50+ Career-specific training classes

Dance lessons would be really fun!

MS Word & Excel this spring

Coaching Authorization is for me!

Freezer Meals on Jan. 21

I’ve always wanted to try pottery

www.IowaValley.com
Iowa Valley Continuing Education experienced some radical changes during the past year, including an unprecedented turnover in staff. Several retirements and a couple of unanticipated staff departures led to a large-scale departmental reorganization in 2019. As a result, more than half of these amazing IVCE staff who have some hand in EdVenture programming are either new employees or in new positions!

**FRONT ROW:** Ashley Patlan, Office Associate; Dianne Floyd, Office Associate; Morgan Frederick, Community & Workforce Education Coordinator; Terri Hungerford, Intermediary Network Coordinator; Kathy Siebring, Education Success Coach; and Patty Mendoza, Director of Adult Literacy.

**BACK ROW:** Jon Nunez, Director of Programming & Operations; Tana Dixon, Office Associate; Val Ruff, Business Outreach & Conference Center Coordinator; Jacque Goodman, Vice Chancellor of Education & Training; Teresa Klostermann, IVRS Intermediary Network Specialist; Becky Hassett, Director of Student Support Services; Christine Eige, Adult Literacy Instructor/Curriculum Designer; and Robin Carmichael, Health Education Coordinator.

**Not pictured:** Kim Brinkmeyer, Intermediary/Academic Support Specialist; Ricarda Drummer, Tama Adult Literacy Instructor; Neysa Hartzler, Business Outreach Coordinator; Jennifer Rice, Pathway Navigator; and Julie Thomas, Community & Workforce Education Coordinator.

Now that you know who we are and what we do, please reach out and let us know how we can meet your needs in 2020 and beyond ... we’d love to hear from you!

Not sure who to contact? You can always reach us by phone at 641-752-4645 or by email at ivceinfo@iavalley.edu. We’re in the office Monday through Friday from 8 am to 4:30 pm or other times by appointment.
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IVCCD Mission
Iowa Valley Community College District is committed to providing quality learning experiences, ensuring student success, responding to diverse community needs, and building community partnerships.

NOTE: Learners under age 18 must call 1-800-284-4823 to obtain a Permission Form that must be signed by a parent/guardian before registering for classes.

Educational Equity Statement
It is the policy of Iowa Valley Community College District that no individual will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the District on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; or sexual orientation as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq).

Iowa Valley Continuing Education students who have questions or complaints related to compliance with this policy should contact Jacque Goodman, Education Equity Officer, at 641-844-5640 or Jacque.Goodman@iavalley.edu. Complaints may also be filed with the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison St., Suite 1475, Chicago, Illinois 60661-7204 (Ph: 312-730-1560, E: OCR.Chicago@ed.gov) and/or the Iowa Civil Rights Commission at 400 E. 14th St., Des Moines, Iowa 50319 (Ph: 800-457-4416).

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.
Other important information

Finding IVCE course locations

All courses in EdVenture are listed by subject category instead of community (but there is an index of courses by community at the back of the booklet). Please note the location listed for each course. The location line includes the town, building and room number. Most (but not necessarily all) classes are held in these key locations:

**ECC/Ellsworth Community College**
1100 College Ave. in Iowa Falls

**Iowa Valley Education & Training Center**
206 E. Church St. in Marshalltown

**Iowa Valley Grinnell**
123 6th Ave. West in Grinnell

**IVCE Conference Center**
3702 S. Center St. in Marshalltown

**MCC/Marshalltown Community College**
3700 S. Center St. in Marshalltown

**MCC Business & Technology Center**
102 College Dr. in Marshalltown (northeast corner of the MCC campus)

**Orpheum Theater**
220 E. Main St. in Marshalltown

In case of bad weather ...

Check the following sources for delays or cancellations of IVCE classes. (Note: IVCE classes in Marshalltown are announced separately from MCC.)

**Internet** – www.IowaValley.com (closing notices posted at the top of the IVCE home web page)

**Radio** – KDAO 99.5FM & 1190AM, KFJB 1230AM, KXIA 101.1FM, KZAT 95.5FM, and WHO 1040AM

**Telephone** – Marshalltown & other locations call (641) 752-4645 or (800) 284-4823, Iowa Falls call (641) 648-4611 or (800) 322-9235, and Tama call (641) 484-3334.

**Television/Internet** – KCCI TV-8 (kcci.com), WHO TV-13 (whotv.com), and WOI TV-5 (weareiowa.com)

Remember to register early for your course(s). Every effort is made to notify registered students of delays and/or cancellations; watch for email notifications. If your class is being held and you are not able to attend due to weather (or any other reason), please call.

Reading the IVCE EdVenture course information

Reading the EdVenture course schedule is easy once you know the system! We try to keep it as simple as possible, yet give you as much information as you need. Call us at 1-800-284-4823 or 641-752-4645 if you have questions or need additional information.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>AHA Heartsaver CPR/AED/First Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>This course from the American Heart Association is designed for anyone, with no medical training, to recognize emergencies and give first aid, perform CPR, use an AED, and relief of choking prior to the arrival of emergency providers.</td>
</tr>
<tr>
<td>Cost</td>
<td>$84</td>
</tr>
</tbody>
</table>

**Course Title**

**Course Description**

**Course Number**

**Date(s), Day(s) and Time(s)**

**Location**

**Instructor**

Cancellation of Classes Policy

To maintain our reputation for quality instruction, limits have been placed on the size of some classes, and registration is first-paid, first-enrolled. IVCE reserves the right to cancel any course or program for any reason. Your registration is complete when payment is received. Please register and pay at least one week before your class starts. Some IVCE courses do have a “no show fee.”
Adult Literacy

Citizenship

ESL for Citizenship

Gain the knowledge and language needed to pass the citizenship interview test through USCIS. The course focuses on government, history, principles of democracy, N400, and the speaking, reading and writing skills necessary to pass the test. If you have questions, call us at 641-754-1348. ATTENDANCE IS REQUIRED. Reading and Listening Assessment tests are administered during registration. Registration and payment deadline is the Thursday before classes begin. Register in person at the Education & Training Center, 206 E. Church St. in Marshalltown. No classes Jan. 20, Mar. 9 & 11, Sept. 7 or Nov. 25.

Course #1200001 (2842) $50 1/6 - 2/27 Mon, Wed, Th Noon - 2:30 PM
Course #1200001 (4015) $50 3/2 - 4/23 Mon, Wed, Th 10 AM - 12:30 PM
Course #1200001 (4016) $50 4/27 - 6/18 Mon, Wed, Th 5:30 - 8 PM
Course #1200001 (4058) $50 7/6 - 8/27 Mon, Wed, Th Noon - 2:30 PM
Course #1200001 (4059) $50 8/31 - 10/22 Mon, Wed, Th 10 AM - 12:30 PM

Marshalltown, Iowa Valley Education & Training Center
Instructor: TBA

English as a Second Language/ESL

English as a Second Language in Marshalltown

Assists language learners with vocabulary, pronunciation, grammar, keyboarding, and computer-assisted instruction. Up to four levels available. If you have questions, call us at 641-754-1348. ATTENDANCE IS REQUIRED. Reading and Listening Assessment tests are administered during registration. Registration and payment deadline is the Thursday before classes begin. Register in person at the Education & Training Center, 206 E. Church St. in Marshalltown. No classes Jan. 20, Mar. 9-12, May 25 or Sept. 7.

Course #1000001 (2833) $20 1/6 - 2/27 Mon, Tue, Wed, Th 9 AM - Noon
Course #1000001 (2834) $20 1/6 - 2/27 Mon, Wed, Th 5:30 - 8 PM
Course #1000001 (3997) $20 3/2 - 4/23 Mon, Tue, Wed, Th 9 AM - Noon
Course #1000001 (3998) $20 3/2 - 4/23 Mon, Wed, Th 5:30 - 8 PM
Course #1000001 (3999) $20 4/27 - 6/18 Mon, Tue, Wed, Th 9 AM - Noon
Course #1000001 (4000) $20 4/27 - 6/18 Mon, Wed, Th 5:30 - 8 PM
Course #1000001 (4036) $20 7/6 - 8/27 Mon, Tue, Wed, Th 9 AM - Noon
Course #1000001 (4037) $20 7/6 - 8/27 Mon, Wed, Th 5:30 - 8 PM
Course #1000001 (4048) $20 8/31 - 10/22 Mon, Tue, Wed, Th 9 AM - Noon
Course #1000001 (4049) $20 8/31 - 10/22 Mon, Wed, Th 5:30 - 8 PM

Marshalltown, IV Education & Training Center
Instructor: TBA

ESL Multi Skills in Iowa Falls

Multi skills assists language learners with vocabulary, pronunciation, grammar, keyboarding, and computer-assisted instruction. If you have questions, please call 641-484-8002. Reading and Listening tests are required before classes begin. Register in person at Ellsworth Community College, 1100 College Ave. in Iowa Falls. No classes Jan. 20, Mar. 9 & 11, Sept. 7 or Nov. 25.

Course #1000008 (2859) $35 1/8 - 5/20 Mon, Wed 9 AM - Noon
Course #1000008 (2860) $35 1/8 - 5/20 Mon, Wed 5 - 8 PM
Course #1000008 (4071) $35 8/24 - 12/16 Mon, Wed 9 AM - Noon
Course #1000008 (4072) $35 8/24 - 12/16 Mon, Wed 5 - 8:00 PM

Iowa Falls, ECC Trades & Industry Bldg. (104)
Instructor: Katherine Ferraro

ESL Multi Skills in Tama

Multi skills assists language learners with vocabulary, pronunciation, grammar, keyboarding, and computer-assisted instruction. If you have questions, please call 641-484-8002. Reading and Listening tests are required before classes begin. Register in person at Tama County Education & Training Center, 215 W. 9th St. in Tama. No classes Jan. 20, Mar. 9 & 11, May 25 or Sept. 7.

Course #1000002 (2855) $20 1/6 - 2/27 M/W 9 AM - Noon & Tu/Th 1-4 PM
Course #1000002 (2856) $20 1/6 - 2/27 M/W 5 - 7:30 PM & Tu/Th 1-4 PM
Course #1000002 (4009) $20 3/2 - 4/23 M/W 9 AM - Noon & Tu/Th 1-4 PM
Course #1000002 (4010) $20 3/2 - 4/23 M/W 5 - 7:30 PM & Tu/Th 1-4 PM
Course #1000002 (2860) $35 1/8 - 5/20 M/W 9 AM - Noon & Tu/Th 1-4 PM
Course #1000002 (2861) $35 1/8 - 5/20 M/W 5 - 7:30 PM & Tu/Th 1-4 PM

Tama, Iowa Valley Tama County Education & Training Center (room 208)
Instructor: Ricarda Drummer

Register online at www.IowaValley.com
High School Equivalency Diploma

HSED Preparation in Grinnell

Earn a high school equivalency diploma by passing five tests in Language Arts, Reading and Writing, Social Studies, Science, and Math. If you have any questions, call us at 641-648-8644. Reading and Math assessment tests are administered at the time of registration. Register in person at the ETC, 206 E. Church St. in Marshalltown.

Course #1100001 (2837) $20
1/6 - 2/27 Mon, Tue, Wed, Th 9 AM - Noon
Course #1100001 (2838) $20
1/6 - 2/27 Mon, Wed, Th 5 - 8 PM
Course #1100001 (4001) $20
3/2 - 4/23 Mon, Tue, Wed, Th 9 AM - Noon
Course #1100001 (4002) $20
3/2 - 4/23 Mon, Wed, Th 5 - 8 PM
Course #1100001 (4003) $20
4/27 - 6/18 Mon, Tue, Wed, Th 9 AM - Noon
Course #1100001 (4004) $20
4/27 - 6/18 Mon, Wed, Th 5 - 8 PM
Course #1100001 (4050) $20
7/6 - 8/27 Mon, Tue, Wed, Th 9 AM - Noon
Course #1100001 (4051) $20
7/6 - 8/27 Mon, Wed, Th 5 - 8 PM
Course #1100001 (4052) $20
8/31 - 10/22 Mon, Tue, Wed, Th 9 AM - Noon
Course #1100001 (4053) $20
8/31 - 10/22 Mon, Wed, Th 5 - 8 PM

Marshalltown, IV Education & Training Center

HSED Preparation in Tama

Earn a high school equivalency diploma by passing five tests in Language Arts, Reading and Writing, Social Studies, Science, and Math. If you have questions, call us at 641-754-1348. ATTENDANCE IS REQUIRED. Reading and Math Assessment tests are administered at the time of registration. Registration and payment due the Thursday before classes begin. Register in person at the Education & Training Center, 206 E. Church St. in Marshalltown.

