructor will work with individual participants on any behavior problems that they might be having, such as: jumping up, mouthing, or barking. Dogs should be at least 6 months of age to take the course. Class size is limited so early registration is recommended. Pit Bulls and Staff Terriers will not be accepted in this class due to city ordinances. PLEASE DO NOT BRING YOUR DOG ON THE FIRST NIGHT. INSTEAD BRING YOUR DOG’S CURRENT RABIES CERTIFICATE.

Controlling Moles and Other Lawn and Garden Pests
Come and learn all you need to know about moles and other lawn and garden pests. This session will help to dispel myths and present facts about taking care of problems to create the desired lawn.

Sports Officiating Workshop
Have you ever thought about becoming a referee? How hard can it be? This workshop will focus on the requirements of becoming a sports official, the registration process, equipment resources, how to get games, and basically everything a person might need to know when starting out as a new official.

JEWELRY MAKING

Jewelry Making Techniques for Beginners
In this course you will learn several basic techniques for making beaded jewelry. You will learn how to string, crimp, use jump and split rings, attach clasps and make your own charms. You will need to provide your own tools for this class, round or needle nose pliers and wire cutters are both necessary. You are welcome to bring a few of your favorite beads and findings along as well. You will be provided with a basic bead kit consisting of 6’ silver bead wire, 25 crimp beads, 5 assorted clasps, 40 jump/split rings, 24” of silver chain, 20 headpins, one organizer box of assorted glass, pewter and semi-precious beads. $15 kit fee payable to the instructor.

Beginner Wire Working
A basic wire wrap is one of the most fundamental techniques in jewelry making. Mastering this simple skill will open up a wide range of new possibilities in your creative ability. In this class you will learn how to link beads and charms, make your own charms, attach beads and findings to chain and make your own earrings. You will need to provide your own tools for this class, round or needle nose pliers and wire cutters are both necessary. A kit will be provided to you. In it you will find 30 assorted head pins, 5’ ft of 20 gauge silver bead wire, 3 assorted clasps, 24” silver chain, 6 ear hooks and one organizer box of assorted glass, pewter and semi-precious beads. You are welcome to bring along a few of your favorite beads if you like but not necessary. $15 Kit fee payable to the instructor.

Stringing Fundamentals
This is a great class for new beginners to learn some basic stringing techniques as well as a simple weave technique. You will learn how to properly ensure the fit and make sure the piece lays and wears comfortably. Learn how to attach clasps and end pieces and properly make your own charms and embellishments. You will need to provide your own tools for this class, round or needle nose pliers and wire cutters are both necessary. You are welcome to bring along a few of your favorite beads and findings.

To Register:
Ottumwa: 1-800-346-4413 or 683-5249
You will be provided with a basic bead kit consisting of 6’ of stringing wire, 25 crimp beads, 3 assorted clasps, 30 assorted jump and split rings, 20 headpins, one organizer box of glass, pewter and semi-precious beads. $15 kit fee payable to the instructor.

Charm & Embellishment Making for Jewelry
In this class you will learn how to make your own charms using traditional and nontraditional jewelry findings. You will learn to make simple charms from ordinary beads and embellishments and dangles from found objects. You are encouraged to bring small objects that inspire your creativity. Examples of this could be broken, old or recycled jewelry, old keys, cufflinks, lockets, stamped metal pieces, buttons or anything small that might look neat and give your piece of jewelry a story. You will need to bring your own tools for this class, needle or round nose pliers and wire cutters are both necessary. You will be provided with a kit that will include 24” of silver chain, 2 clasps, 30 assorted jump/split rings, 24” of bead wire, 25 headpins, 10 assorted beads, and one tiny glass bottle. Each person in class will also get to choose a pendant of your choice from an assortment provided. $15 kit fee payable to the instructor.

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).

Buttercream Flowers
Learn a variety of flowers. Will need decorating icing, bags, couplers, spatulas, coloring, tips, flower nail, extra powdered sugar, Tips 3, 5, 12, 16, 20, 47, 67, 104, 150, 352, 1M and 2D.

The Science and Craft of Cooking for One
Spend time in the kitchen with Chef Adam Darland learning basic cooking applications and how to "mise en place" for a menu for the week. Everything from Lasagna to soup, this is the class for the working single professional. Learn how to stock your pantry with "building block" items. How to create versatility in different menu items. At the end of class we will enjoy our creations paired with wine!! A basic knowledge of cooking would be helpful but not necessary for this class. $10 supply fee payable to the instructor.

Sushi 101 It’s All About Rice!
In this class we will approach sushi in a very basic manner. Sushi with nori sheets, cooking the rice, slicing and cutting vegetables. And exploring techniques that shows sushi in a less intimidating light. Includes your very own sushi rolling mat to take home. $10 supply fee payable to the instructor. Space is limited so call today!

To Register:
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
ZENTANGLE

Zentangle - Flowers
Zentangle is a fascinating new art form that will take you on a creative journey to a place of peace, empowerment and unlimited potential and is beneficial to all age groups. 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. Each session of Zentangle will feature a different tangle and explore color and other mediums. Students will take home a completed project. 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. This is a prepay class. Please register and prepay at www.indianhills.edu or call 641-683-5249.

SIGN LANGUAGE

American Sign Language
Would you like to learn American Sign Language? Would you like to be totally immersed in Sign Language to learn this skill? Here is your opportunity! The instructor for this class, Elizabeth Surber, was born deaf and has communicated using American Sign Language her whole life! She will teach you how to fingerspell the alphabet and count and learn basic vocabulary. This ‘hands on’ class will include playing games to practice the skills you were taught. You will discuss deaf culture and create a ‘sign’ name for yourself. You won’t be using your voices during class to communicate so you will better understand her world! A voice interpreter will be available for the first class. Come join us! This is a prepay class. Please register and pay at www.indianhills.edu or call 641-683-5249.

AUTOMOTIVE

Automotive Maintenance I
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
MACHINE SHOP

Machine Shop Basics
Learn the general operation of the lathe, mill, drill press and pedestal grinder. Outside projects may be accepted at the instructors discretion. Otherwise, class projects will be done each session.

SMALL ENGINE REPAIR

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.

MOTORCYCLE SAFETY

Motorcycle Safety - BRC Updated
The Motorcycle Safety Foundation (MSF) Basic RiderCourse (updated) is a learn-to-ride education and training safety program that consists of the MSF Basic 3 hour eCourse to address basic motorcycle knowledge, 5 hours of classroom instruction with a RiderCoach to address rider perception and risk management, and then 10 hours of on-cycle, hands-on instruction. A course completion card may provide an insurance discount. Riders must be able to balance a bicycle to participate in the riding portion of the course, and a riding skills test must be passed for successful completion. Space is limited in each class, so pre-registration and pre-payment is required for this class. Each participant will be provided a unique log-in for the 3 hour eCourse portion of the class. (A computer lab may be made available for individuals without access to a computer and high speed internet. Please call for assistance.)

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.

HANDGUN SAFETY

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 impacted the change in current law. Handling a weapon safely is stressed. It is mandatory to provide your state-issued picture ID when attending this class. No weapons are to be brought to class. This is a prepay class. Register and prepay at www.indianhills.edu or call 641-683-5249/800-346-4413.

### HANDGUN SKILLS

**Basic Pistol Shooting**
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 or call 641-683-5249/800-346-4413.

### COMPUTER BASICS

**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.

### To Register:
Ottumwa: 1-800-346-4413 or 683-5249
To Register:
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn

**Computer Basics/Conceptos básicos de computadora**
Para el principiante! Se introducirán a todas las teclas en el teclado y como usar el ratón y otras características básicas con el fin de ayudar a aclarar cualquier confusión o miedo que podrían tener los estudiantes. En general el curso ayudara a los estudiantes tener conocimientos de informática necesarios para tener éxito en el trabajo o vida personal.

**Windows Fundamentals/Fundamentos de Windows**
Aprenderán a navegar el sistema y se les demostrarán ciertos iconos. Exploraran el menú de botón de inicio para ayudar a hacer que el ordenador sea más fácil la experiencia. Esta clase será ayudar a los principiantes a ser más hábil con el ordenador.

**BASIC INTERNET**

**Navigating the Web/Navegando la red**
Navegando la red/Navigating the Web: June 16, 2016
Discutir opciones en línea, reconocer cómo navegar la red y lugares para hacer clic. Aprenderán la diferencia entre el internet y la red (World-Wide-Web). 16/YR VOC 1021-201

**Search Engines/Motores de búsqueda**
Motores de búsqueda/Search Engines: June 23, 2016
Exploraran Google y otros buscadores para ayudar a responder preguntas o resolver problemas de la vida real. Familiarizarse con las compras en línea o ayuda con la traducción. 17/YR VOC 1021-201
Email/Correo electro’nico
Se les demostrarán como abrir una cuenta de correo electrónico y aprenderán las funciones básicas de composición de un correo electrónico. Agregarán contactos a su libreta de direcciones y archivos adjuntos a su correo electrónico. Aprenderán también a gestionar, recibir y enviar correos electrónicos.
17/YR VOC 1021-202

17/YR*VOC*1021*202
Ottumwa Campus
Advanced Technology Center
Cost: $20
Jun 30 - Jun 30
THURS, 06:30PM - 08:30PM
Instructor: R. Arreola

MS OFFICE

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.

17/YR*VOC*1029*501
Ottumwa Campus
Advanced Technology Center
Cost: $160
May 31 - Jul 05
TUES, 06:00PM - 08:40PM
Rm.: 232
Instructor: T. Reck

MS ACCESS

One Day 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.