Course #1100002 (2899) $20
1/6 - 2/27 Mon, Wed, Th 9 AM - Noon
Course #1100002 (2900) $20
1/6 - 2/27 Mon, Wed, Th 5 - 8 PM
Course #1100002 (4005) $20
3/2 - 4/23 Mon, Wed, Th 9 AM - Noon
Course #1100002 (4006) $20
3/2 - 4/23 Mon, Wed, Th 5 - 8 PM
Course #1100002 (4007) $20
4/27 - 6/18 Mon, Wed, Th 9 AM - Noon
Course #1100002 (4008) $20
4/27 - 6/18 Mon, Wed, Th 5 - 8 PM
Course #1100002 (4054) $20
7/6 - 8/27 Mon, Wed, Th 9 AM - Noon
Course #1100002 (4055) $20
7/6 - 8/27 Mon, Wed, Th 5 - 8 PM
Course #1100002 (4056) $20
8/31 - 10/22 Mon, Wed, Th 9 AM - Noon
Course #1100002 (4057) $20
8/31 - 10/22 Mon, Wed, Th 5 - 8 PM

Marshalltown, Iowa Valley Education & Training Center (room 102)
Instructor: Norma Albarran

Spanish HSED Preparation

Earn a high school equivalency diploma in SPANISH by passing five tests in Language Arts, Reading and Writing, Social Studies, Science, and Math. If you have questions, call us at 641-754-1348. ATTENDANCE IS REQUIRED. Reading and Math Assessment tests are administered at the time of registration. Registration and payment deadline is the Thursday before classes begin. Register in person at the Education & Training Center, 206 E. Church St. in Marshalltown.

Course #1100003 (2848) $20
7/6 - 8/27 Mon, Wed, Th 5 - 8 PM
Course #1100003 (4001) $20
7/6 - 8/27 Mon, Wed, Th 5 - 8 PM
Course #1100003 (4013) $20
8/31 - 10/22 Mon, Tue, Wed, Th 1 - 4 PM

t Tama, Iowa Valley Tama County Education & Training Center (room 208)
Instructor: Ricarda Drummer

Looking for fun? Check out the Orpheum!

Concerts, performances and movies scheduled throughout the year. It's all on our website, so take a look and get some fun on your calendar!

OrpheumCenter.com
Business & Career Development

Accounting & Finance for Non-Financial Managers

Every successful person uses financial information for decision-making. This program explains financial concepts and accounting processes and provides techniques to increase your effectiveness. First, get a foundational understanding of the seven steps in the accounting cycle and how to use financial information in decision making. Learn to analyze resource allocations and evaluate financial performance. See how business reports are assessed and analyzed, which helps you make smart decisions for budgeting, setting goals, and assessing performance. Three one-month courses (which may be taken individually) include Accounting & Finance for Non-Financial Managers, Cash is King, and Financial Analysis & Planning for Non-Financial Managers.

Certificate in Data Analysis

Data analysis is one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Adding this new skill set to your portfolio makes a big difference in the success of your organization. Begin with a basic understanding of how to analyze data in a business setting, then learn how many business decisions involve comparing groups for differences. You will learn the statistics behind these group differences and relationships. Finally, find out how to perform inquiries that will be useful to your business, and have the skill necessary to communicate the results through graphs and text that employees will understand. Whether your business is home-based or a large company, this certificate will take you to the next level for important decision making. There are three one-month courses that may be taken individually: Introduction to Data Analysis, Intermediate Data Analysis, and Advanced Data Analysis.

Certificate in Nonprofit Administration

Nonprofits need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits with this Certificate in Nonprofit Administration. You will come away with the best information from instructors who train people in nonprofits. There are two one-month courses, which may be taken individually: Revenue Generation for Nonprofits and Program Evaluation for Nonprofits.

Course #2000016 $995
Offered online four times/year; next classes begin 2/3, 4/6 & 6/1
Instructors: Fred Bayley & Myia Welsh

Conversational Spanish in the Workplace

This program is designed for managers, supervisors, team leaders, customer service staff, or anybody who works with Spanish-speaking employees, co-workers or customers. You will learn workplace Spanish quickly and easily, honing your basic conversational skills and mastering key workplace words and phrases. Conversational Spanish will also enable you to provide better customer service on a basic level in a learner-friendly environment. This five-week course will cover basic vocabulary and phrases needed to use Spanish in the workplace. You will learn some of the underlying grammar and cultural expectations while working to improve pronunciation and fluidity. This course is also ideal for those who have learned some Spanish in the past but need a refresher and a chance to practice. No class on April 20.

Course #2000159 (4283) $99
3/23 - 4/27 Mon 5:30 - 7:30 PM

Course #2000159 (4324) $99
6/1 - 6/29 Mon 3 - 5 PM

Marshalltown, IVCE Conference Center (805)
Instructor: Teresa Orlovsky

Experience the Adventure

An exhilarating challenge! The Alpine Tower stands 50 feet high with 20+ routes to the top. Strap on your gear and get set for the climb of your life! Our Alpine Tower presents a challenge for anyone who takes it on. Is a member of your group a little apprehensive? That’s all right; there’s a job for everyone. Some will belay, others will spot, but everyone who wants to climb will get the chance. Suitable for all ages. When you sign up for a climb, be prepared for the time of your life. During this four-hour experience, you’ll be introduced to equipment necessary for a safe climb, and under the direction of a skilled climber, you’ll master the basics of belaying. Don’t worry about safety; our staff is highly skilled in safety procedures and our equipment is inspected regularly. If the thrill of the tower leaves you wanting more, wait until you are buckled in to the giant swing. As you climb the ladder and are secured to a dangling cable, the other climbers are prepared to hoist you 45 feet in the air, where you will release a clasp and swing like you have never swung before. This is during Oktoberfest weekend, so come join the fun!

Course #2500001 (4383) $10
9/26 Sat 1 - 4 PM
Marshalltown, Iowa Valley Adventures Challenge Course (southeast corner of IVCE/MCC campus)
Instructor: Michael Anderson

Digital Marketing Certificate

A fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing website traffic, doing search engine optimization, and successful online advertising. Relevant for any organization, business, nonprofit, and government agencies. No eMarketing experience is necessary. If you are already advanced, your instructors can provide the latest information and answer your toughest questions. There are three one-month courses, which may be taken individually: Improving Email Promotions, Boosting Your Web Site Traffic, and Online Advertising.

Course #2400011 $495
Offered online four times/year; next classes begin 2/3, 4/6 & 6/1
Instructors: Dan Belhassen & Susan Hurrell

Have an idea for a class? Want to share a favorite hobby or skill?
We would love to talk with you!

Call IVCE (641) 752-4645 or email ivceinfo@iavalley.edu

Register online at www.IowaValley.com
Graphic Design Certificate
Learn the software every graphic designer needs to know, including Adobe Photoshop, Illustrator, InDesign and Acrobat, with our Graphic Design Certificate program. You’ll prepare digital images, illustrations, and layouts, and learn how to address the elements of color, typography, composition, and visual identity. Hands-on projects will focus on essential skills and provide experience in professional graphic design project scenarios. Class assignments include photo editing and collage, display advertising, logo design, poster design, form design, magazine covers, promotional design, book design and more. Graphic artists and designers with a range of technical, drawing and design skills are valuable members of work teams in a variety of industries. Many artists have also discovered the joys of freelance design and graphic development work. Classes include: Principles of Graphic Design, Illustrator Basics CS6, Illustrator Advanced CS6, Graphic Design Supervised Lab 1 – Logos, Photoshop Basics CS6, Photoshop Advanced CS6, InDesign Basics CS6, Graphic Design Supervised Lab 2, InDesign Advanced CS6, Graphic Design Supervised Lab 3 and Graphic Design Final Project. Tuition includes all textbooks.

Course #3000023 (4408) $1,995
2/8 - 10/24 Sat 1 - 4 PM
Marshalltown, MCC Business & Technology Center (room 201)
Instructor: Allotabit Studios

Leadership Excellence Achievement Series
Take your leadership to the next level with this four-session Supervisory & Leadership Training Certification. Renown Presenters: Celina Peerman, Ph.D. & Mel Gonnerman, Ph.D. See session descriptions below or contact Morgan Frederick at Morgan. Frederick@iavalley.edu for more information. Series cost is $679, a savings of $77 for those who take all four courses.

Managing Difficult Behavior and Conflict at Work
Conflict at work is inevitable and can quickly escalate due to difficult behavior. Whether between personality or priorities, leaders must be clear about what is most important and ensure relationships are maintained by addressing conflict and difficult behavior quickly. Focus in this session will be practical advice for addressing situations at work and finding resolution in even some of the toughest situations. In addition to interpersonal conflict, participants will review ways to identify difficult behaviors and have conversations in order to either get the undesirable behavior to stop or limit its impact on everyone else. The contributors to negative behavior and what actions can be taken to reduce the negative impact will be discussed.

Course #2000157 (4091) $189
4/8 Wed 1:30 - 4:30 PM
Marshalltown, IVCE Conference Center (610)
Instructors: Celina Peerman, Mel Gonnerman

Emotional Intelligence During Times of Relentless Change
In our fast-paced work world, the one thing we can count on is the fact that change WILL happen. For organizations to thrive in today’s environment, increased attention must be given to continuous learning to build strong teams and professionally interact with customers, co-workers and leadership. This session will look at ways we work best together and communicate every day, and understanding our own behavior and that of others. Special focus will be on improving workplace relationships by understanding the role of emotions that help us reach goals and habits that hold us back. Tools and discussion will also emphasize helping us understand the various responses to change and behaviors necessary for leaders during times of transition. With the use of real-life examples and support from applicable research, discussion will center on actions each participant can apply immediately back out on the job.

Course #2000158 (4092) $189
5/13 Wed 1:30 - 4:30 PM
Marshalltown, IVCE Conference Center (614)
Instructors: Celina Peerman, Mel Gonnerman

Critical Thinking: Avoiding Errors & Making Better Decisions
Decisions, decisions, decisions. Avoiding critical thinking errors and making good judgments and decisions is vital for the success of any business. Leaders must consider the effects their decisions have on all parties in order to help the company thrive and grow. This customized course will help participants recognize and avoid critical thinking errors as well as build skills in judgment and decision-making by reviewing models and methods that increase our ability to make better decisions, how to respond in a crisis when mistakes happen. This session will also focus on examining best practices for setting individual, team, and company goals and how to connect them to a wider plan. Participants will leave with skills they can immediately apply at work to raise accountability for increased performance, better customer service, and improved daily interactions.

Course #2000155 (4087) $189
2/5 Wed 1:30 - 4:30 PM
Marshalltown, IVCE Conference Center (610)
Instructors: Celina Peerman, Mel Gonnerman

Creating Accountability at Work
Accountability in the workplace is key for any organization to thrive. Join us to learn new tools and techniques to create a culture where people feel able to admit to mistakes, and learn appropriate words to say and actions to take when those mistakes happen. This session will also focus on examining best practices for setting individual, team, and company goals and how to connect them to a wider plan. Participants will leave with skills they can immediately apply at work to raise accountability for increased performance, better customer service, and improved daily interactions.

Course #2000156 (4088) $189
3/4 Wed 1:30 - 4:30 PM
Marshalltown, IVCE Conference Center (610)
Instructors: Celina Peerman, Mel Gonnerman

Follow IVCE on Social Media

Iowa Valley Continuing Education

It’s a great way to get advance notice of upcoming programs

IVCE’s Conference Center is the perfect venue for your meetings/events!
Management Certificate
Enhance your management skills in this program for supervisors, managers, and emerging leaders. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve management of time and productivity. Get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Finally, learn the keys to managing different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. There are three one-month courses, which may be taken individually: Management Boot Camp, Collaborative Management, and Managing Generations in the Workplace.

Course #2000027  $595
Offered online four times/year; next classes begin 2/3, 4/6 & 6/1
Instructors: Sally Klauss, Joyce Odidison & Kassia Dellabough

Project Management Certificate
Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion, and it can increase your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Then acquire well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. Finally, learn the 10 Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes. There are three one-month courses, which may be taken individually: Introduction to Project Management, Project Management Knowledge Areas, and Project Management Processes.

Course #2000073  $495
Offered online four times/year; next classes begin 2/3, 4/6 & 6/1
Instructors: Christina Martinez & Andy Stanhope

Six Sigma Green Belt Certificate
Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN’s Green Belt training teaches problem-solving skills using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. Instructors and mentors work closely with the class to not only teach the material, but guide candidates as they work projects. There are three one-month courses, which may be taken individually: Introduction to Six Sigma Green Belt, Intermediate Six Sigma Green Belt, and Advanced Six Sigma Green Belt.

Course #2000088  $495
Offered online four times/year; next classes begin 2/3, 4/6 & 6/1
Instructor: Scott Follett

Social Media for Business Certificate
From Facebook to Twitter, YouTube, LinkedIn and more, discover principles that apply across all networks and how specific social networks can be used by your organization. Learn how social networks function, develop a two-way communication/marketing strategy, and find out what you should be doing. There are three one-month courses, which may be taken individually: Introduction to Social Media, Marketing Using Social Media, and Integrating Social Media in Your Organization.

Course #2400002  $495
Offered online four times/year; next classes begin 2/3, 4/6 & 6/1
Instructors: Jennifer Selke & Nicole Siscaretti Doyle

Check out the new Estate Planning & Retirement programs ... see page 20

IOWA VALLEY ADVENTURES CHALLENGE COURSE
Experience the Adventure!

WHO CAN USE THE CHALLENGE COURSE?
• Business Owners
• Executive Teams
• Families
• Service Orgs
• Nonprofit Orgs
• Supervisors & Staff Members

HOW CAN YOUR GROUP USE THE COURSE?
• Business Retreats
• Staff Trainings
• Youth Workshops
• Group Orientations

Additional info online at IowaValleyAdventures.com or call Val Ruff at 641-844-5614
Supervisory & Leadership Certificate

Employees are your most valuable resource. Ensuring the efficiency of your team is the key to success and your most important responsibility. Get practical, easy to understand, and insightful methods for new and experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss specifics of the supervisor’s role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Training units include The Role of the Supervisor, Delegation & Employee Engagement, Performance Management, and Writing & Delivering Performance Reviews.

Course # 2000025
Offered online four times/year; next classes begin 2/3, 4/6 & 6/1
Instructor: Sally Klaus

Educators Certificate in Teaching Adults

This is your invitation to teach others in person and join in one of the more important functions in life – passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both fundamental and advanced information to improve your teaching. Your instructor is the author of How to Teach Adults, the best-selling book on the subject. The ebook version is included in the course.

Course #2100010 (3625)
Offered online four times/year; next class begins 2/3
Instructor: William A. Draves

Coaching Authorization

Learn about coaching and meet the Iowa requirements for coaching authorization. You will integrate critical concepts from human development, anatomy/physiology, and physical education with coaching philosophy and techniques, care and prevention of athletic injuries, and the ethics and legal aspects of coaching.

- Required Concussion Training is via the Iowa High School Athletic Association at Concussion Online Training. Log onto the site, click on the Free Sports Concussion Course, follow the directions, complete the course, print your certificate, and submit it to your instructor.
- Additional topics: Structure & Function of the Human Body, Human Growth & Development, Techniques and Theory, Professional Ethics and Legal Issues, Prevention & Care of Athletic Injuries, and Medical & Safety Problems. This certification requires a minimum 55 contact hours of coursework. Iowa requires an application fee ($85) and background check fee ($75); fingerprinting is included with submission of state forms. These fees may be paid online with a credit card ($3 service fee). Applicants under age 20 must upload a copy of their high school diploma (required transcript) to the online application for coaching authorization. As of April 23, 2017, the BOEE requires applications document current completion of a hands-on (not online) CPR training (see AHA HeartSaver CPR/AED/First Aid on page 11). CPR training through the following organizations will also be accepted: American Heart Association, American Red Cross, American Safety & Health Institute (ASHI), National Safety Council (NSC), or Medic First Aid. Please contact Iowa Valley to register at 641-752-4645.

Course #2300008 (2681)
Offered online continuously during the year

Substitute Teaching Preparation

To be a substitute teacher today takes student respect, skills, and a portfolio of ideas and workable presentations. You may get the first call, but a successful substitute gets the second and third calls to report. Understand what is expected of a substitute and how to maximize your value to a school. Find out how to develop a sub notebook, understand classroom management, the latest techniques in developing lesson plans, how to use your portfolio to assist in teaching, and more. With information applicable to any U.S. state, this course will provide the information you need to be successful at any level in any school.

Course #2200005
Offered online four times/year; next classes begin 3/2, 5/4 & 7/6
Instructor: David J. Reilly

Computers & Technology

Computer Skills for Seniors 1

Designed for beginners, this will cover the basics to begin using a computer to make your life easier. Learn how to use the mouse and keyboard functions, find your way around Windows, connect a printer to your PC, launch your favorite programs, use ribbons and toolbars, explore the internet, and much more! Textbook is included; program is endorsed by AARP.

Course #3500001 (4186)
6/9 - 6/30 Tue 9:30 AM - Noon
Marshalltown, MCC Business & Technology Center (room 201)
Instructor: James Flack

Computer Skills for Seniors 2

Take your computer skills to the next level by learning to use files and folders, set up email, and protect yourself against identity theft online. Discover how to listen to music, read eBooks or watch movies on your PC. Connect with grandkids through Facebook, Pinterest or video calling. Learn to troubleshoot common problems and perform necessary maintenance. This class is a continuation of Level 1 and covers the second half of the textbook. Textbook is available for purchase for those not attending Level 1.

Course #3500002 (4193)
7/7 - 7/28 Tue 9:30 AM - Noon
Marshalltown, MCC Business & Technology Center (room 201)
Instructor: James Flack
Excel Formulas & Functions
Explore the many formulas and functions that Excel has to offer! Formulas and functions will expand the capabilities of your Excel workbooks and save you time. Start with a review of basic formula creation, using automation features such as AutoSum, AutoComplete, Flash Fill, Function Library, Insert Function, cell protection, and formula auditing/verification. Dive deeper to explore advanced functions such as Linking Workbooks/Worksheets, IF statements, SUMIF, IF AND, and IF OR statements to perform conditional calculations, and VLOOKUP, MATCH and INDEX for extracting information. Text functions and date/time functions will also be covered. Textbook is included. Prerequisite: Excel Level One course or equivalent experience.
Course #3200013 (4349) $129
4/21 - 5/5 Tue 3:30 - 5:30 PM
Marshalltown, MCC Business & Technology Center (room 201)
Instructor: James Flack

Microsoft Word Specialist Series
Save $75 by registering for the series!
Demonstrate that you have advanced skills in Microsoft Word 2019 by completing a Microsoft Word Series including Word Level 1, Level 2 and Level 3! Learn how to enter and edit data, work with tables, Word Art and SmartArt. Set custom tabs, insert heading and footings, track changes and save your work in different file formats. Acquire the ability to work with mail merge, add special effects to text, insert a picture and wrap text. Edit and run macros, integrate Word with Excel, PowerPoint and the Web. Three textbooks are included. Note: If taken individually, each level is $149 for a total of $447, but by registering for the series, you save $75.

Microsoft Word Specialist 1
Learn the basics of word processing. Discover how to enter and edit text, use numbered and bulleted lists, create envelopes, work with tables, borders, shading, styles, shapes, WordArt and SmartArt. Set custom tabs, insert heading and footings, track changes and save your work in different file formats. The lessons are reinforced by creating and editing business documents, a resume, a professional brochure and reports. Textbook is included. Youth 15+ may register.
Course #3200011 (4158) $149
4/21 - 4/30 Tue, Thu 6:30 - 8:30 PM
Marshalltown, MCC Business & Technology Center (room 201)
Instructor: James Flack

Microsoft Word Specialist 2
Take your Word skills to the next level by working with mail merge. Learn how to add special effects to text, insert a picture, and wrap text around a picture. Discover formatting techniques to create and manage long documents. The lessons are reinforced by creating a newsletter and working with long documents. Textbook is included. Youth 15+ may register.
Course #3200010 (4161) $149
5/5 - 5/14 Tue, Thu 6:30 - 8:30 PM
Marshalltown, MCC Business & Technology Center (room 201)
Instructor: James Flack

Microsoft Word Specialist 3
Set yourself apart by learning advanced features. Discover how to collaborate in Word by tracking changes from multiple reviewers. Prepare documents for sharing and securing content. Edit and run macros. Integrate Word with Excel, PowerPoint and the Web. Learn to embed and link data and create web pages from word documents. Textbook is included. Youth 15+ may register.
Course #3200012 (4163) $149
5/19 - 5/28 Tue, Thu 6:30 - 8:30 PM
Marshalltown, MCC Business & Technology Center (room 201)
Instructor: James Flack

These courses are also open to youth age 15+...
Health

CPR & First Aid

AHA Advanced Cardiovascular Life Support (ACLS)
Initial Provider

AHA's ACLS course builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR. Reflects science and education from AHA Guidelines Update for CPR and Emergency Cardiovascular Care (ECC). ACLS is for healthcare professionals who direct or participate in management of cardiopulmonary arrest or cardiovascular emergencies and for personnel in emergency response. Covers life support skills; recognition and early management of respiratory arrest; cardiac arrest; peri-arrest conditions such as symptomatic bradycardia; airway management; related pharmacology; management of ACS and stroke; and communication for a resuscitation team. Receive completion card (valid 2 years) on successful completion. Nursing CEUs.

Course #4000008 (4192)  $69
3/5 - Thu 4 - 8 PM
Grinnell, Iowa Valley Grinnell (room 126)
Instructor: Diane Roum, LPN/EMT

AHA Advanced Cardiovascular Life Support (ACLS)
Renewal

AHA’s renewal ACLS course builds on lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR. Reflects science and education from AHA Guidelines Update for CPR and Emergency Cardiovascular Care (ECC). ACLS is for healthcare professionals who direct or participate in management of cardiopulmonary arrest or cardiovascular emergencies and personnel in emergency response. Teaches life support skills; recognition and early management of respiratory arrest; cardiac arrest; peri-arrest conditions such as symptomatic bradycardia; airway management; related pharmacology; management of ACS and stroke; and communication for resuscitation teams. Receive completion card (valid 2 years) on successful completion. Nursing CEUs.

Course #4000003 (4268)  $180
3/21 - Sat 8 - 9 AM
Grinnell, Iowa Valley Grinnell (room 126)
Instructor: Diane Roum, LPN/EMT

AHA BLS for Healthcare Providers

In-person class for healthcare professionals who need American Heart Association BLS certification or recertification for in-hospital and out-of-hospital settings. Covers the 2015 AHA guidelines for CPR. Successful completion of classroom test and skills required. Class maximum is 12; class runs up to four hours. Students receive a course completion card, valid for two years.