16/YR*VOC*1029*504
Ottumwa Campus
Advanced Technology Center
Cost: $60
May 13 - May 13
FRI, 09:00AM - 04:00PM
Rm.: 232
Instructor: S. Reid

MS EXCEL

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

16/YR*VOC*1570*507
Ottumwa Campus
Advanced Technology Center
Cost: $60
Apr 11 - May 16
MON, 06:00PM - 08:40PM
Rm.: 232
Instructor: T. Reck

One Day Microsoft Excel
16/YR*VOC*1570*508
Ottumwa Campus
Advanced Technology Center
Cost: $60
Apr 15 - Apr 15
FRI, 09:00AM - 04:00PM
Rm.: 232
Instructor: T. Reck

17/YR*VOC*1570*301
Bloomfield, IA
Davis County Service Center
Cost: $60
Jun 17 - Jun 17
FRI, 09:00AM - 04:00PM
Instructor: T. Reck

17/YR*VOC*1570*302
Chariton, IA
Lucas County Service Center
Cost: $60
Jul 15 - Jul 15
FRI, 09:00AM - 04:00PM
Rm.: Computer Lab
Instructor: T. Reck

Basic Excel/Excel Basica
Excel es un programa de hoja de cálculo utilizado para organizar la información. Puede ordenar los datos y hacer cálculos. Usted aprenderá a configurar su propia básica hoja de cálculo, formato, editar y redimensionar.

17/YR*VOC*1570*201
Ottumwa Campus
Advanced Technology Center
Cost: $20
Jul 14 - Jul 14
THURS, 06:30PM - 08:30PM
Rm.: 187
Instructor: R. Arreola

MS POWERPOINT

One Day Microsoft Powerpoint
Would you like to make picture presentations like you see at weddings, graduations or at work? If so, this is the class for you! We will learn how to create beautiful slide shows that you can use and show to your boss, family or friends! You will learn how to navigate PowerPoint briefly but most of the time will be spent on making photo albums and photo presentations. We can even put these pictures to music! Bring your pictures and music on a thumb drive and become an expert at fabulous presentations! This is a prepay class. Please register and prepay at www.indianhills.edu or call 641-683-5249.

16/YR*VOC*1031*301
Albia, IA
Monroe County Service Center
Cost: $60
Jun 03 - Jun 03
FRI, 09:00AM - 04:00PM
Rm.: Computer Lab
Instructor: T. Reck

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

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

17/YR*VOC*1015*511  
Ottumwa Campus  
Advanced Technology Center  
Cost: $60  
Instructor: S. Reid

17/YR*VOC*1015*502  
Ottumwa Campus  
Advanced Technology Center  
Cost: $60  
Instructor: S. Reid

17/YR*VOC*1015*503  
Ottumwa Campus  
Advanced Technology Center  
Cost: $60  
Instructor: S. Reid

**One Day Computer**

One Day 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.

16/YR*VOC*14015*504  
Ottumwa Campus  
Advanced Technology Center  
Cost: $60  
Instructor: S. Reid

To Register:  
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
Spring and Summer 2016 Offerings

Davis County Service Center
Cost: $60

17/YR*VOC*1570*302
Chariton, IA
Lucas County Service Center
Cost: $60

17/YR*VOC*1570*501
Ottumwa Campus
Advanced Technology Center
Cost: $60

One Day Microsoft Powerpoint
Would you like to make picture presentations like you see at weddings, graduations or at work? If so, this is the class for you! We will learn how to create beautiful slide shows that you can use and show to your boss, family or friends! You will learn how to navigate PowerPoint briefly but most of the time will be spent on making photo albums and photo presentations. We can even put these pictures to music! Bring your pictures and music on a thumb drive and become an expert at fabulous presentations! This is a prepay class. Please register and prepay at www.indianhills.edu or call 641-683-5249.

E B A Y

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

16/YR*VOC*1070*510
Ottumwa Campus
Advanced Technology Center
Cost: $30

16/YR*VOC*1070*515
Centerville Campus
Centerville Library/Bookstore
Cost: $30

16/YR*VOC*1070*516
Fairfield, IA
Jefferson County Service Ctr.
Cost: $30

16/YR*VOC*1070*517
Oskaloosa, IA
IHCC/Penn Service Ctr
Cost: $30

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

16/YR*VOC*1015*512
Ottumwa Campus
Advanced Technology Center
Cost: $60

17/YR*VOC*1015*501
Bloomfield, IA
Davis County Service Center
Cost: $60

17/YR*VOC*1015*504
Centerville Campus
Centerville Library/Bookstore
Cost: $30

To Register:
Ottumwa: 1-800-346-4413 or 683-5249
CLASE DE COMPUTACIÓN PARA PERSONAS QUE HABLAN INGLÉS LIMITADO

¿Desea expandir sus habilidades de computación, pero no puede porque su idioma es limitado? En este curso, los estudiantes aprenderán los fundamentos de Word, Excel, PowerPoint y la red. Este curso proporcionará a los estudiantes con las herramientas necesarias para sentirse cómodo y seguro durante el uso de un ordenador en su vida personal y profesional. El curso está dividido entre sesión uno: informática básica, para los estudiantes que empiezan a usar el ordenador. Para los estudiantes con niveles avanzados pueden saltar a las sesiones con sus habilidades. Esta es una clase de paga por adelantado (prepagada). Registrarse y pagar en la red www.indianhills.edu o llamar al 641-683-5249/800-346-4413 (Tenga a mano un traductor disponible si es necesario). Las clases se llevarán a cabo en el edificio de Advanced Technology Center, cuatro 187, de 6:30-8:30 p.m.

Conceptos básicos de computadora/Computer Basics
Para el principiante! Se introducirán a todas las teclas en el teclado y cómo usar el ratón y otras características básicas con el fin de ayudar a aclarar cualquier confusión o miedo que pudieran tener los estudiantes. En general el curso ayudará a los estudiantes tener conocimientos de informática necesarios para tener éxito en el trabajo o vida personal.

Fundamentos de Windows/Windows Fundamentals
Aprenderán a navegar el sistema y se les demostrarán ciertos iconos. Explorarán el menú de botón de inicio para ayudar a que el ordenador sea más fácil la experiencia. Esta clase será ayudar a los principiantes a ser más hábil con el ordenador.

Navigando la red/Navigating the Web
Discutir opciones en línea, reconocer cómo navegar la red y lugares para hacer clic. Aprenderán la diferencia

To Register:
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
**SMART DEVICES**

*Smart Devices for “Dummies” - Android*

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

16/YR*NON*1260*505
Oskaloosa, IA
IHCC/Penn Service Ctr
Cost: $30

16/YR*NON*1260*507
Ottumwa Campus
Advanced Technology Center
Cost: $30

17/YR*NON*1260*501
Fairfield, IA
Jefferson County Service Ctr.
Cost: $30

17/YR*NON*1260*502
Oskaloosa, IA
IHCC/Penn Service Ctr
Cost: $30

17/YR*NON*1260*504
Keosauqua, IA
Van Buren County Service Ctr
Cost: $30

**SOCIAL MEDIA**

*Social Media Basics*

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

16/YR*VOC*1071*514
Centerville Campus
Centerville Library/Bookstore
Cost: $30

16/YR*VOC*1071*513
Sigourney, IA
Keokuk County Service Center
Cost: $30

16/YR*VOC*1071*516
Ottumwa Campus
Advanced Technology Center
Cost: $30

17/YR*VOC*1071*501
Fairfield, IA
Jefferson County Service Ctr.
Cost: $30

17/YR*VOC*1071*503
Centerville Campus
Centerville Library/Bookstore
Cost: $30

17/YR*VOC*1071*502
Oskaloosa, IA
IHCC/Penn Service Ctr
Cost: $30

17/YR*VOC*1071*504
Keosauqua, IA
Van Buren County Service Ctr
Cost: $30

**Entrepreneurship/Small Business**

*Free Tools for Small Business*

They say the best things in life are free. In this course we will discuss the many free and low cost resources available to small businesses. We will look at software and web based tools suitable for any industry, and we’ll explore resources based locally within the region. These tools are suitable for both startups and established firms, and are designed to help you save time and money. Free is both the theme and the cost of this course.

16/YR*BUS*1270*503
Ottumwa, IA
Regional Entrepreneurship Ctr
Cost: FREE

16/YR*BUS*1207*304
Ottumwa, IA
Regional Entrepreneurship Ctr
Cost: FREE

**Ottumwa Business Start-Up**

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

16/YR*BUS*1270*503
Ottumwa, IA
Regional Entrepreneurship Ctr
Cost: FREE

16/YR*BUS*1207*304
Ottumwa, IA
Regional Entrepreneurship Ctr
Cost: FREE

**Residential Real Estate Flipping**

In this 2 hour class you’ll learn how to identify houses that are diamonds in the rough and where to go from there. Students will learn techniques for recognizing the right property, partnering with contractors, how much to

To Register:
Ottumwa: 1-800-346-4413 or 683-5249
invest in the remodel, and more. You’ll also learn about opportunity costs and maximizing your return to provide a nice secondary income. Bring your questions and get ready to start your house flipping adventure!

**Maximize Profit with Smart Pricing Strategies**

Getting pricing right is a constant challenge for entrepreneurs. If we charge too much, we’re afraid of losing customers. If we charge too little, we’re leaving money on the table, and may run ourselves out of business. In this course students will learn three common methods for establishing a price for their product or service. We’ll look at cost based pricing, value based pricing, and competition based pricing, and help you identify what works best for your situation. Overcome your pricing challenges – enroll today!