Course #4000001 (4167)  $30
7/7 - Sat 8 - 9 AM
Grinnell, Iowa Valley Grinnell (room 126)
Instructor: Diane Roum, LPN/EMT

— OFFERED IN MARSHALLTOWN —
Course #4000003 (4371)  $69
2/1 - Thu 4 - 8 PM
Course #4000003 (4374)  $69
3/17 - Thu 5 - 9 PM
Course #4000003 (4363)  $69
5/5 - Thu 5 - 9 PM
Course #4000003 (4376)  $69
5/19 - Thu 5 - 9 PM
Course #4000003 (4364)  $69
6/2 - Thu 8 AM - Noon
Course #4000003 (4377)  $69
6/16 - Thu 5 - 9 PM
Course #4000003 (4365)  $69
7/7 - Thu 8 AM - Noon
Course #4000003 (4378)  $69
7/21 - Thu 5 - 9 PM
Course #4000003 (4382)  $69
8/4 - Thu 8 AM - Noon
Course #4000003 (4372)  $69
8/18 - Thu 5 - 9 PM
Course #4000003 (4367)  $69
9/1 - Thu 8 AM - Noon
Grinnell, Iowa Valley Grinnell (room 126)
Instructor: Jacob Barton, EMT

— OFFERED IN GRINNELL —
Course #4000003 (4275)  $69
7/21 - Thu 5 - 9 PM
Grinnell, Iowa Valley Grinnell (room 126)
Instructor: Diane Roum, LPN/EMT

— OFFERED IN IOWA FALLS —
Course #4000003 (4378)  $69
7/7 - Thu 8 AM - Noon
Course #4000003 (4372)  $69
8/18 - Thu 5 - 9 PM
Course #4000003 (4367)  $69
9/1 - Thu 8 AM - Noon
Iowa Falls, ECC McClure Hall (room 102)
Instructor: Jacob Barton, EMT

Always preregister & pay to ensure your spot in the class.

Healthcare (CPR & First Aid)

Marshalltown, IVCE Conference Center (614)
4/10 - Fri 9 AM - 5 PM
Course #4000010 (4256)  
AHA Advanced Cardiovascular Life Support (ACLS)
Instructor: Tony Barber, EMT

Marshalltown, IVCE Conference Center (614)
4/9 - Thu 9 AM - 5 PM
Course #4000008 (4192)  
AHA Advanced Cardiovascular Life Support (ACLS)
Instructor: Diane Roum, LPN/EMT

Marshalltown, IVCE Conference Center (614)
6/6 - Sat 8 - 9 AM
Course #4000006 (4169)  
AHA Bloodborne Pathogens
Instructor: Diane Roum, LPN/EMT

Marshalltown, IVCE Conference Center (614)
2/1 - Sat 8 - 9 AM
Course #4000006 (4167)  
AHA Bloodborne Pathogens
Instructor: Diane Roum, LPN/EMT

Marshalltown, IVCE Conference Center (614)
3/21 - Sat 8 - 9 AM
Course #4000006 (4168)  
AHA Bloodborne Pathogens
Instructor: Diane Roum, LPN/EMT

Marshalltown, IVCE Conference Center (614)
4/18 - Sat 8 - 9 AM
Course #4000006 (4221)  
AHA Bloodborne Pathogens
Instructor: Diane Roum, LPN/EMT

Grinnell, Iowa Valley Grinnell (room 126)
4/1 - Sat 8 - 9 AM
Course #4000006 (4188)  
AHA Bloodborne Pathogens
Instructor: Diane Roum, LPN/EMT

Grinnell, Iowa Valley Grinnell (room 126)
4/18 - Sat 8 - 9 AM
Course #4000006 (4224)  
AHA Bloodborne Pathogens
Instructor: Diane Roum, LPN/EMT

Always preregister & pay to ensure your spot in the class.

Make your life an EdVenture!

Register online at www.IowaValley.com  641-752-4645
AHA Heartcode BLS Online (Course & Skills Test)

Online BLS course for healthcare providers. First part of the course is online at www.onlineaha.org for $28.50 (choose “Heartcode BLS”). Complete the course then call 641-752-4645 or go online (IowaValley.com) to schedule your skills session. You will need to bring your online class certificate to the skills session. Class maximum is 12; call if interested in a skills session conducted in Grinnell or Iowa Falls.

Course #4000004 (4261) $40 1/7 Tue 4 - 6 PM
Course #4000004 (4223) $40 1/21 Tue 8 - 10 AM
Course #4000004 (4263) $40 2/4 Tue 4 - 6 PM
Course #4000004 (4224) $40 2/18 Tue 8 - 10 AM
Course #4000004 (4264) $40 3/3 Tue 4 - 6 PM
Course #4000004 (4225) $40 3/17 Tue 8 - 10 AM
Course #4000004 (4266) $40 4/7 Tue 4 - 6 PM
Course #4000004 (4226) $40 4/21 Tue 8 - 10 AM
Course #4000004 (4273) $40 5/5 Tue 4 - 6 PM
Course #4000004 (4227) $40 5/19 Tue 8 - 10 AM
Course #4000004 (4274) $40 6/2 Tue 4 - 6 PM
Course #4000004 (4228) $40 6/16 Tue 8 - 10 AM
Course #4000004 (4275) $40 7/7 Tue 4 - 6 PM
Course #4000004 (4229) $40 7/21 Tue 8 - 10 AM
Course #4000004 (4276) $40 8/4 Tue 4 - 6 PM
Course #4000004 (4230) $40 8/18 Tue 8 - 10 AM
Course #4000004 (4277) $40 9/1 Tue 4 - 6 PM

Marshalltown, IVCE Conference Center (614) Instructor: Jacob Borton, EMT

You asked for it and we’ve delivered! ACLS Nursing CEUs offered this spring ... see page 10.

AHA Heartsaver CPR/AED/First Aid

This American Heart Association course is for anyone with no medical training to recognize emergencies and give first aid, perform CPR, use an AED, and relieve choking prior to arrival of emergency providers. Includes procedures for adults, children and infants following AHA guidelines. A completion card will be issued. Maximum 12 students. Course is $84 and is offered on these Tuesdays: Jan. 14 & 28, Feb. 11 & 25, Mar. 24, Apr. 14 & 28, May 12 & 26, June 9 & 23, July 14 & 28, and Aug. 11 & 25. Call or go to IowaValley.com for times and course numbers.

Marshalltown, IVCE Conference Center
Instructor: Jacob Borton, EMT

AHA Heartsaver CPR/AED/First Aid Online (Course & Skills Test)

This online course from the American Heart Association is designed for those with no medical training to help recognize emergencies. Skills covered: providing first aid, performing CPR, using an AED, and relief of choking prior to the arrival of emergency providers. The first part of the course is online at www.onlineaha.org for $30 (under the Course tab select “Heartsaver First Aid/CPR/AED Online Part 1”). Complete the online course then call or go online to register for your skills test. You need to bring your online class certificate to the skills session. This course does not meet DHS provider (i.e. foster parents) requirements due to the online component. Maximum enrollment is 12.

Course #4000002 (4208) $59 1/28 Tue 5 - 7 PM
Course #4000002 (4209) $59 2/25 Tue 5 - 7 PM
Course #4000002 (4210) $59 3/24 Tue 5 - 7 PM
Course #4000002 (4211) $59 4/28 Tue 5 - 7 PM
Course #4000002 (4212) $59 5/26 Tue 5 - 7 PM
Course #4000002 (4213) $59 6/23 Tue 5 - 7 PM
Course #4000002 (4214) $59 7/28 Tue 5 - 7 PM
Course #4000002 (4215) $59 8/25 Tue 5 - 7 PM

Marshalltown, IVCE Conference Center (614) Instructor: Diane Roum, LPN/EMT

AHA Heartsaver Pediatric CPR/AED/First Aid

This American Heart Association course is designed for anyone, with no medical training, to recognize pediatric emergencies and give first aid, perform CPR, use an AED, and relieve choking prior to the arrival of emergency providers. This course includes procedures for adults, with focus on children and infants following the AHA guidelines. This course is for daycare providers, new parents, foster parents and others who care for children and infants. A completion card will be issued. Class maximum is 12 students. May also register for AHA Bloodborne Pathogens course, which meets one hour before each of these courses.

Course #4000007 (4198) $84 2/1 Sat 9 AM - 4 PM
Marshalltown, IVCE Conference Center (614) Instructor: Diane Roum, LPN/EMT

Course #4000007 (4204) $84 3/21 Sat 9 AM - 4 PM
Grinnell, Iowa Valley Grinnell (room 126) Instructor: Jacob Borton, EMT

Course #4000007 (4199) $84 4/4 Sat 9 AM - 4 PM
Marshalltown, IVCE Conference Center (614) Instructor: Diane Roum, LPN/EMT

Course #4000007 (4190) $84 4/18 Sat 9 AM - 4 PM
Iowa Falls, ECC McClure Hall (room 102) Instructor: Jacob Borton, EMT

Course #4000007 (4200) $84 6/6 Sat 9 AM - 4 PM
Marshalltown, IVCE Conference Center (614) Instructor: Diane Roum, LPN/EMT

Course #4000007 (4201 Scout Leaders) $84 8/1 Thu 9 AM - 4 PM
Marshalltown, IVCE Conference Center (614) Instructor: Diane Roum, LPN/EMT

Thanks for choosing IVCE!
AHA Pediatric Advanced Life Support/PALS Initial Provider

Pediatric Advanced Life Support (PALS) educates healthcare providers in emergency medication, intensive care and critical care units and personnel in emergency response who respond to emergencies involving infants and children. This instructor-led, hands-on class involves a series of videos and simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. Upon successful completion of the course, students receive a course completion card, valid for two years.

Course #4000012 (4326) $180
3/19 - 3/20 Thu, Fri 9 AM - 5 PM
Marshalltown, IVCE Conference Center (614)
Instructor: Tony Barber, EMT

AHA Pediatric Advanced Life Support/PALS Renewal

Pediatric Advanced Life Support (PALS) Renewal educates healthcare providers in emergency medication, intensive care and critical care units and personnel in emergency response who respond to emergencies involving infants and children. This instructor-led, hands-on class involves a series of videos and simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. Upon successful completion of the course, students receive a course completion card, valid for two years.

Course #4000013 (4328) $150
3/20 Fri 9 AM - 5 PM
Marshalltown, IVCE Conference Center (614)
Instructor: Tony Barber, EMT

Health Careers

Emergency Medical Technician (EMT)

This course is for Emergency Medical Services training at the EMT level. EMTs provide basic, noninvasive interventions at the scene and during transportation of patients to the hospital. This is a hybrid class, meaning you are required to do reading and online lab at home. Classroom skills and discussion/lecture will be once a week on Wednesdays from 6 - 10 PM for approximately 20 weeks; 48+ hours of clinical time is required (140+ hours of classroom instruction and 48+ hours of clinical/field experience). Students will be responsible for the cost of background check, book, and NREMT testing. Must meet the minimum requirement for immunizations and produce the record within the first two weeks of class.

Prerequisites: Must be 17 years of age at the time of enrollment and possess a valid driver’s license. Students must have BLS for Healthcare Providers (CPR) certification. There will be an informational meeting on Jan. 8, 2020.

Course #4200001 (2996) $1,299
1/8 - TBA Wed 6 - 10 PM
Toledo Fire Station
Instructor: Greg Johnson

Medical Terminology: A Word Association Approach

Prepare for a career in health services by learning medical terminology in a memorable and enjoyable fashion! This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided for each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. New class begins the 2nd or 3rd Wednesday of each month and is open for 8 weeks. Students receive two lessons each week for six weeks. Note: To participate you need a computer, internet access and an email address. For more information or enroll go to https://www.ed2go.com/iavalley/online-courses/medical-terminology-word-association-approach?tab=detail.

Course #43000025 (4355) $95
2/12 - 4/13 online
Instructor: TBA

Medication Aide

This course includes 46-48 class hours and 10-20 clinical hours. The purpose is to prepare individuals to safely administer non-parenteral medications in agencies/facilities licensed by DIA. Classroom, laboratory and clinical experiences assist in achieving course competencies.

Prerequisites: Drug-free and working in an agency/facility licensed by DIA (long term care, assisted living programs, residential care facilities, intermediate care facilities (ICFs), ICFs for the intellectually disabled, psychiatric medical institutions (PMIs), and PMIs for children).

Requirements:

• If employed in a certified nursing facility, applicants must be employed for at least six months by the facility sponsor, be eligible on the Iowa Nurse Aide Registry, and provide a recommendation from the facility administrator.