**The Art of Selling**

The need for sales exists in every business; without it there is no need for the product or service to exist. This class is designed to introduce the basic principles of selling. Included are the concepts of features and benefits, supply and demand, and negotiation. A basic personal selling and telesales process are outlined and closing techniques discussed. If you want to enhance your sales skills, this is the class for you!

**Idea vs Opportunity: Is your Product What Customers Want?**

Do you have an idea for an innovative new product or service? Great! Unfortunately a cool idea doesn’t always mean you have a business opportunity. In this class you’ll learn how to differentiate between ideas and opportunities by getting in the heads of your potential customers. You will learn simple but effective methods for evaluating your ideas and improving them when necessary. You will learn how to solve the problems your customers are facing, and make your solutions more valuable to them. Even if you don’t have an idea yet, this class can help you know what to look for when that moment of inspiration hits.

**Get Your Business Online with Google**

As a small business owner you know how hard it is to reach potential customers. One free and easy way to drive traffic to your business is to have your business listed on Google. We’ll show you how to list your hours, contact information, and more. As a Google partner Indian Hills will help expedite the process of putting your business on the map. Space is limited, so register today!

**BUSINESS QUICKBOOKS**

**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 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
AG QUICKBOOKS

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 or call 641-683-5249/800-346-4413.

17/YR*BUS*1407*201
Ottumwa, IA
Regional Entrepreneurship Ctr
Cost: $65

Regional Entrepreneurship Ctr
Regional Entrepreneurship Ctr

“All of the above”. In this course, we will discuss the best uses and best practices for the most popular platforms (Facebook, Twitter, Google+, and Instagram), determine the most effective platforms to reach your audience, and optimize your pages for promotion, growth and continued engagement. If you currently have social media accounts, bring your usernames and passwords. Computers will be available, but students are encouraged to bring their own laptops if possible.

16/YR*BUS*1280*301
Apr 25 - Apr 27
Corydon, IA
Wayne County Service Center
Cost: FREE
Instructor: B. Ziegler

16/YR*BUS*1280*302
Jun 23 - Jun 30
Centerville Campus
Centerville Campus

Advanced Social Media for Businesses & Organizations
In this advanced class business owners, managers and leaders of varying types of organizations will dive deeper into further developing and enhancing your social media pages and campaigns. We’ll discuss free marketing tactics on Facebook and Twitter, as well as gain a basic understanding of paid advertising for the two main platforms. You’ll learn methods for effective social media management and explore tools which can help your business or organization’s social presence thrive. Be sure to bring your usernames and passwords for existing social media accounts. Computers will be available, but students are asked to bring their own laptops if possible. Participants are strongly encouraged to take “Introduction to Social Media for Businesses & Organizations” prior to taking the advanced course.

16/YR*BUS*1261*301
May 9 - May 11
Centerville Campus
Centerville Campus

Retail Merchandising & Visual Display
What is visual merchandising? It’s about what you see; how a customer feels; the experience. It’s about selling the items and/or services you have to offer. Lastly, it’s more important (and more attainable) than you ever thought possible! Understand the Why, the What, the Where, and the How of retail merchandising & visual display and what errors to avoid. In this course, we not only discuss theories and concepts, but we’ll put what is learned into practice with real-world activities and skill-building exercises that will help you better your business.

16/YR*BUS*1261*302
May 9 - May 11
Centerville Campus
Centerville Campus

To Register:
Ottumwa: 1-800-346-4413 or 683-5249
Navigating Small Claims Court
Selling products or services on credit is part of being a business owner, but what do we do when our customers don't pay their bills? At what point should we consider legal action to reduce our accounts receivable? In this class we'll help you understand the small claims court process, so that your small business can take action against these non-payers. Taking a customer to court may seem like a daunting task, but we'll explain the process and make it as simple as possible.

Hiring to Firing: Finding the Right People for Your Company
Employees can be your best asset and your worst nightmare. In this class you'll learn helpful hints for hiring, including creating job descriptions and modern hiring practices. Once you have employees, you need to retain them, so we'll help you learn how to retain your quality employees. We'll also look at how to handle termination of employees that just don't work out. Hiring and firing can be incredibly stressful, but this class will help you handle these situations the right way. Sign up today!

Business Succession Planning
Do you own a business? What will happen to your business when it's time to retire, or if something unexpected would prevent you from continuing to operate the business? In this class we'll look at preparing your business for a future owner, and considerations you need to make before selling or transitioning your business to new owners. Don't be without a plan for the next generation of your business, register today!

To Register:
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
Taming the Time and Organization Management Monster
As a busy entrepreneur you may feel like there just aren’t enough hours in the day to get everything done. In this three hour seminar you will learn how to set clear and effective goals and multi-task for maximum efficiency. Tools and concepts that will be covered include: establishing priorities, setting up practical organizational systems, utilizing checklists, power questions and statements, and techniques to manage interruptions, time wasters and unexpected events.

17/YR*BUS*2003*301
Centerville Campus
Centerville Training Facility
Cost: FREE

17/YR*BUS*2003*302
Corydon, IA
Wayne County Service Center
Cost: FREE

VOCATIONAL
ELECTRICAL/PLUMBING/Mechanical/Safety Relicensure

Electrical 6-HR Course
This Electrical CEU course consists of 6 hours approved for Electrical Code towards the State of Iowa electrical licenses. Curriculum will consist of (3) 2-hour classes: 101 NEC Rules, Understanding the NEC Vol. 1, and Understanding the NEC Vol. 2. The total discounted cost for this day is $125. This class is in partnership with The CEU Authority. Please register/prepay at 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. Take a day of classes and SAVE! Cancellation is requested three business days prior to the class taking place.

Going Green: Plumbing & Mechanical System
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, 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.

To Register:
Ottumwa: 1-800-346-4413 or 683-5249
This course costs $149; Take a day of classes and SAVE! Cancellation is requested three business days prior to class taking place.

**Basic Motor Controls**
This 4-hour Code class covers the National Electrical Code requirements for agricultural buildings, including: wiring methods permitted; enclosure and box rules; protection against dust, moisture, and corrosion; GFCI protection; motors and luminaires; supply to buildings from a distribution point; grounding and bonding; conductor sizing; disconnecting means; overcurrent protection; identification of distribution points; and the equipotential bonding plane. Participants will need a copy of the 2014 National Electrical Code, highlighters, calculator, notebook and pencils. This is a prepay class. Register and prepay at www.indianhills.edu or call 641-683-5249/800-346-4413.

**Intermediate Motor Controls**
This 8-hour non-Code course introduces the student to more complex motor control circuits. Learn interlocking, time delay, reversing, latching, reduced voltage starting, and braking circuits. Practice wiring circuits in a laboratory setting using actual control devices. Participants should bring: notebook, pencils, safety glasses, multi-meter, wire strippers, screwdrivers, and long nosed pliers. Maximum class size: 10. This is a prepay class. Register and prepay at www.indianhills.edu or call 641-683-5249/800-346-4413.

**Agricultural Wiring**
This 4-hour Code class covers the National Electrical Code requirements for agricultural buildings, including: wiring methods permitted; enclosure and box rules; protection against dust, moisture, and corrosion; GFCI protection; motors and luminaires; supply to buildings from a distribution point; grounding and bonding; conductor sizing; disconnecting means; overcurrent protection; identification of distribution points; and the equipotential bonding plane. Participants will need a copy of the 2014 National Electrical Code, highlighters, calculator, notebook and pencils. This is a prepay class. Register and prepay at www.indianhills.edu or call 641-683-5249/800-346-4413.

**Overcurrent Protection**
This 2-hour Code 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. Participants will need a copy of the 2014 National Electrical Code, highlighters, calculator, notebook and pencils. This is a
prepay class. Register and prepay at www.indianhills.edu or call 641-683-5249/800-346-4413.

17/YR*REL*2959*201
Ottumwa Campus
Advanced Technology Center
Cost: $99

**Box Sizing**
This 2-hour interactive Code class covers box sizing calculations for residential, commercial, and industrial applications, including metallic and nonmetallic boxes, junction and pull boxes, and conduit bodies. Participants will need a copy of the 2014 National Electrical Code, highlighters, calculator, notebook and pencils. This is a prepay class. Register and prepay at www.indianhills.edu or call 641-683-5249/800-346-4413.

17/YR*REL*2957*201
Ottumwa Campus
Advanced Technology Center
Cost: $99

**INDUSTRY READINESS CERTIFICATION**
The 50-Hour Industry Readiness Certificate is for individuals wanting to advance their knowledge of manufacturing principles with the goal of starting a career or business in the advanced manufacturing industry. Advanced manufacturing is an important part of the economy in SE Iowa and there are many jobs available for individuals who are motivated to acquire the skill sets necessary to begin your career. This non-credit certificate includes 9 training modules: 1) Intro to Manufacturing/Lean Principles & Tools 2) Manufacturing Math for Entry Level Positions 3) Mapping of Manufacturing Processes 4) Computer Skills 5) Measurement 6) Communication Skills & Etiquette 7) Problem Solving: Critical & Creative Thinking 8) 5S Workplace Organization 9) Putting it All Together. Other components of the 50-Hour Industry Readiness Certificate includes 10-Hour Construction OSHA as well as NCRC (National Career Readiness test). This Industry Readiness Certificate program is recognized by companies in the IHCC 10-county region and is a valuable tool to include in your employment package. Don’t miss this opportunity! Tuition is $1395.00 Call to register and see if you qualify for free tuition. Maximum class size is 12. Register online at www.indianhills.edu or call 641-683-5249/800-346-4413.

**Intro to Mfg/Lean Principles & Tools**
16/YR*VOC*5027*207
Ottumwa, IA
Regional Entrepreneurship Ctr
Instructor: B Better Training

**Mfg Math for Entry Level Positions**
16/YR*BUS*1051*207
Ottumwa, IA
Regional Entrepreneurship Ctr
Instructor: B Better Training

**Mapping of Mfg Processes**
16/YR*BUS*1009*208
Ottumwa, IA
Regional Entrepreneurship Ctr
Instructor: B Better Training

**Computer Skills**
16/YR*VOC*1019*215
Ottumwa Campus
Advanced Technology Center
Instructor: B Better Training

**Measurement**
16/YR*BUS*1051*208
Ottumwa, IA
Regional Entrepreneurship Ctr
Instructor: B Better Training

**Communication Skills & Etiquette**
16/YR*VOC*4036*204
Ottumwa, IA
Regional Entrepreneurship Ctr
Instructor: B Better Training

**Problem Solving: Critical Thinking Skills**
16/YR*VOC*3258*204
Ottumwa, IA
Regional Entrepreneurship Ctr
Instructor: B Better Training

**5S Workplace Organization**
16/YR*VOC*5027*208
Ottumwa, IA
Regional Entrepreneurship Ctr
Instructor: B Better Training

**Putting It All Together**
16/YR*VOC*1009*209
Ottumwa, IA
Regional Entrepreneurship Ctr
Instructor: B Better Training

To Register:
Ottumwa: 1-800-346-4413 or 683-5249
LEAD SAFE RENOVATOR-RENEWAL

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

WELDING CERTIFICATION

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

HUMAN RESOURCES

Drug Testing Training
Iowa employers requiring their employees to submit to drug and alcohol testing under the Iowa Drug Testing law are required to send supervisory personnel involved with drug or alcohol testing to a minimum of two hours of initial training and to attend, on an annual basis thereafter, a minimum of one hour of training. Testing done under U.S. Department of Transportation regulations require supervisors of safety-sensitive drivers to attend at least one hour of training on signs and symptoms of drug and alcohol abuse and the indicators used in making determinations for reasonable suspicion testing.

Are you in compliance with the provisions of the Iowa Drug Testing statute or the DOT drug testing requirements? If not, here is your opportunity to become compliant. The training will cover the requirements of the Iowa Drug Testing law, recognition of evidence of employee alcohol or drug use, documentation employee drug or alcohol abuse and action plans for employees who abuse alcohol or drugs. This is a prepay class. Register and pay at www.indianhills.edu or call 641-683-5249/800-346-4413.

Bridging the Generational Gap in the Workplace
Do you work in an environment of many generations? In this session, participants will learn strategies to blend the four different generations into a positive and productive team. The content is not just a stereotype of each generation, but rather a resource on how each generation has its own signature when it comes to personal and lifestyle characteristics, historical timelines, and workplace characteristics.

With that baseline of knowledge, participants will gain an insight into each generation’s tendencies when it comes to values, attitudes, behaviors, expectations, habits, and motivational buttons. When these issues are not understood, generational differences can negatively affect: recruitment and retention, team building, implementation of change, motivation, communication, productivity and work ethic.

To Register:
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
Participants will not only walk away with practical strategies of how to overcome generational barriers in the workplace but will also find value in the diversity of the four generations. This is a prepay class. Register and pay at www.indianhills.edu or call 641-683-5249/800-346-4413.

Legal Aspects of Health Insurance
16/YR'REL*2069*503
Ottumwa Campus
Advanced Technology Center
Cost: $39

Life Insurance Options in Estate Planning
16/YR'REL*2097*502
Ottumwa Campus
Advanced Technology Center
Cost: $99

Essentials of Insurance Taxation
17/YR'REL*2123*501
Ottumwa Campus
Advanced Technology Center
Cost: $79

Personal Financial Planning
17/YR'REL*2085*501
Ottumwa Campus
Advanced Technology Center
Cost: $79

Senior Care
17/YR'REL*2079*501
Ottumwa Campus
Advanced Technology Center
Cost: $79

CHILD CARE/DAYCARE PROVIDER

Actions Speak Louder Than Words
This class will give a childcare provider the tools to benefit you and the children in your care. The class will cover a list of health-related behaviors to role model for children. It will also differentiate between desirable and undesirable modeling of behaviors and interpret parents’ expectations of the caregiver. You will set personal goals and develop plans for role modeling positive nutrition and physical activities. This class will be taught by Patricia Steiner. Patricia earned her BS through Iowa State in Home Economics Journalism. Her MS is in Adult and Extension Education. Patricia currently is serving as Human Sciences Specialist in Nutrition & Wellness. She has extensive teaching experience with adults and youth throughout her years with Extension and Outreach. This class will be located at the Jefferson County Extension Office (Fairgrounds—2606 W. Burlington—Fairfield). This course is FREE to all childcare providers in homecare,

To Register:
Ottumwa: 1-800-346-4413 or 683-5249
community daycare, pre-school and kindergarten settings. It is requested that you register online at www.indianhills.edu or call 641-683-5249/800-346-4413.

SERV SAFE
Serv Safe Course/Testing is designated for foodservice owners, operators, managers and supervisors in order to achieve certification on food safety mandates and requirements. Materials have been developed by the National Restaurant Association Educational Foundation. The course fee includes the current edition of ServSafe Essentials, course materials and test. This is a prepay class. Please register and prepay at 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 setup a class in your area.

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 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 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 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.
# Ethics & Legalities for Coaches

**17/YR*VOC*1545*501**

Ottumwa Campus  
Bennett Student Services Ctr  
Cost: $35

**Coaching Theory**

**16/YR*VOC*3000*511**

Centerville Campus  
Centerville Physical Ed Bldg  
Cost: $60

**Human Growth And Development**

**17/YR*VOC*3001*502**

Centerville Campus  
Centerville Physical Ed Bldg  
Cost: $60

**Anatomy for Coaches**

**17/YR*VOC*3002*502**

Centerville Campus  
Centerville Physical Ed Bldg  
Cost: $60

**Care And Prevention Of Injuries**

**17/YR*VOC*3003*502**

Centerville Campus  
Centerville Physical Ed Bldg  
Cost: $120

**Ethics & Legalities for Coaches**

**17/YR*VOC*1545*502**

Centerville Campus  
Centerville Physical Ed Bldg  
Cost: $35

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**Fees**

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/prepay online at www.indianhills.edu

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**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/prepay online at www.indianhills.edu

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**To Register:**

Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
PS/MAPP

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.

DUI DRINKING DRIVERS CLASS-COURT MANDATED

Drinking Drivers

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.

To Register:
Ottumwa: 1-800-346-4413 or 683-5249
EARN YOUR HIGH SCHOOL EQUIVALENCY DIPLOMA

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

New class sessions starting in March and April. Classes are FREE! It just takes one phone call to get started. 641.683.5189.

Centerville Course Offerings
When: Mon. - Thurs.
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 10:00 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 10:30 am - 11:30 am
Where: Keosauqua Co. Service Center

Oskaloosa Course Offerings
When: Monday - Wednesday 12:00 pm - 6:00 pm
Where: Mahaska Co. Service Center
Tuesday - Thursday 9:00 am - 3:00 pm

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
Wednesday & Thursday, 3:00 pm

ELL

English Language Learning Center
We hope you’ll visit our new English Language Learning Center, located on the Main Campus, above the Library in LRCO. We have tutoring available from 8:30 am to 8 pm Monday through Wednesday, and from 8:30 am to 4:30 pm on Thursday. Classes and services are free. Please call 641.683.5210 for more information.

ELL Class Offerings:

OTTUMWA
ELL Center
Beginning Level
When: Monday and Tuesday 8:30 – 12:30

Intermediate Level
When: Wednesday and Thursday 8:30 – 12:30

Evenings
When: Tuesday and Wednesday 4:00 – 7:00

JBS (for employees)
When: Monday - Thursday 12:00 – 5:00 pm

OSKALOOSA
IHCC William Penn Center,
When: Monday and Tuesday 6:00 – 8:00

FAIRFIELD
Jefferson Co. Service Center
When: Monday and Wednesday 5:30 – 7:30

EARN YOUR HIGH SCHOOL QUIVALENCY DIPLOMA

Continue your education or start your career!

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

The 50-hour Industry Readiness Certificate is for individuals wanting to advance their knowledge of manufacturing principles with the goal of starting a career or business in the advanced manufacturing industry. Advanced manufacturing is an important part of the economy in SE Iowa and there are many jobs available for individuals who are motivated to acquire the skillsets necessary to begin their career.

This non-credit certificate includes 9 training modules, 10 hr. Construction OSHA and the National Career Readiness Certificate (NCRC) test.
Each of the 9 interactive training modules include hands-on application of manufacturing principles within the context of a simulated manufacturing company.

The components of the IRC are listed below:

- **Introduction to Manufacturing & Lean: Principles & Tools (5 hrs.)**
  Manufacturers are challenged every day to improve quality and reduce cost. After an introduction to manufacturing and the simulated manufacturing company, the participants will learn the basic principles and tools of Lean Manufacturing by applying them to a hands-on simulation of a manufacturing process. Learn to define value from the customers’ perspective in order to see waste, then employ strategies to eliminate it.