• If employed in a residential agency, applicants must provide a recommendation from the facility administrator.

• All participants must satisfactorily complete the Prepare to Care module prior to taking the Medication Aide course.

Upon enrollment, students must identify the RN who will supervise the validation of competencies in the clinical area. Successful completion of the course will be determined by unit exams, demonstration of skills competency as documented by the skills checklist, and successful completion of the clinical portion with written documentation by the RN assigned to supervise the clinical at the worksite. Following completion of the class and clinical components, students must satisfactorily complete a state final written exam (80% competency), then a certificate of attendance will be issued.

Course #4300003 (4307 & 4304) $425
2/4 & 2/6 Prepare to Care Tu/Th 10AM - 1PM 2/11 - 2/13 Tu/Th 10 AM - 1 PM 4/23 Thu 10 AM Certification Test
Marshalltown, IVCE Conference Center (537)
Instructor: LeAnne Kruse, RN

Course #4300003 (4333 & 4336) $425
4/14 & 4/16 Prep to Care Tu/Th 10AM - 1PM 4/21 - 4/23 Tu/Th 10 AM - 1 PM 6/25 Thu 10 AM Certification Test
Marshalltown, IVCE Conference Center (537)
Instructor: LeAnne Kruse, RN

Course #4300003 (4341 & 4344) $425
5/6 & 5/8 Prep to Care W/F 9 AM - 3:30 PM 5/11 - 5/13 M/W/F 9 AM - 3:30 PM 6/17 Wed 9 AM Certification Test
Grinnell, Iowa Valley Grinnell (room126)
Instructor: Pam Hackathorn, RN

Follow IVCE on Social Media

Iowa Valley Continuing Education

Register online at www.IowaValley.com 641-752-4645
**Medication Manager**

This 12-hour course prepares you to safely administer or supervise self-administration of non-parenteral medications in a 15 bed or less residential program, child care program, supervised apartment living, or community-based living. Approved by the State of Iowa Board of Pharmacy Examiners, Iowa Department of Inspections and Appeals, and Iowa Department of Human Services. Additional information for employers and students: Employers will have a supply of Medication Manager books so employees can read units one and two and learn the medical terms in the glossary prior to first class. Students will have additional reading assignments for each class. 100% attendance and a score of 80% or above on the final exam are required to obtain the certificate of completion. If a student misses a class he/she is not allowed to continue. No refunds will be granted for absent students or those who do not pass. Students who are absent or do not pass the final will need to be enrolled in and pay for the next Medication Manager class.

— OFFERED IN GRINNELL —

Course #4300008 (4154) 2/10 - 2/13 M/Tu/Th 9 AM - 2:30 PM $99
Course #4300008 (4155) 4/20 - 4/23 M/Tu/Th 9 AM - 2:30 PM $99
Grinnell, Iowa Valley Grinnell (room 126) Instructor: Pam Hackathom, RN

— OFFERED IN IOWA FALLS —

Course #4300008 (4156) 2/18 - 2/22 Tu/Th 10 AM - 2 PM $99
Course #4300008 (4157) 4/21 - 4/25 Tu/Th 10 AM - 2 PM $99
Course #4300008 (4158) 6/16 - 6/25 Tu/Th 10 AM - 2 PM $99
Course #4300008 (4160) 8/11 - 8/20 Tu/Th 10 AM - 2 PM $99
Iowa Falls, ECC McClure Hall (room 102) Instructor: Linda Smith, RN

— OFFERED IN MARSHALLTOWN —

Course #4300008 (4162) 1/21 - 1/30 Tu/Th 10 AM - 2 PM $99
Course #4300008 (4164) 3/24 - 3/31 Tu/Th 10 AM - 2 PM $99
Course #4300008 (4165) 5/19 - 5/28 Tu/Th 10 AM - 2 PM $99
Course #4300008 (4166) 6/14 - 6/23 Tu/Th 10 AM - 2 PM $99
Marshalltown, IVCE Conference Center (616) Instructor: Linda Smith, RN

**Phlebotomy Technician**

This 90-hour training program prepares you to collect blood specimens from clients for the purpose of laboratory analysis. Students become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classwork includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and clinical training in techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm, and other exercises to prepare students to function as an entry level Phlebotomy Technician. If you need financial assistance you can apply for the IVCE GAP Tuition Assistance Program by calling Jennifer Rice at 641-844-5629. Students may incur additional costs associated with the optional clinical experience for uniform, immunizations, background checks, CPR, and mandatory reporter training. Registration deadline is Feb. 18.

Course #4300005 (2686) 2/25 - 5/21 Tu/Th 6-9 PM, Sat 9AM - 3:30PM $1,799
Marshalltown, MCC (room 536) Instructor: Kim Riley Adams

**Phlebotomy Technology Exam Review**

Review the role of the phlebotomy technician in preparation for the National Healthcareer Association Certified Phlebotomy Technician exam. Topics include phlebotomy as a profession, anatomy and physiology (an overview), hemostasis, site selection, venipuncture, complications associated with phlebotomy, factors to consider prior to performing the procedure, quality assurance and specimen handling, analytical errors, routine venipuncture, failure to obtain blood, special venipuncture, special specimen handling, dermal punctures (microcapillary collection), test tubes, additives and tests, clinical laboratory sections, safety, latex sensitivity, and legal considerations. Registration deadlines are Jan. 7 & June 2.

Course #4300006 (2690) 1/14 Tu/Th 6 - 9 PM $59
Course #4300006 (4220) 6/9 Tu/Th 6 - 9 PM $59
Marshalltown, MCC (room 536) Instructor: Kimberly Riley-Adams

**Spanish for Medical Professionals**

Are you frustrated by the communication gap between you and your Spanish-speaking patients? Practice the basic language skills needed to effectively communicate with Spanish-speaking patients and their families. Learn the basics of the language, gain an understanding of the culture, and know how to ask questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher or speak no Spanish, you will complete the course with the skills to effectively communicate with Spanish-speaking patients.

Course #4300004 2/3, 4/6 & 6/1 $290
Offered online four times/year; next classes begin 2/3, 4/6 & 6/1
Instructor: Cristina Sempé

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Looking for fun? Check out the Orpheum!

Concerts, performances and movies scheduled throughout the year. It's all on our website, so take a look and get some fun on your calendar!

OrpheumCenter.com
# Nurse Aide

## Advanced Nurse Aide

This 75-hour course emphasizes the knowledge, attitude and skills for a nurse aide to provide patient care in the acute care setting. Skills include preparation for pre-surgical and postsurgical procedures, suture and clip removal, and basic EKG procedures and rhythm interpretation. Students must have completed the 75-hour Nurse Aide and must be on the state registry prior to this course. BLS for healthcare workers included in the class. Must have Child and Dependent adult abuse online course prior to clinical. Clinical in acute care will follow class time. **You must register for both the Orientation and the Advanced Nurse Aide courses listed here.**

<table>
<thead>
<tr>
<th>Course #4500009 (4357)</th>
<th>$25</th>
<th>3/6 - Fri 9 - 11 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>AdvNA Course #4500010 (4360)</td>
<td>$484</td>
<td>3/16 - 4/24 M/W/F 8 AM - Noon</td>
</tr>
<tr>
<td>Marshalltown, IVCE Conference Center (616)</td>
<td>Instructor: Roxanne Wolken, RN</td>
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</tbody>
</table>

## Nurse Aide Orientation

In this mandatory orientation you’ll learn about the nurse aide class, regulations that must be met, and student expectations and requirements. As a prospective nurse aide student you will complete paperwork authorizing IVCE to perform a background check. Background check must be complete and students cleared prior to enrolling in the nurse aide class. Cost of the background check is $25 payable at enrollment. Background check forms will be filled out at the nurse aide orientation. Students must know and bring their Social Security number and a black pen with them to the orientation.

<table>
<thead>
<tr>
<th>Course #4500006 (4305)</th>
<th>$25</th>
<th>2/24 - 3/6 Fri 5 - 7 PM</th>
</tr>
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<tbody>
<tr>
<td>Course #4500006 (4309)</td>
<td>$25</td>
<td>3/6 - 3/20 Fri 3 - 5 PM</td>
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<tr>
<td>Instructor: Kristy Kelly, RN</td>
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<tr>
<td>Course #4500006 (4318)</td>
<td>$25</td>
<td>4/20 - 5/1 Fri 10 AM - Noon</td>
</tr>
<tr>
<td>Instructor: LeAnn Kruse, RN</td>
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<tr>
<td>Course #4500006 (4325)</td>
<td>$25</td>
<td>6/1 - 6/12 Mon/Fri 10 AM - Noon</td>
</tr>
<tr>
<td>Instructor: LeAnn Kruse, RN</td>
<td></td>
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</tr>
<tr>
<td>Course #4500006 (4329)</td>
<td>$25</td>
<td>6/22 - 7/1 Mon/Tu 9 - 11 AM</td>
</tr>
<tr>
<td>Instructor: LeAnn Kruse, RN</td>
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Marshalltown, IVCE Conference Center (614)

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### Nurse Aide Phase I (75-Hour Nurse Aide) in Grinnell

Learn the knowledge and demonstrate skills to provide safe, effective resident care. Course meets requirement of the Department of Inspection & Appeals for nursing assistants/direct care givers in long-term care and skilled facilities. Upon completion, a student is eligible to take the computer and skills performance competency tests to become a Certified Nursing Assistant in Iowa. 100% attendance is required. Must pass final exam with 80% grade to continue to clinical. Class will be over the Grinnell College break Jan. 3, 6, 7, 8, 9 & 10 from 8:30 am to 4:30 pm with a one-hour break (bring your own lunch). Clinical is at Mayflower Jan. 11, 15, 16 & 17 from 7 am to 3:30 pm with a 30-minute lunch.

<table>
<thead>
<tr>
<th>Course #4500004 (4035)</th>
<th>$599</th>
<th>1/3 - 1/17 M/Tu/W/Th/F 8:30 AM - 4:45 PM; Sat 7 AM - 3:30 PM; W/Th/F 7 AM - 3:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grinnell, Iowa Valley Grinnell (room 126)</td>
<td>Instructor: Vickie Wieck, RN</td>
<td></td>
</tr>
</tbody>
</table>

### Nurse Aide Phase I (75-Hour Nurse Aide) in Marshalltown

Learn the knowledge and demonstrate skills to provide safe, effective resident care. Course meets requirement of the Department of Inspection & Appeals for nursing assistants/direct care givers in long-term care and skilled facilities. Upon completion, a student is eligible to take the computer and skills performance competency tests to become a Certified Nursing Assistant in Iowa. 100% attendance is required. Must pass final exam with 80% grade to continue to clinical.

<table>
<thead>
<tr>
<th>Course #4500004 (4117)</th>
<th>$559</th>
<th>3/16 - 5/2 M/Th 5:15 - 9:30 PM &amp; 4 Sat (3/28, 4/4, 4/18 &amp; 5/2) 9:30 AM - 3 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marshalltown, IVCE Conference Center (616)</td>
<td>Instructor: Beth Weuve, RN</td>
<td></td>
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</tbody>
</table>

### Nurse Aide Proctor-Read Computerized Competency Exam

This 100 multiple choice question computer-based exam tests basic skills and knowledge of a nurse aide seeking employment in a long-term care facility. The test has a 2-hour limit and a test proctor. To register for the test you must know your Social Security number and show a photo ID to the test proctor prior to the test. The deadline to register for testing is one week prior to the exam date. Contact us to schedule at 641-752-4645. You must cancel at least three business days prior to your exam time in order to receive a refund.