- **Manufacturing Math for Entry Level Positions (4 hours)**
  Most manufacturing jobs require basic math skills. Learn how to apply the principles of addition, subtraction, multiplication and division to daily manufacturing work and problem solving. Learn to work with whole numbers as well as fractions and decimals. Apply those skills to interpret manufacturing documents and understand basic charts and graphs related to productivity, quality and other metrics in the workplace.

- **Mapping of Manufacturing Processes (4 hrs.)**
  Value stream maps are used by manufacturers to understand the flow of materials and information within the manufacturing process. Process maps are often created to identify all steps to deliver a requested product or service. Learn how to create and read a basic value stream map and process map. Understand the language and symbols and see how each identifies opportunities for improvement.

- **Computer Skills (4 hrs.)**
  Writing an email, creating an Excel spreadsheet or using specific company software are all important skills in manufacturing. Most manufacturers now use computer systems to support operations. Learn how to use a basic email & calendar system and create documents in Word and Excel.

- **Measurement (4 hrs.)**
  Having the ability to use a variety of measuring tools and instruments is a critical skill for many manufacturing jobs. The participants will learn how to read a basic part print and use a variety of measuring instruments and tools to include rulers, tape measures, thermometers, calipers, micrometers, scales and gauges.

- **Communication Skills & Etiquette (4 hrs.)**
  Workers in manufacturing are involved in sharing information every day. Learn strategies for clearly communicating in the manufacturing environment. Practice listening and sharing ideas clearly both verbally and in writing. Participants will also learn appropriate communication etiquette in the workplace relating to cell phones and email.

- **Problem Solving: Critical & Creative Thinking Skills (4 hrs.)**
  Critical thinking skills are critically important in the workplace and in life! Learn a process of problem solving that requires critical thinking and have the opportunity to practice that process in a simulated manufacturing environment. Learn new strategies to promote the flow of creative thinking to solve problems and make work processes better.

- **5S Workplace Organization (4 hrs.)**
  5S Workplace Organization is an elementary lean manufacturing tool applied to organize and standardize a workspace. Learn the basics of a 5S system and apply 5S to a manufacturing simulation. Create standard work to insure that the system is sustained. Learn various visual management methods and the benefit of visuals in the workplace.

- **Pulling It All Together (4 hrs.)**
  In this final course of the Industry Readiness Certificate program, all of the prior concepts and skills will be reviewed to give participants a clear understanding of how they fit together. With coaching by the facilitator, participants will be given the opportunity to work in teams to create a “new product” for the simulated company and identify all of the process steps to get from idea to manufacture, including people, documents, financial issues and processes necessary to achieve that goal. This will help participants achieve a high-level and detailed basic understanding of what it takes to develop and support a successful manufacturing company.

Cost: The tuition for the 50-Hour Certificate program is based on the number of participants enrolled in the class. Please call to hear about tuition opportunities that may benefit you.

Regional Entrepreneurship Center
15330 Truman Street
Ottumwa, IA 52501
*(Adjacent to the Iowa Works Center on the IHCC North Campus)*

To Register:
Ottumwa: 1-800-346-4413 or 683-5249 or Online at www.indianhills.edu/customlearn
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 trinita.shewry@indianhills.edu or call 1-800-726-2585, ext. 5214.

To Register:
To pre-register for the Commercial Driving Training contact trinita.shewry@indianhills.edu or 800-726-2585, ext 5214

The Orange Frog Workshop
Choose the Happiness Advantage

The Happiness Advantage Principles:
The Happiness Advantage: The competitive advantage organizations gain by capitalizing on the improved performance, engagement, and other business outcomes of happy employees.
Zorro Circles: By first getting fast, small wins, we are more likely to view positive change as possible and more likely to accomplish large and complex goals.
20-Second Rule: The hardest part of change is the energy required at the very beginning. Create Paths of Least Resistance to make starting easier.
Social Investment: The greatest predictor of our long-term success is the relationships we build with other people.
Mindset Matters: The brain performs better “on positive,” which increases our likelihood of success.
Tetris Effect: The brain learns to recognize patterns that are repeated over and over, which helps the brain preserve and gradually improve its processing capability. This principle allows us to train our brain to seek positive patterns.
Falling Up: The ability to reframe stress and challenge so we can be happier and more resilient. It considers our choice in choosing a counterfactual, which allows us to perceive challenges as “local and temporary” - and our belief that positive change is possible.

Enroll in the Workshop
June 21st from 8:30 a.m. to 4:30 p.m.
June 22nd from 8:30 a.m. to Noon

The Orange Frog Workshop works the best when you enroll with other members of your team. The cost of enrollment for a team of six is $2,500. This includes all course materials and lunch on June 21st. You can also register individually for a cost of $449 per person.
To register, or to receive more detailed information on the workshop, contact Michael Wampler at 641-683-4278 or michael.wampler@indianhills.edu

To Register:
Ottumwa: 1-800-346-4413 or 683-5249
GENERAL HEALTHCARE
RE-LICENSURE CLASSES,
CONFERENCES &
WORKSHOPS

Please check our website www.indianhills.edu/rhep for the most current listing of workshops and for more details on those listed below. For further information on the following courses contact Lori Reeves at 641-683-5337 or lori.reeves@indianhills.edu or Sandy Berto at 641-683-5183 or sandy.berto@indianhills.edu. For pre-registration call 641-683-5281 or if you would like to register online and pay by credit card, online pre-registration is available.

Spirit Is Ageless! Continuing Education Conference
Although open to any healthcare provider with interest in LTC, this conference has been designed specifically for activity professionals to earn continuing education and have a chance to network with other activity coordinators. Six contact hours of continuing education will be awarded based on topic areas from the NCCAP Book of Knowledge. Another conference will be held September 23, 2016 allowing participants to get all hours needed for renewal. Topics for the day will include music therapy, sexual expression in LTC Residents, dental care and programs for LTC residents, Time Slips storytelling and the DIA will return to talk about F248 activities and documentation. Please call 641-683-5337 or email lori.reeves@indianhills.edu for the conference brochure.

16/YR*HEA*3014*701
IHCC Ottumwa Campus
April 22 – April 22
Friday, 8:15AM – 3:30PM
Rural Health Educ. Ctr.
Room: 108
Tuition: $50.00 (Includes snacks, lunch and all handouts)
Credit: 6.0 Contact Hours (0.6 CEUs) for Activity Professionals. 7.2 CEH's for Social Work, 7.2 CEH's for Nursing Home Administrators. 6.0 Contact Hours for Dept. Heads in LTC, 6.0 Contact Hours for Residential Care Administrators

HOSPITAL TRANSPARENCY 101 (2016 IHA INITIATIVE)
This presentation will focus on a facility’s new initiatives related to requirements released by the Iowa Hospital Association for 2016 for hospital transparency. This program will discuss current methods to work towards becoming transparent regarding the services that patients receive from before the patient comes for their first appointment to long after the patient leaves the organization’s doorstep. This class will walk through a best practice methodology from one organization’s perspective. This class will also discuss the certification process for the Patient Access associates from HFMA regarding better communication with the patient on 3 levels, as well as how obtaining the Certified Revenue Cycle Representative certification has been instrumental in moving an organization to the forefront of a more transparent process overall.

16/YR*HEA*4206*600
IHCC Ottumwa Campus
May 05 – May 05
Thursday, 1:00PM – 3:00PM
Video Conf. Training Ctr.
Room: 125
Tuition: $10.00
Credit: 2.0 Contact Hours for HIT Professionals, 2.0 CEH’s for Nursing Home Administrators, 2.0 Contact Hours for Dept. Heads in LTC, 2.0 Contact Hours for Residential Care Administrators

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.

To take advantage of this incredible offer simply:
1. Go to 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 you 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
Phone: 866-650-3400
1111 West San Marnan Drive
Email: info@discovercesolutions.com
Waterloo, IA 50701

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281 or Online at www.indianhills.edu/customlearn
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

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*600
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)

17/YR*REL*4503*600
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)

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*601
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)

17/YR*REL*4503*601
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)

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.

16/YR*REL*4504*600
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)

17/YR*REL*4504*600
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)

Pediatric Advanced Life Support (PALS)
Initial
This course, based on the 2010 AHA science changes,
is designed to provide the student with the knowledge

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281
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*705
IHCC Ottumwa Campus
Video Conf. Training Ctr.
Room: 125
Tuition: $160.00
Credit: 15 Contact hours for nursing or respiratory therapy, 15 CEH's for EMS (FE)

16/YR*REL*4516*600
IHCC Ottumwa Campus
Video Conf. Training Ctr.
Room: 125
Tuition: $160.00
Credit: 15 Contact hours for nursing or respiratory therapy, 15 CEH's for EMS (FE)

16/YR*REL*4511*705
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)

16/YR*REL*4511*600
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)

17/YR*REL*4516*600
IHCC Ottumwa Campus
Video Conf. Training Ctr.
Room: 125
Tuition: $160.00
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.

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*705
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)

16/YR*REL*4511*600
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)

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*701
IHCC Ottumwa Campus
Video Conf. Training Ctr.
Room: 125
Tuition: $160.00
Credit: 16.0 Contact hours for nursing, 16.0 CEH’s for EMS (FE)

Prehospital Trauma Life Support (PHTLS)
Refresher
This course is designed for individuals who have previously completed a PHTLS course. The course is based on the current National Association of Emergency Medical Technician’s (NAEMT’s) Prehospital Trauma Life Support (PHTLS) 8th edition curriculum. It is highly recommended that students obtain and read the 8th edition text for course preparation. Prerequisite: Completion of a PHTLS class in the last 6 years.