<table>
<thead>
<tr>
<th>Course #4500003 (4117)</th>
<th>$55</th>
<th>1/7 Tue 9 AM - 1 PM</th>
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<td>Course #4500003 (4116)</td>
<td>$55</td>
<td>1/22 Wed 9 AM - 1 PM</td>
</tr>
<tr>
<td>Course #4500003 (4119)</td>
<td>$55</td>
<td>2/6 Thu 9 AM - 1 PM</td>
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<tr>
<td>Course #4500003 (4120)</td>
<td>$55</td>
<td>2/18 Tue 9 AM - 1 PM</td>
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<td>Course #4500003 (4121)</td>
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<td>3/25 Wed 9 AM - 1 PM</td>
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<td>Course #4500003 (4122)</td>
<td>$55</td>
<td>4/7 Tue 9 AM - 1 PM</td>
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<tr>
<td>Course #4500003 (4124)</td>
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<td>4/21 Tue 9 AM - 1 PM</td>
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<tr>
<td>Course #4500003 (4125)</td>
<td>$55</td>
<td>4/23 Wed 9 AM - 1 PM</td>
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<tr>
<td>Course #4500003 (4127)</td>
<td>$55</td>
<td>5/27 Wed 9 AM - 1 PM</td>
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<tr>
<td>Course #4500003 (4128)</td>
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<td>6/10 Wed 9 AM - 1 PM</td>
</tr>
<tr>
<td>Course #4500003 (4129)</td>
<td>$55</td>
<td>6/24 Wed 9 AM - 1 PM</td>
</tr>
</tbody>
</table>

Marshalltown, IVCE Conference Center (801) | Instructor: Linda Whaley |

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**Contact us to schedule at 641-752-4645.** You must cancel at least three business days prior to your exam time in order to receive a refund.
Nurse Aide State Computer-Based Competency Exam
This multiple choice computer-based exam tests skills and knowledge of a nurse aide seeking employment in a long-term care facility. There is a 2-hour limit and a proctor. To register you must have your Social Security # and show a photo ID to the proctor prior. Deadline to register is one week prior to the exam. Contact us to schedule at 641-752-4645. You must cancel at least three business days prior to the exam to receive a refund.

Course #4500002 (4319) $55
1/2 Th 2:30 - 4:30 PM
Course #4500002 (4312) $55
1/16 Th 2:30 - 4:30 PM
Course #4500002 (4313) $55
1/30 Th 2:30 - 4:30 PM

Marshalltown, MCC Business & Technology Center (room 201 Computer Lab)
Instructor: Linda Whaley

Life & Leisure

Arts
Creating Art Using Alcohol Inks
Session I (Beginner): Use ceramic tiles of various sizes, provided by the instructors, as a medium for your art and learn the basics of preparing the surface, applying multi-colored alcohol inks, manipulating the inks, and applying a fixative for a permanent, beautiful art piece! You will keep all the art you produce. All supplies are included in your tuition, and no experience is necessary for this class!

Session II (Intermediate): Explore a variety of mediums in addition to the tile used in the Beginner class, plus additional techniques to produce more art pieces to take home with you. You should have the Beginner class or equivalent experience before taking the Intermediate class. All supplies are provided by the instructors, or students may bring their own additional mediums to try. Robert & Linda Moore have taught the Alcohol Inks classes to both children and adults in the past, and participants of all ages love these art activities! Children under the age of 12 must be registered and accompanied by an adult who is also registered for the class.

Co-sponsor: Central Iowa Art Association; a small portion of the fee supports CIAA.

Beginner #7000006 (TBA) $20
3/21 Mon. 10 AM - Noon
Intermediate #7000007 (TBA) $20
3/28 Mon. 10 AM - Noon
Both Sessions #7000008 (TBA) $30
3/21 - 3/28 Mon. 10 AM - Noon

Marshalltown, MCC (room 402 Art Room)
Instructors: Robert & Linda Moore

Photography, Beginning
Are you that person who can get the camera out of the bag, but aren’t sure what to do next? We will practice skills from how to hold the camera to how your personal camera works. This class is set up for one-to-one interaction to help those who don’t know where to begin. You will be amazed at the photos you create!

Course #7000004 (4292) $99
2/4 - 3/10 Tue 6 - 9 PM
Course #7000004 (4299) $99
6/9 - 7/14 Tue 6 - 9 PM

Marshalltown, MHS (room 174 Art Room)
Instructor: Wade Judge

Photography & Composition, Introduction
Need help running your camera outside of auto mode? Comfortable with your camera and just want help improving the quality and composition of your photos? This course is about still photography with digital cameras, but those working with film are welcome as well. Cover camera settings, elements and principles; exposure and rules of composition; and fine-tuning for your needs. Work with Photoshopp and Lightroom for editing, too. Enjoy having the camera work for you!

Course #7000002 (4281) $119
2/5 - 3/11 Wed 6 - 9 PM
Course #7000002 (4286) $119
6/10 - 7/15 Wed 6 - 9 pm

Marshalltown, MHS (room 174 Art Room)
Instructor: Wade Judge

Pottery
From hand-building with clay to throwing pots on the wheel, our class lets you create and explore this interesting craft. Cost includes 25 lbs. of clay, necessary glazes, tools, and firing. Raku techniques will be covered. Register and pay one week prior to start of class.

Course #7000001 (2787) $139
1/20 - 2/24 Mon 6:30 - 9:30 PM
Course #7000001 (2788) $139
3/30 - 4/15 Mon, Wed 6:30 - 9:30 PM

Marshalltown, MHS (room 173 Art/Pottery)
Instructor: Kenneth Niehouse

Still Life in Motion
Learn how to turn pictures and drawings into motion using Cinemagraphs.

Course #7000005 (2907) $30
2/22 - 2/29 Sat 10 AM - Noon

Marshalltown, MCC Business & Technology Center (room 205)
Instructor: David Seuss

AHA Heartsaver Pediatric CPR/AED/First Aid
For daycare providers, new parents, foster parents, and others who care for infants and young children

You’ve been asking for this class, so it’s scheduled for this spring in Grinnell, Iowa Falls and Marshalltown!

Classes limited to 12 participants each session, so register early to ensure a place. Completion Cards will be issued following successful demonstration of skills. See page 11.

Register online at IowaValley.com > Find a Course > CPR & First Aid

PHOTOGRAPHY (NURSE AIDE) / LIFE & LEISURE (ARTS)
Cooking Freezer Meals

Are you feeling too busy for meal planning, meal preparation, and cooking? Do you know a family in need to whom you would like to donate meals? With the cold season fast approaching, join this social event for an opportunity to learn about quick freezer meal resources. You will leave the class with five meals and one dessert for your freezer. Each meal will be stored in plastic freezer bags ready to be placed into the oven or slow cooker. Each meal will feed 4-6 people and is freezeable up to 3 months. You will go home with a collection of recipes to try at home. Ingredients included.

Course #7700005 (4298) $79
1/21 Tue 6-8 PM
Marshalltown, IVCE Conference Center (803) Instructors: Jules McGrew

Instant Pot 101

Are you thinking about getting an Instant Pot? Do you have one, but not sure what to do with it? Never heard of Instant Pots? Do NOT fear! We’ll walk through the essentials of electric pressure cooking. Before long, the Instant Pot will become your new favorite kitchen appliance. Bring your Instant Pot with you to try a recipe or just join the class to learn more about the newest craze before you purchase yours! You’ll take home a collection of recipes to try at home!

Course #7700003 (4314) $29
3/7 Sat 10 AM - Noon
Course #7700003 (4316) $29
8/1 Sat 10 AM - Noon
Marshalltown, IVCE Conference Center (808) Instructors: Jules McGrew

Great Decisions 2020

Join Creative Retirement and discuss the world! Organized by the Foreign Policy Association, this series features impartial, thought-provoking analyses on eight issues of concern to policymakers and citizens. Participants will lead and learn from each other during lively discussions while respecting others’ life experiences, value systems, and beliefs. All registrants receive a briefing book on 2020 issues after registering; be prepared to discuss the first topic at our first session! Each week includes a half-hour video offering expert analyses by administration officials, policymakers and educators; discussion follows. Topics are: “Climate Change & the Global Order,” “India & Pakistan,” “Red Sea Security,” “Modern Slavery & Human Trafficking,” “U.S. Relations with the Northern Triangle,” “China’s Road into Latin America,” “The Philippines & the U.S.” and “Artificial Intelligence & Data.” Meets every other Friday and does not interfere with CR Roundtables. Registration includes cost of the book. Creative Retirement membership ($20 annually) is required. A rate of $44 is available to two who register at the same time and share a book.

Course #7100015 (4106) $49
2/7 - 5/15 Fri 9:30 - 11:30 AM
Marshalltown, IVCE Conference Center (610) Instructors: Varied

Freedom of Information – Spring Kick-off Luncheon

The Spring Creative Retirement Kick-off Luncheon will feature Randy Evans, Executive Director of the Iowa Freedom of Information Council, a non-profit organization. He works on issues pertaining to open government accountability. His 40-year career with the Des Moines Register culminated as editor of the Opinion page. Evans will cover proper notice of public meetings and when a closed meeting is allowed to protect an employee’s interest. He will discuss recent cases the FOI council has been involved in and open the last part of the program to questions. Open to all; Creative Retirement membership is not required.

Course #7100036 (4315) $15
3/6 Fri 11:30 AM - 1 PM
Marshalltown, IVCE Conference Center (808) Instructor: Randy Evans

Check out the Orpheum!

Concerts, performances and movies scheduled throughout the year. It’s all on our website, so take a look and get some fun on your calendar! OrpheumCenter.com

Have an idea for a class? Want to share a favorite hobby or skill?

We would love to talk with you!
Call IVCE (641) 752-4645 or email ivceinfo@iavalley.edu
Are You at Risk? Protect Yourself from Fraud (Luncheon)

Robocalls, Identity Theft, Online Shopping, Charities, and Gift Cards are just a few of the potential scams that may put you at risk. Learn how to spot and avoid common scams, presented by Connie Eastman from AARP Iowa. You’ll have time to ask questions during the program. $15 for Creative Retirement members.

Course #7100037 (4320) $20/$15 Members
3/17  Tue 11:30 AM - 1 PM
Marshalltown, IVCE Conference Center (808)
Instructor: Connie Eastman

Master Your Gardens

Itching to get out and do some gardening? Now is the perfect time to get started! Local Master Gardeners will cover several topics so you can reap the benefits and enjoy the fruits of your labor. The first session will be on Spring Gardening. Next will be Growing Vegetables for Your Own Good, focusing on health benefits. The final session will be a hands-on Starting Seeds Indoors. $15 for Creative Retirement members.

Course #7100046 (4323) $20/$15 Members
3/20 - 4/3  Mon 1 - 2:30 PM
Marshalltown, IVCE Conference Center (803)
Instructor: Varied

Leonardo da Vinci, Inventor

This course will cover the life and major accomplishments of Leonardo da Vinci, one of the greatest geniuses of all time. He did major work at the close of the 15th and beginning of the 16th centuries, and the time of the Italian High Renaissance. He was trained as an artist and painted some of the most famous artworks in the world, including Mona Lisa and the mural of the Last Supper. He also delved into science, engineering, and anatomy, conceiving of many inventions that were far ahead of his time, particularly in the areas of flight and aviation. This course will emphasize Leonardo’s scientific and engineering achievements. $34 for Creative Retirement members.

Course #7100039 (4332) $39/$34 Members
3/26 - 4/30  Thu 1:30 – 3:30 PM
Marshalltown, IVCE Conference Center (803)
Instructor: John Dresser

United States Propaganda in WWI

The most far-reaching changes brought about by the war would be at home, rather than abroad. In the course of mobilizing to fight its first world war abroad, the U.S. government became larger and more centralized. One of President Wilson’s first steps was to create an independent agency to influence a divided American public in support of U.S. participation in a foreign war. The Committee on Public Information was the first large-scale use of propaganda by the U.S. government. The CPI (aka Creel Committee) initiated a campaign borrowing techniques employed by the British and Germans and drawing on resources that the emerging industries of mass advertising and mass entertainment could provide. The Creel Committee developed the first total propaganda machine. Topics: Propaganda 101: An Introduction, America’s Propaganda Machine, Propaganda in Various Media, and Unpacking Propaganda: Analyzing U.S. War Posters.