16/YR*REL*4275*600
IHCC Ottumwa Campus
Video Conf. Training Ctr.
Room: 125
Tuition: $160.00
Credit: 16.0 Contact hours for nursing, 16.0 CEH’s for EMS (FE)

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281 or Online at www.indianhills.edu/customlearn
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. 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 (Use this course number only through 6/15/16)
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)

17/YR*HEA*3100*600 (Use this course number only after 6/15/16)
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 Lori Reeves at (641) 683-5337 or (800) 726-2585, ext. 5337 or lori.reeves@indianhills.edu for more information.

EMS Initial Training Courses
Arrangements may be made to offer Emergency Medical Responder (EMR), EMT or AEMT classes within a community or business provided there are a minimum number of students interested. For more information on these classes or to bring an EMS certification course to your community or location, contact Lori Reeves at (641) 683-5337 or (800) 726-2585, ext. 5337 or lori.reeves@indianhills.edu.

**Tuition assistance for EMS classes not being taken as part of a degree 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. Contact Lori Reeves see page 55 for more information.**

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.)

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

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.

April: Neck & Thoracic Pain; Evaluation and Treatment
This course will focus on the assessment and evaluation of neck and thoracic pain and then determining what is the optimal treatment based on those findings.

16/YR*REL*4033*712
IHCC Ottumwa Campus Rural Health Educ. Ctr.
Room: 15
Tuition: $30.00
Instructor: Steve Mather, MA, PT, LAT, OCS
Credit: 3 contact hours for PT, PTA, OT, OTA

May: Fieldwork & Clinical Educators: A Closer Look
Fieldwork and clinical educators help prepare students with hands-on, real life clinical experiences that will shape student’s careers in Physical and Occupational Therapy. While providing a unique skill set to students, being an OT or PT fieldwork or clinical supervisor can be an overwhelming task at times. This workshop will help provide resources for fieldwork or clinical educators on supervision, direction, identifying learning styles, competency of the supervisor, problem solving and evaluation scoring and will provide supervisors with a resource to use during fieldwork and clinical experiences.

16/YR*REL*412*600
IHCC Ottumwa Campus Video Conf. Training Ctr.
Room 34
Tuition: $50
Instructor: Toni Johnson, LMT, Aromatherapist, REIKI Master/Teacher, Author
Credit: 3 hours for Massage Therapy (Category A), 3 contact hours for OT/OTA, PT/PTA

August: Ankle and Shoulder Joint Mobilization Techniques
This course will teach physical therapists the concepts of joint mobilization, physiological principles of joint movements, and techniques for mobilization for joints of the shoulder and ankle. This course will feature a lecture component with anatomy review as well as a hands-on component for application of mobilization techniques.

17/YR*REL*4033*600
IHCC Ottumwa Campus Rural Health Educ. Ctr.
Room: 108
Tuition: $30.00
Instructors: Lori Kielkopf, PTA, MSEd & Kelly Decious, OTR/L
Credit: 3 contact hours for PT, PTA, OT, OTA

August: Ankle and Shoulder Joint Mobilization Techniques

Therapeutic Massage & Essential Oils: A Match Made in Heaven
This class will cover the basics of essential oil use including a brief history of essential oil use, why quality matters, safety for you and your client and adding value to your practice. We will explore why massage and essential oils work so well together to promote a healthy response. The program will showcase some of the best oils to use in your practice, how to use them and share some recipes for different conditions you may encounter with your clients.

17/YR*REL*4033*600
IHCC Ottumwa Campus Video Conf. Training Ctr.
Room 34
Tuition: $50
Instructor: Toni Johnson, LMT, Aromatherapist, REIKI Master/Teacher, Author
Credit: 3 hours for Massage Therapy (Category A), 3 contact hours for OT/OTA, PT/PTA

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281 or Online at www.indianhills.edu/customlearn
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*708
IHCC Ottumwa Campus
Advanced Technology Ctr
Room: 122
Tuition: $25.00
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

16/YR*REL*4506*709
IHCC Ottumwa Campus
Advanced Technology Ctr
Room: 122
Tuition: $25.00
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

16/YR*REL*4506*800
IHCC Ottumwa Campus
Video Conf. Training Ctr
Room: 46
Tuition: $25.00
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

17/YR*REL*4506*700
IHCC Ottumwa Campus
Advanced Technology Ctr
Room: 122
Tuition: $25.00
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

17/YR*REL*4506*800
IHCC Ottumwa Campus
Video Conf. Training Ctr
Room: 46
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*708
IHCC Ottumwa Campus
Advanced Technology Ctr
Room: 122
Tuition: $25.00
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

16/YR*REL*4507*709
IHCC Ottumwa Campus
Advanced Technology Ctr
Room: 122
Tuition: $25.00
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

17/YR*REL*4507*710
IHCC Ottumwa Campus
Advanced Technology Ctr
Room: 122
Tuition: $25.00
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

17/YR*REL*4507*810
IHCC Ottumwa Campus
Video Conf. Training Ctr
Room: 46
Tuition: $25.00
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

17/YR*REL*4507*811
IHCC Ottumwa Campus
Video Conf. Training Ctr
Room: 46
Tuition: $25.00
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281
Child Abuse  
**17/YR*REL*4507*700**  
IHCC Ottumwa Campus  
Advanced Technology Ctr  
Room: 122  
Tuition: $25.00  
Credit: 2.0 Contact hours for nursing and other professions, 2.0 CEHs for EMS (FE)  
**August 11 – August 11**  
Thursday, 07:00PM - 09:00PM

**Dependent Adult Abuse**  
**17/YR*REL*4506*802**  
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)  
**August 30 – August 30**  
Tuesday, 08:00AM - 10:00AM

**Child Abuse**  
**17/YR*REL*4507*802**  
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)  
**August 30 – August 30**  
Tuesday, 10:00AM - 12:00PM

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**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 Joy Korthuis at 641-683-5211.

**Heartsaver Pediatric First Aid with Adult/Child/Infant CPR/AED**

Heartsaver Pediatric First Aid class teaches child care providers and others to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. It covers the Four Steps of First Aid and pediatric first aid skills such as finding the problem, stopping bleeding, bandaging and using an Epinephrine pen and asthma care. This class will also include adult, child, and infant CPR/AED and teaches lay rescuers how to recognize and treat life-threatening emergencies, including cardiac arrest and choking for adult, child and infant victims plus actions for pediatric first aid emergencies until emergency medical services arrive. AHA course completion card issued on successful completion of skills evaluations.

16/YR*HEA*2004*417  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 121  
Tuition: $35.00  
Book: $15.00  
**April 13 – April 13**  
Wednesday, 05:30PM - 08:30PM  
Card: $10.00

16/YR*HEA*2004*418  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 121  
Tuition: $35.00  
Book: $15.00  
**May 11 – May 11**  
Wednesday, 05:30PM - 08:30PM  
Card: $10.00

16/YR*HEA*2004*419  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: $35.00  
Book: $15.00  
**June 08 – June 08**  
Wednesday, 05:30PM - 08:30PM  
Card: $10.00

17/YR*HEA*2004*420  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: $35.00  
Book: $15.00  
**July 13 – July 13**  
Wednesday, 05:30PM - 08:30PM  
Card: $10.00

17/YR*HEA*2004*421  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: $35.00  
Book: $15.00  
**August 18 – August 18**  
Thursday, 05:30PM - 08:30PM  
Card: $10.00

16/YR*HEA*2007*C17  
IHCC Ottumwa Campus  
Video Conf. Training Ctr  
Room: 125  
Tuition: $35.00  
Book: $14.00  
**April 29 – April 29**  
Friday, 09:00AM - 04:00PM  
Card: $5.00

To Register:  
Ottumwa: 1-800-726-2585, Ext. 5281 or Online at [www.indianhills.edu/customlearn](http://www.indianhills.edu/customlearn)
To Register:
Ottumwa: 1-800-726-2585, Ext. 5281
To Register:
Ottumwa: 1-800-726-2585, Ext. 5281 or Online at www.indianhills.edu/customlearn

**Rural Health Education Partnership  Spring and Summer 2016**

**17/YR*HEA*1001*443**
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 125
Tuition: $40.00
Card: $10.00

**17/YR*HEA*1001*444**
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 125
Tuition: $40.00
Card: $10.00

**BLS Healthcare Provider Instructor - Initial**
This course is designed to certify participants to teach Healthcare Provider BLS according to standards set by the American Heart Association. **Pre-requisite: current BLS Healthcare Provider card**

Prospective students **must also**:
1) Submit a completed instructor application/with recommendation of instructor potential
2) Have completed the AHA online Essentials course ($35.00 @ ahaonline.org) **PRIOR** to taking the class. Bring certificate of completion to class or send to TC coordinator.
3) Provide a copy of provider card and photo ID for instructor file.

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 at (641) 683-5211.

**16/YR*HEA*3500*401**
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 125
Tuition: $150.00
Card: $20.00 (Issued upon successful completion of instructor monitoring)

**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 a completed instructor application/with recommendation of instructor potential
2) Have completed the AHA online Essentials course ($35.00 @ ahaonline.org) **PRIOR** to taking the class. Bring certificate of completion to class or send to TC coordinator.
3) Provide a copy of provider card and photo ID for instructor file.

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 at (641) 683-5211.

**16/YR*HEA*3500*402**
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 125
Tuition: $150.00
Card: $20.00 (Issued upon successful completion of instructor monitoring)

**17/YR*HEA*3500*400**
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 125
Tuition: $150.00
Card: $20.00 (Issued upon successful completion of instructor monitoring)

**Heartsaver/Healthcare Provider CPR Instructor Renewal Class**
This class is designed to provide both Heartsaver and Healthcare Provider instructors an opportunity to complete requirements for instructor renewal. These CPR instructors may complete check offs and the written exam to renew their provider status (if needed) as well as be monitored by Training Center Faculty to renew their instructor status both at this class.

**17/YR*HEA*3500*403**
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 125
Tuition: $150.00
Card: $20.00 (Issued upon successful completion of instructor monitoring)

*An Instructor Monitoring Fee of $50.00 plus mileage will be charged at the time of monitoring

**Preregistration is required. Bring your own pocket mask**

**Heartsaver Instructor Renewal Class**
This class is designed to provide both Heartsaver and Healthcare Provider instructors an opportunity to complete requirements for instructor renewal. These CPR instructors may complete check offs and the written exam to renew their provider status (if needed) as well as be monitored by Training Center Faculty to renew their instructor status both at this class.

**17/YR*HEA*3500*404**
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 125
Tuition: $150.00
Card: $20.00 (Issued upon successful completion of instructor monitoring)

**An Instructor Monitoring Fee of $50.00 plus mileage will be charged at the time of monitoring

**Preregistration is required. Bring your own pocket mask**

**Heartsaver/Healthcare Provider CPR Instructor Renewal Class**
This class is designed to provide both Heartsaver and Healthcare Provider instructors an opportunity to complete requirements for instructor renewal. These CPR instructors may complete check offs and the written exam to renew their provider status (if needed) as well as be monitored by Training Center Faculty to renew their instructor status both at this class.
To Register:
Ottumwa: 1-800-726-2585, Ext. 5281

**Rural Health Education Partnership**

16/YR*HEA*3501*400
IHCC Ottumwa Campus
Video Conf Training Ctr
Rm: 125
Tuition: $20.00
Card: $20.00
May 03 – May 03
Tuesday, 06:00PM – 08:00PM

17/YR*HEA*3501*400
IHCC Ottumwa Campus
Video Conf Training Ctr
Rm: 125
Tuition: $20.00
Card: $20.00
June 28 – June 28
Tuesday, 06:00PM – 08:00PM

17/YR*HEA*3501*401
IHCC Ottumwa Campus
Video Conf Training Ctr
Rm: 125
Tuition: $20.00
Card: $20.00
July 20 – July 20
Wednesday, 06:00PM – 08:00PM

17/YR*HEA*3501*402
IHCC Ottumwa Campus
08:00PM
Video Conf Training Ctr
Rm: 125
Tuition: $20.00
Card: $20.00
August 17 – August 17
Wednesday, 06:00PM –

17/YR*HEA*2005*401
Centerville YMCA
Centerville, IA
Tuition: $70.00
Card: $19.00
June 18 – June 18
Saturday, 09:00AM - 12:00PM

**Pediatric First Aid/CPR/AED**
This class is for all parents, daycare providers, teachers, & youth leaders. Learn how to respond to the injuries and illnesses of our youth. Everyone who works with youth should be trained in how to respond to pediatric emergencies. Including CPR and the use of an AED.

17/YR*HEA*2005*400
April 9 – April 9
Centerville YMCA
Centerville
Tuition: $70.00
Card: $20.00

17/YR*HEA*2002*401
June 25 – June 25
Centerville YMCA
Centerville (with time for lunch on your own)
Tuition: $110.00
Card: $27.00

**Pediatric First Aid**
This class is for all parents, daycare providers, teachers, & youth leaders. Learn how to respond to the injuries and illnesses of our youth. Everyone who works with youth should be trained in how to respond to pediatric emergencies.

16/YR*HEA*2003*400
April 18 – April 18
Centerville YMCA
Centerville (with time for lunch on your own)
Tuition: $70.00
Card: $19.00

**Water Safety Instructor**
This 30 hour 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 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

16/YR*HEA*2005*402
April 18 – April 18
Centerville YMCA
Centerville, IA
Tuition: $70.00
Card: $19.00

17/YR*HEA*2002*402
June 25 – June 25
Centerville YMCA
Centerville (with time for lunch on your own)
Tuition: $110.00
Card: $27.00

**American Red Cross Classes**
Any of the following classes plus additional CPR, First Aid, or aquatics classes are available to be brought to your facility with a minimum number of students. Contact Joy at 641-683-5211 or joy.korthuis@indianhills.edu for more information.

**Red Cross First Aid**
This class teaches an individual to respond to first aid emergencies, be it on a playground, at work, at a civic function, or during recreation. Accidents happen. By taking this course you will know how to respond to a variety of injury/accidents, from how to determine if a scene is safe, to scene assessment, burns, heat/cold emergencies, stroke, diabetic emergencies, asthma and epi skills. Learn to provide care until professional responders arrive. This class saves lives, know how to react, Check, Call, Care!

16/YR*HEA*2005*403
April 18 – April 18
Centerville YMCA
Centerville, IA
Tuition: $70.00
Card: $19.00
- Maintain position on back for 1 minute in deep water (floating or sculling)
- Tread water for 1 minute

Lifeguard Certification
These programs 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.

Course enrollments are limited. Preregistration with payment is required to hold a spot. 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

Learn to Swim and Water Exercise Classes- Now in several surrounding communities!
Indian Hills Community College Aquatic Health and Safety Program offers American Red Cross Certified Learn to Swim Lessons for Infants, Children, Teens, and Adults, Home School Programs, and Adapted Aquatics as well as water exercise classes at several community facilities in the surrounding area. Call 641-683-5281 or 641-683-5211 for a location near you.

NOTE TO FACILITY AND MUNICIPAL POOLS: Indian Hills Community College can offer collaborative Programs with Red Cross certified instructors in your facility. Call for more information on collaborative options 641-683-5211

RECREATION HEALTH AND SAFETY CLASSES

Wilderness First Aid
Designed for scouts and scout leaders, outdoor enthusiasts and anyone who works or spends time in remote environments, this course teaches advanced skills to be used in emergencies when help from professional first responders may be far away and transport may be lengthy or delayed. This class is designed to train individuals who partake in our great outdoors such as Boy Scouts, Girl Scouts, 4-H groups, camp employees, avid campers and hikers. Everyone wants to enjoy the great outdoors, make sure you know how to respond if emergencies occur while doing so.

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281 or Online at www.indianhills.edu/customlearn
techniques 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 ($480.00*), Fees ($20.00), CNA Skills Registry Exam ($85.00) and CNA Written Registry Exam ($50.00). Background Check ($52.00) - Nursing Essentials I is billed for a total of $687.00 for in-state students (for out-of-state students please call for the cost).

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

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

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

**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, call 641-683-5149 for details.

16/CS*PNN*147*81
IHCC Ottumwa Campus
Video Conf. Training Ctr
Room: 46-lower level
Tuition: See Above Listing

16/CU*PNN*147*80
IHCC Ottumwa Campus
Video Conf. Training Ctr
Room: 46-lower level
Tuition: See Above Listing

16/CU*PNN*147*82
IHCC Ottumwa Campus
Video Conf. Training Ctr
Room: 46-lower level
Tuition: See Above Listing

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

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

CNA 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 Advanced Technology Center, individuals 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.

CNA 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. CNA skills examinations will be completed on the IHCC Ottumwa Campus in the Rural Health Education Center nursing lab, rooms 17-18.

CNA Skills Examination Dates:
April 29- #810
May 13- #811
June 24- #800
July 22- #801
August 12- #802

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

**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, call 641-683-5149 for details.

16/CS*HSC*149*82
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 46-lower level
Tuition: $160.00
April 25 – April 27
Monday, Tuesday, & Wednesday
09:00AM - 03:00PM
Fee: $10.00

16/CS*HSC*149*83
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 46-lower level
Tuition: $160.00
May 16 – May 18
Monday, Tuesday, & Wednesday
09:00AM - 03:00PM
Fee: $10.00

16/CU*HSC*149*80
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 46-lower level
Tuition: $160.00
June 27 – June 29
Monday, Tuesday, & Wednesday
09:00AM - 03:00PM
Fee: $10.00

16/CU*HSC*149*81
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 46-lower level
Tuition: $160.00
July 25 – July 27
Monday, Tuesday, & Wednesday
09:00AM - 03:00PM
Fee: $10.00

16/CF*HSC*149*80
IHCC Ottumwa Campus
Video Conf Training Ctr
Room: 46-lower level
Tuition: $TBD
August 29 – August 31
Monday, Tuesday, & Wednesday
09:00AM - 03:00PM
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 Manager Program may be available through the GAP Tuition Aide Assistance Program. Depending upon your financial eligibility you may be eligible for full or partial assistance with training costs, call 641-683-5149 for details.

16/CS*HSC*147*80
IHCC Main Campus
Video Conf Training Ctr
Room: 125
Lecture: April 04 – April 14,
Monday - Thursday
Lecture: 09:00AM - 03:00PM
(with a half hour for lunch on your

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281 or Online at www.indianhills.edu/customlearn
NEW Medication Aid Course and State Rules!

**Medication Aid**

The purpose of this course is to prepare individuals to safely administer nonparenteral medications in agencies/facilities licensed by DIA. The emphasis is on safe administration and students are provided with classroom, laboratory and clinical experiences to assist in achieving the course competencies. This class is required for all individuals working in a DIA licensed facility.