Course #7100038 (4331) $20/$15 Members
4/8 - 4/15  Wed 10 AM - Noon
Marshalltown, IVCE Conference Center (803)
Instructor: Ron Palumbo

Using Technology in 2020

Are there questions about technology you are afraid to ask? Is there a tool you want to learn, but need guidance to get started? This is the course for you! Prior to the start of this two-day, four-hour course, you’ll receive a survey to choose from a menu of possible technology mini-lessons (Twitter, Snapchat, Facebook, Excel, Google Drive, Google Sites, Video Conferencing, Prezi, etc.). Based on what you want, MHS students will provide mini-lessons for you followed up by one-on-one coaching as you work through the learning material. The goal is that you will walk away from this experience with the understanding and confidence to use one or two new technology tools. If available, you should bring your smart phone, tablet, or laptop. Computers in the lab will also be available.

Course #7100040 (4334) $20/$15 Members
4/22 - 4/29  Wed 10 AM – Noon
Marshalltown, MCC Business & Technology Center (201)
Instructor: MHS students with Susan Hankins Fritzell

Creative Retirement is a great place to meet new friends!
Northern Tama County Treasures Trip

An afternoon trip to visit Gladbrook’s Matchstick Marvels and Traer’s Salt and Pepper Gallery. We’ll depart from the IVCCD south lot, traveling first to Gladbrook. At Matchstick Marvels we will enjoy a video showing how artist Pat Acton creates his works of art from matchsticks, then view his U.S. Capitol, a space shuttle, ships and more. At Traer we will learn about the 14,000+ salt and pepper shakers of many themes and concepts; no two are alike! Snacks, admission and bus trip included.

Course #7100043 (4342) $25/$20 Members 5/6 Wed 9 AM - 4 PM

Marshalltown, IVCE Conference Center
Instructor: Varied

Day Trip to Marshall County Parks & Wildlife Areas

Visit some of Marshall County's favorite and hidden gems of public parks and wildlife areas on a bus tour lead by Mike Stegmann, Director of Marshall County Conservation. Learn the history and current management of each area, plus potential future projects. Areas include Grimes Farm & Conservation Center, Green Castle Recreation Area, Sand Lake, Stanley Mill Mitigation Site, Marietta Sand Prairie, and Grammar Grove. Other areas may be visited along the way, time dependent. Bus transportation, treats and box lunch included. Register by May 1; limit 23. Dress for the weather as we will be outside and walking at most locations.

Course #7100044 (4345) $44/$39 Members 1/12 - 2/9 Sun 6:30 - 7:40 PM

Marshalltown, IVCE Conference Center
Instructor: Mike Stegmann

Beekeeping & Pollinators (Luncheon)

Did you know our crops would not exist without honey bees at bloom time? Learn about beekeeping and the importance of pollinators from a local beekeeper. $15 for Creative Retirement members.

Course #7100045 (4347) $20/$15 Members 1/14 Thu 11:30 AM - 1 PM

Marshalltown, IVCE Conference Center (808)
Instructor: Neal Rinehart

Winter 2020 Dance

The FUN starts when you learn to dance! Whether you’re a beginner or advanced dancer, there are classes that fit you! Faythe Kubik breaks things down so it’s easy to learn; you’ll practice so you look good and feel comfortable! These dances have rhythms that can and should be danced to lots of music styles. If you want to progress faster, take more than one class!

Each class lasts 70 minutes. If there are fewer than 10 people, time will be slightly adjusted; fewer than 8 people, class will be canceled. No video or recording is allowed. No discount for missed classes; Faythe will catch you up. Bring and change into a clean pair of shoes for dancing. Thank you!

The class schedule, dance offerings, and any changes are on the IVCE website IowaValley.com and the instructor’s website faythekubik.com. For questions, call Faythe at 319-232-7594.

In case of bad weather, call Faythe; she drives from Waterloo. If classes must cancel because of weather, they are extended out a week. Less than 10 people, time will be adjusted and become 5.5 hours. Less than 8 people, class will be canceled.

Early Winter Jan. 12 - Feb. 9
Register by Jan. 8

Always Fun and Popular Two Step & Foxtrot, Beginning

Foxtrot and Two Step are actually the same dance, which gives you a lot of variety in music and style! You’ll be learning the popular slow, slow, quick, quick timing. We’ll start with the basics and build from there. You can either “kick up your boots” or “dance the light fantastic.” This dance is a must-have!

Course #7200021 (4282) $68/person 1/12 - 2/9 Sun 1:30 - 2:40 PM

Marshalltown, IVCE Conference Center (808)
Instructor: Faythe Kubik

Wonderful & Timeless Waltz, Beginning

Now’s your chance to learn this special dance. We’ll start with the basics and build from there. You’ll be dancing to country, ballroom, and contemporary music. Learn how to travel around the room and also how to adapt the dance to nightclub settings.

Course #7200009 (4267) $68/person 1/12 - 2/9 Sun 2:45 - 3:50 PM

Marshalltown, IVCE Conference Center (808)
Instructor: Faythe Kubik

West Coast Swing

West Coast Swing has a smooth look and feel ... it’s fancy, fun, and flows. This course hasn’t been offered in a long time. So, if you want to learn it, or need it review, now is the time. We’ll start with basics, but it will move at a much quicker pace, as again, this class is designed for those who already dance.

Course #7200026 (4300) $68/person 1/12 - 2/9 Sun 4 - 5:10 PM

Marshalltown, IVCE Conference Center (808)
Instructor: Faythe Kubik

Flashy & Fun Believe/Shooter Partner Dance

This is one exciting dance! “Believe,” also called “Shooter,” travels around the room with alternating under-arm turns. It’s a partner dance using the triple step with a memorized sequence. You can do this to all styles of music!

Course #7200024 (4288) $68/person 1/12 - 2/9 Sun 5:15 - 6:25 PM

Marshalltown, IVCE Conference Center (808)
Instructor: Faythe Kubik

Wonderful Rock Sway, Beginning

Rock Sway is perfect for slow romantic songs. And, it’s perfect for upbeat tunes that have a slow beat! You’ll be moving, twirling, and swaying. This material makes you look and feel good fast! It’s a MUST for all social events! If you have a wedding coming up, catch this class!

Course #7200002 (4260) $68/person 1/12 - 2/9 Sun 6:30 - 7:40 PM

Marshalltown, IVCE Conference Center (808)
Instructor: Faythe Kubik

MS Word classes p. 9
Winter Dance 2020 continued
Late Winter Feb. 16 - Mar. 15
Register by Feb. 12

Note: Please check starting date in case we've had a weather delay. Also check for “updated” schedule, as there are times we need to make changes.

It’s Swing Time, Beginning

Swing is so fun! Depending on the mood, it can be wild and energetic or smooth and classy. You’ll learn the “double time” Swing, which has great style and is loads of fun! Swing is a companion to Fox trot/Tw Step ... they have the same rhythm and weight changes so you can go back and forth between the two. Swing is danced to all styles of music.

Course #7200025 (4291) $68/person
2/16 - 3/15 Sun 1:35 - 2:45 PM
Marshalltown, IVCE Conference Center (808) Instructor: Faythe Kubik

Wonderful Rock Sway, Beginning

Rock Sway is perfect for slow romantic tunes. You’ll be moving, twirling and swaying! It’s also great for upbeat songs that have a slow tempo. This material makes you look and feel good! It’s a must for all social events. If you have a party or wedding coming up, positively catch this class.

Course #7200027 (4302) $68/person
2/16 - 3/15 Sun 4:15 - 5:25 PM
Marshalltown, IVCE Conference Center (808) Instructor: Faythe Kubik

West Coast Swing, Part 2

The Fun Continues. We’re adding on with more “hot moves.”

Course #7200028 (4303) $68/person
2/16 - 3/15 Sun 6:55 - 8:05 PM
Marshalltown, IVCE Conference Center (808) Instructor: Faythe Kubik

The Fun & Flashy Cowboy Cha-Cha

The Cowboy Cha-Cha is a very popular dance! It has under-arm turns, is done with a partner, and has a memorized sequence. If you’ve been wanting to learn this dance, come ... even if you don’t have a partner, you can do this move solo.

Course #7200029 (4304) $68/person
2/16 - 3/15 Sun 5:35 - 6:45 PM
Marshalltown, IVCE Conference Center (808) Instructor: Faythe Kubik

Terrific Rock Swing, Beginning

Rock Swing and Rock Sway are companions: you can go back and forth between the two dances. It’s a “one-step” or “even-time” swing that adds great fun to your dancing. You’ll really like it!

Course #7200022 (4284) $68/person
2/16 - 3/15 Sun 6:55 - 8:05 PM
Marshalltown, IVCE Conference Center (808) Instructor: Faythe Kubik

The Spring dance schedule will be ready in late February. If there are no weather delays, we’ll meet 5 Sundays Mar. 22 - April 26 (skipping Easter, April 12) ... Spring is the last dance prior to summer break. Sunday classes will resume in the fall.

Family & Relationships

Children in the Middle

Changes in family structure through dissolution of marriage, custody modification, remarriage, etc. are difficult experiences for a child. Children in the Middle is a four-hour, court-ordered seminar providing education and affirmation for parents, with the primary focus on children’s needs. Topics include: parenting skills for divorcing parents, child’s needs and survival techniques, health versus problematic reactions of most kids, age specific needs of your children, and identifying how your child feels. Child care is not provided; please do not bring children to class. If you do not read or speak English, you will need to bring an ADULT interpreter with you. Si no lee o no habla inglés, tendrás que traer un intérprete ADULTO con usted.

— OFFERED IN IOWA FALLS —
Course #7300001 (1347) $49
1/15 Wed 5 - 9 PM
Course #7300001 (1348) $49
2/19 Wed 5 - 9 PM
Course #7300001 (1349) $49
3/19 Wed 5 - 9 PM
Course #7300001 (1350) $49
4/15 Wed 5 - 9 PM
Course #7300001 (1351) $49
5/20 Wed 5 - 9 PM
Course #7300001 (1352) $49
6/17 Wed 5 - 9 PM
Course #7300001 (1353) $49
7/15 Wed 5 - 9 PM

— OFFERED IN MARSHALLTOWN —
Course #7300001 (1355) $49
1/15 Wed 5 - 9 PM
Course #7300001 (1356) $49
2/19 Wed 5 - 9 PM
Course #7300001 (1357) $49
3/19 Wed 5 - 9 PM
Course #7300001 (1358) $49
4/15 Wed 5 - 9 PM
Course #7300001 (1359) $49
5/20 Wed 5 - 9 PM
Course #7300001 (1360) $49
6/17 Wed 5 - 9 PM
Course #7300001 (1361) $49
7/15 Wed 5 - 9 PM

Experience IV Adventures
Challenge Course during Oktemberfest!
See details on page 5.
Downsizing: Planning Your Next Move

If you’re considering a move to a smaller home (or helping someone else), whether it be to a house, condo, independent living or other option, these classes will provide guidance. This experienced mother-daughter team works with realtors and clients to help them choose a correct “next home” and sell their current homes. They will cover all aspects of moving, from decluttering to helping with resources such as movers, auction houses and interior design. Session 1: Introduction to downsizing. Session 2: Preparing a home for sale, planning for the move, and moving. Session 3: Setting up a new home and utilizing spaces to the best advantage.

Course #7100031 (4287) $25
2/17 - 3/2  Mon 5:30 - 7:30 PM
Marshalltown, IVCE Conference Center (610)
Instructors: Debra Hippler/Aliushia Fitzgerald

Maximize Your Social Security

Baby Boomers: Thinking about retiring? Retired but not sure if you should take Social Security? You’ve paid into the Social Security system your entire working life, so you owe it to yourself and your spouse to do everything you can to get the maximum benefit to which you are entitled. Everyone will receive a free Social Security Maximization Report personally customized, based on your lifetime earnings history. You’ll learn how to open a Social Security account and check benefit statements for accuracy. Class size limited; 2nd person discount.

Course #7300009 (TBA) $25
9/23  Mon 6:30 - 8:10 PM
Course #7300009 (TBA) $25
10/21  Mon 6:30 - 8:10 PM
Marshalltown, IVCE Conference Center (608)
Instructor: Leon Hiracheta

Retiring Soon? An Alternative View

Thinking of retiring in the next few years? Join this discussion about when to take Social Security, Medicare and Supplemental insurance, Roth and Traditional IRA distributions, continuing to work, and income tax consequences of each. You’ll hear examples, numbers and suggestions you’ll never get from popular media and traditional advisors. No sales pitch; time for questions is included.