- **Agencies/facilities licensed by DIA**
  - Long Term Care (LTC)
  - Assisted Living Programs (ALP)
  - Residential Care Facilities (RCF)
  - Intermediate Care Facilities (ICF)
  - Intermediate Care Facilities for the Intellectually Disabled (ICF-ID)
  - Psychiatric Medical Institutions for Children (PMIC)
  - Psychiatric Medical Institutions (PMI)

In addition to class, participants are required to complete 10-20 hours of clinical at the place of employment supervised by an RN. At the time of enrollment, each student must identify the RN who will supervise the validation of competencies in the clinical area in their facility of employment following the course.

**Course Pre-requisites:** In order to take this course, the applicant must be drug free and working in an agency/facility licensed by DIA. Other requirements include:

- **If employed in a certified nursing facility**
  - All applicants must be employed for at least six months by the facility sponsor
  - Must be eligible on the Iowa Nurse Aide Registry
  - Provide recommendation from the administrator in the facility in which they are employed

- **If employed in a residential or related type of agency licensed by DIA**
  - Provide recommendation from the administrator in the facility in which they are employed

- **All participants must satisfactorily complete the Prepare to Care Core module prior to progressing onto the Medication Aide course**

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 restrictions.

**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.

**Phlebotomy**

This non-credit short term program provides complete training in best practices of phlebotomy and other specimen collections, and includes actual hands-on competencies and practice. The program includes a hybrid portion (Principles of Phlebotomy V O C * 7 0 2 8 ) with on-line coursework and a lab meeting once per week.

To Register:
Ottumwa: 1-800-726-2585, Ext. 5281
Also included is a clinical portion (Phlebotomy Clinical VOC*7029) with 120 hours of internship/clinical practicum at area hospitals, as is required for professional certification. Completion of this program enables graduates to sit for the Board of Certification Exam administered by the American Society for Clinical Pathology. This program is excellent for persons interested in acquiring these skills as well as other healthcare professionals wanting to develop/authenticate these skills and receive an additional certification.

**Tuition assistance for the Phlebotomy 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, call 641-683-5149 for details.**

**Principles of Phlebotomy**

This portion of this non-credit program will run June 01-July 13 and will provide the student with qualified instruction in specimen collection and processing skills and actual hands-on practice and competencies. Students will complete course work on-line and meet one evening a week (5:00 pm-9:30pm) for hands on lab experiences.

**17/YR’VOC*7028*600**

IHCC Ottumwa Campus

Rural Health Educ. Ctr.

Room: 16 (lower level)

Tuition: $320.00

Books: $119.00

Related Expenses:

- One Source Background check: $32 (Payable on-line to One Source)
- Board of Certification Examination: $135 (Payable on-line to ASCP)
- Physical/immunizations: variable (required for clinical)
- Scrubs from IHCC bookstore for clinical: $42 (extended sizes higher)

**Phlebotomy Clinical**

This portion of this non-credit program consists of 120 hours of clinical. (Additional time may be required if students do not preform minimum number of procedures). Clinical will be scheduled individually for each student based on their availability and clinical site availability. Students will have until October 6 to finish all clinical requirements.

**17/YR’VOC*7029*600**

Locations TBA Times TBA

Tuition: $160.00 Scheduled through instructor

Fees: $35.00

Book: $101.00

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**NEW Medication Aid Course and State Rules!**

Medication Aide class is now required (rather than Medication Manager) for individuals who pass meds in any and all DIA licensed facilities including:

- Long Term Care (LTC)
- Assisted Living Programs (ALP)
- Residential Care Facilities (RCF)
- Intermediate Care Facilities (ICF)
- Intermediate Care Facilities for the Intellectually Disabled (ICF-ID)
- Psychiatric Medical Institutions for Children (PMIC)
- Psychiatric Medical Institutions (PMI)

**This class is GAP tuition assistance approved**

The new curriculum will be utilized for all classes after June 1, 2016. See the course listing for additional prerequisite requirements.

Call Lori Reeves at 641-683-5337 or email lori.reeves@indianhills.edu for additional information.

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**Summer Phlebotomy Short Term Program**

- Non-credit short term program
- Training in phlebotomy & specimen collections
- On-line coursework
- Face-to-face once a week labs
- 120 hour internship/clinical practicum

Completion of this program enables graduates to sit for the Board of Certification Exam.

This program is excellent for persons interested in acquiring these skills as well as other healthcare professionals wanting to develop/authenticate these skills and receive an additional certification.

**This class is GAP tuition assistance approved**

Call Lori Reeves at 641-683-5337 or email lori.reeves@indianhills.edu for additional information.

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To Register:

Ottumwa: 1-800-726-2585, Ext. 5281 or Online at www.indianhills.edu/customlearn
**GAP Tuition Assistance Program**

**What is GAP Tuition Assistance Program?**

The GAP Tuition Assistance Program provides tuition assistance to eligible applicants enrolling in an approved Continuing Education non-credit certificate training program. These programs are for in-demand occupations in the areas of information technology, advanced manufacturing, transportation & logistics, bio & life sciences, and allied health. Certificates earned will increase the skills of the workforce. Non-credit certificate programs are not eligible for federal financial aid, this program bridges the funding gap for those students pursuing short-term certificates. Funding for eligible applicants is provided through Indian Hills Community College Continuing Education.

**Approved Certificate Programs** (future programs may be added)

<table>
<thead>
<tr>
<th>Program Name</th>
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</thead>
<tbody>
<tr>
<td>GMAW Production Welding Certificate</td>
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<tr>
<td>Certified Nursing Assistant (CNA)</td>
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<tr>
<td>Medication Aide</td>
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<tr>
<td>Emergency Medical Responder</td>
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<tr>
<td>Emergency Medical Technician</td>
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<tr>
<td>Advanced Emergency Medical Technician</td>
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<tr>
<td>Medication Manager</td>
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<tr>
<td>GTAW Production Welding Certificate</td>
</tr>
<tr>
<td>Commercial Drivers License</td>
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<tr>
<td>Diesel Locomotive Technician</td>
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<tr>
<td>Manufacturing Production Technician</td>
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<tr>
<td>Phlebotomy Technician</td>
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<tr>
<td>Paramedic Core</td>
</tr>
<tr>
<td>Activity Coordinator</td>
</tr>
</tbody>
</table>

**Eligibility**

Depending on your financial eligibility, you may receive full or partial assistance with your direct training costs, including tuition, books, and required fees. Eligibility is determined by assessing family income for the 12 months prior to application date, family size, and Co. of residence. All approved participants must be eligible to work in the United States.

**Application Process**

Contact IowaWORKS at 641-684-5401 ext. 40023 and ask about the GAP Tuition Assistance Program. You will submit an application and complete a review process with program staff to determine your fit into the certificate program. We want to ensure your success in the training program and in finding employment after program completion. As part of the application and review process, applicants will be required to complete the National Career Readiness Certificate (NCRC) assessment.

**What are the National Career Readiness Certificate Assessments?**

Iowa’s National Career Readiness Certificates are based on the nationally recognized WorkKeys® assessment tests developed by ACT. The assessments evaluate applicants in three core areas:

- **Reading for Information** – involves reading and comprehending written text found in a typical workplace.
- **Locating Information** – involved reading and interpreting graphics that are commonly found in the workplace, including pie charts, bar graphs, tables, forms, etc.
- **Applied Mathematics** – involved the application of mathematical reasoning, critical thinking and problem solving techniques to work related problems.

**What are the Certificate Levels?**

- **Bronze Certification** – awarded to individuals who score at or above a level three in each of the core areas. The bronze level makes you eligible for 30 percent of available positions.
- **Silver Certification** – awarded to individuals who score at or above a level four in each of the core areas. The silver level makes you eligible for 65 percent of available positions.
- **Gold Certification** – awarded to individuals who score at or above a level five in each of the core areas. The gold level makes you eligible for 90 percent of available positions.
- **Platinum Certification** – awarded to individuals who score at or above a level six in each of the core areas. The platinum level makes you eligible for 99 percent of available positions.

**What are the Benefits of the Assessments?**

- Validates your skills to an employer.
- Determines skill improvement and training needs.
- Builds confidence that your skills meet employer expectations.
- Improves opportunities for career changes and advancement.

Once GAP assistance eligibility is determined, applicants will be required to contact IHCC Continuing Education office at 641-683-5187, or 800-726-2585 ext. 5187 to complete the registration process for the desired certificate program.

GAP programs provided in partnership with IowaWORKS & Indian Hills Continuing Education.
Residential Customer

Continuing Education and Workforce Solutions
Call: 1-800-346-4413

Rebecca Appleget
683-5281 or Ext. 5281
Registration

Teresa Canaday
683-5182 or Ext. 5182
Registration

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, Corporate and Contract Training, and Driving Programs

Peggy Thie
683-5177 or Ext. 5177
Vocational/Technical Programs, Corporate and Contract Training, and RELI Programs

Amy Hammack
683-5216 or Ext. 5216
General Interest and Personal Development Programs

Lori Reeves
683-5337 or Ext. 5337
EMS, Fire and Law Enforcement Continuing Education, Health Professions Relicensure /Continuing Education, Healthcare Short Term Certificate Programs

Sandy Berto
683-5183 or Ext. 5183
Health Professions Relicensure /Continuing Education

Joy Korthuis
683-5211 or Ext. 5211
American Heart Association Programs, American Red Cross Programs, and Aquatics, Health and Safety

OneStop Student Service Center
Registration, Financial Aid, Grades/Transcripts, Academic and Career Advising: 641-683-5262
Main Number: (641) 683-5111 (800) 726-2585
www.indianhills.edu