#7300005 (4111) $30/person, $40/couple
3/5  Thu 6 - 8 PM
Marshalltown, IVCE Conference Center (612)
Instructor: Steve Kenkel

Trades & Industry

2020 National Electrical Code Update

This course covers changes in the latest edition of NEC, including four new articles dealing with overvoltage protection (242), medium voltage conductors and cable (311), type P cable (337), and general requirements for communications systems (800). We’ll also cover changes in the introduction, chapters of the Code, and informational annexes. Bring the 2020 NEC, highlighters, notebook and pencils.

Course #5100004 (4322) $129
3/21  Sat 8:30 AM - 3 PM
Course #5100004 (4356) $129
5/2  Sat 8:30 AM - 3 PM
Marshalltown, IVCE Conference Center (608)
Instructor: Richard Chambers

Ergonomics: Managing for Results

Control the #1 cause of workplace injuries by designing and implementing a practical and effective ergonomics program. Covers recognizing risk factors, conducting ergonomic analyses, evaluating and ranking hazards, and selecting control methods. Available as part of the National Safety Council Advanced Safety Certificate Program. Materials and lunch are included. Call 641-844-5616 for information.

Course #5500008 (4074) $325
5/26  Tue 8 AM - 4:30 PM
Marshalltown, IVCE Conference Center (610)
Instructor: Iowa-Illinois Safety Council

Job Safety Analysis

Job Safety Analysis (JSA) is a proven process for controlling operating hazards and costs. You’ll get a step-by-step overview of the process and defining your role in making it effective. Through lectures, demonstrations, and workshops you’ll learn how to develop and manage a JSA program in your workplace. You’ll also learn how to enlist participation from line employees, supervisors, and upper management. This course is available as part of the National Safety Council Advanced Safety Certificate Program. Materials and lunch are included in the registration fee. Call 641-844-5616 for more information.

Course #5500007 (4075) $325
5/12  Tue 8 AM - 4:30 PM
Marshalltown, IVCE Conference Center (612)
Instructor: Iowa-Illinois Safety Council

Residential Wiring

This 6-hour course covers the National Electrical Code requirements for residential wiring beginning with general requirements and continuing through service installation, grounding and bonding, conductor sizing and installation, overcurrent protection, box sizing, receptacle locations, lighting and switching rules, appliances, and heating and air conditioning equipment. Participants must bring a copy of the 2020 National Electrical Code, highlighters, notebook and pencils.

Course #5100022 (4290) $129
7/11  Sat 8:30 AM - 3 PM
Marshalltown, IVCE Conference Center (608)
Instructor: Richard Chambers

Preregister and pay to ensure your spot in a class!
**Welding**

**Basic MIG Welding**
Learn basic GMAW welds in 18 hours. Training for gas, metal arc welding for manufacturing or home improvement. No prior welding experience necessary. Price includes material and lab fees. These 18 hours can be converted to college credit.

Course #5600004 (4310) $199
2/17 - 3/4  Mon, Wed  5:30 - 8:30 PM
Course #5600004 (4312) $199
7/13 - 7/29  Mon, Wed  5:30 - 8:30 PM

Marshalltown, MCC Business & Technology Center (Welding Lab)
Instructor: John Patterson

**Basic TIG Welding**
Learn the fundamentals of running TIG (GTAW) processes in three weeks. Will cover basic techniques to perform quality welds in all positions on steel. Price includes material and lab fees.

Course #5600002 (4306) $199
2/17 - 3/4  Mon, Wed  5:30 - 8:30 PM
Course #5600002 (4308) $199
7/13 - 7/29  Mon, Wed  5:30 - 8:30 PM

Marshalltown, MCC Business & Technology Center (Welding Lab)
Instructor: John Patterson

**Basic Welding**
During this 18-hour course you will learn basic welding techniques for stick and wire welding along with TIG (GTAW) processes. Must wear leather shoes, long sleeves and long pants. No prior welding experience necessary. Price includes materials and lab fees. This course is required to participate in open lab.

Course #5600003 (2712) $349
1/21 - 2/6  Tue, Th  5:30 - 8:30 PM

Marshalltown, MCC Business & Technology Center (Welding Lab)
Instructor: John Patterson

**Career Pipe Welding**
Short-term training for a great paying career! This 11-week welding course offers two welding processes: Alliant Energy and AWS pipe procedure. This will prepare you for a career in pipe welding with SMAW. Topics include safety, freehand techniques, and pipe fitting techniques including preparation and beveling. Instructor is a certified welder. Students will have the opportunity to certify at an additional cost. Must have a basic knowledge of SMAW (stick) welding process or have taken the Pre-Pipe Welding course. Tuition assistance is available to qualifying and selected students; contact Jennifer Rice at 641-844-5629. No class Mar. 10-12.

Course #5600001 (2715) $2,299
1/21 - 4/9  Tue, Wed, Th 5:30 - 8:30 PM
Course #5600001 (4340) $2,299
6/16 - 8/27  Tue, Th 5:30 - 8:30 PM

Marshalltown, MCC Business & Technology Center (Welding Lab)
Instructor: John Patterson

**Transportation**

**Bus Driver (New) STOP Part 1 Online**
Part 1: Online Portion. This course will help prepare new school bus drivers for their role in helping to keep children safe while riding on a school bus. Objectives include learning rules and regulations, safe driving practices, passenger control, emergency first aid, accident and emergency procedures, route hazard identification, loading and unloading procedures, and dealing with danger zones, route hazards, and pre/post trip inspections. After completing this course you will need to take the New Driver face to face class; call 641-752-4645 to register.

Course #6000001 (4196) $100
Ongoing

Online course

CPR/AED/First Aid ... classes on page 10.

See IVCE Career Training Programs on the back cover

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**Spring 2020 Plumbing CEU Classes**

**Wednesday, March 4 in Grinnell**
- 8 - 10 am – What’s New in the Mechanical Code
- 10 am - Noon – Fire & Electrical Safety
- 1 - 3 pm – Carbon Monoxide: The Silent Killer
- 3 - 5 pm – Joining Techniques in Plumbing & Mechanical Systems
- 5 - 7 pm – Avoiding Common Plumbing Code Errors

**Friday, April 10 in Marshalltown**
- 8 - 10 am – What’s New in the Uniform Plumbing Code
- 10 am - Noon – Construction Safety Focus Four
- 1 - 5 pm – Math for the Trades
- 5 - 7 pm – What’s New in the Mechanical Code

**Tuesday, April 28 in Grinnell**
- 8 - 10 am – What’s New in the Uniform Plumbing Code
- 10 am - Noon – Confined Spaces in Construction
- 1 - 5 pm – Going Green: Plumbing & Mechanical Systems
- 5 - 7 pm – What’s New in the Mechanical Code

Register and prepay online at http://calendar.theceuauthority.com; use the calendar to select class date, click on desired course, then choose Register Now.
Bus Driver (New) STOP Part 2
Face-to-Face
This course will prepare new school bus drivers for their role in helping to keep children safe while riding on a school bus. Objectives include learning rules and regulations, safe driving practices, passenger control, emergency first aid, accident and emergency procedures, route hazard identification, loading and unloading procedures, and dealing with danger zones, route hazards, and pre/post trip inspections. Call to register at 641-752-4645. Must have completed Bus Driver (New) STOP Online Part 1.

Course #6000002 (1277) No charge
2/5 Wed 6 - 9 PM

Course #6000002 (1278) No charge
4/1 Wed 6 - 9 PM

Course #6000002 (1291) No charge
6/3 Wed 6 - 9 PM

Marshalltown, IVCE Conference Center (803) Instructor: Keith Lambertsen

Bus Driver 3-Hour Refresher continued
“The Professional School Bus Driver.” To drive a school bus in this day and age requires a good deal of professionalism on the part of the school bus driver. Throughout a career as a school bus driver, many varied situations will be encountered that require certain skills and talents, with many putting a driver into a number of different roles depending on the situations, but at all times requiring them to be responsible and professional. This training will deal with most of the roles and responsibilities encountered on a daily basis, as well as some encountered on a not so daily basis, and how to deal with them professionally. Call to register at 641-752-4645.

Course #6000003 (4353) $30
9/2 Wed 6 - 9 PM
Brooklyn, BGM High School Instructor: Keith Lambertsen

Course #6000003 (4348) $30
9/9 Wed 6 - 9 PM
Marshalltown, IVCE Conference Center (803) Instructor: Keith Lambertsen

Course #6000003 (4350) $30
9/16 Wed 6 - 9 PM
Grinnell, Grinnell Middle School Instructor: Keith Lambertsen

CDL Driver Preparation
Achieve your Class A or Class B Commercial Drivers License (CDL) with air brakes endorsement through this entry level, time efficient training and testing course. Covers safe operation of a Commercial Motor Vehicle (CMV) and all aspects of the required CDL skills testing. The course is a combination of classroom, online and hands-on behind the wheel time, with the final CDL skills testing completed as part of the class. Testing with CMV equipment at a DOT station is not needed. Minimum age is 18, a Commercial Learner’s Permit is required prior to enrollment, and attendance at all class sessions is mandatory. A basic background and experience with trailer pulling and backing is helpful but not required. Exact timing and final schedule will be discussed at the first class session required. Testing completed as part of the class.

Course #6100002 (4086) $105
1/18 Sat 8 AM - 5 PM

Course #6100002 (4087) $105
2/29 Sat 8 AM - 5 PM

Course #6100002 (4090) $105
3/21 Sat 8 AM - 5 PM

Course #6100002 (4093) $105
5/2 Sat 8 AM - 5 PM

Course #6100002 (4100) $105
6/13 Sat 8 AM - 5 PM

Course #6100002 (4101) $105
7/25 Sat 8 AM - 5 PM

Marshalltown, IVCE Conference Center (803) Instructor: Keith Lambertsen or Janet Minde

Driver Improvement Program
The Iowa Driver Improvement Program (DIP) is designed to examine driving attitudes and behaviors. Iowa’s DIP focuses on helping drivers understand how behind-the-wheel attitudes affect driving. Most traffic accidents are a result of a combination of uncontrolled emotions, improper decisions and bad habits. If you do not successfully complete the program, a note suspending your driving privileges will be sent. Arrive by 8 am; if you are late, you will be denied entrance to the class. An additional $20 is charged for rescheduling. Si no lee o no habla inglés, tendrá que traer un intérprete ADULTO con usted.

Course #6200001 (4085) $105
1/18 Sat 8 AM - 5 PM

Course #6200001 (4086) $105
2/29 Sat 8 AM - 5 PM

Course #6200001 (4090) $105
3/21 Sat 8 AM - 5 PM

Course #6200001 (4093) $105
5/2 Sat 8 AM - 5 PM

Course #6200001 (4100) $105
6/13 Sat 8 AM - 5 PM

Course #6200001 (4101) $105
7/25 Sat 8 AM - 5 PM

Marshalltown, IVCE Conference Center (803) Instructor: Keith Lambertsen

Have an idea for a class?
Don’t see what you’re looking for?
Just because it’s not in this booklet doesn’t mean we can’t put a program together for you!

New classes can and will be added all year long.

Always preregister and pay to ensure your spot in class

Call IVCE (641) 752-4645 or email ivceinfo@iavalley.edu
Driving Unimpaired

This class is for those arrested for an OWI over the age of 18. It is designed to help each person reduce risk for any type of alcohol or drug problem by understanding and accepting the need to make changes to reduce the risk for future problems. The class meets state requirements under sections 321J.2 and 321J.17, Subsection 2, and is open to anyone wishing to better understand their problem. A separate class is available for those who speak Spanish.

Si no lee o no habla inglés, tendrá que traer un intérprete ADULTO con usted.

Course #6200002 (4125) $180
1/10 - 1/11 Fri 6 - 10:15PM & Sat 8AM - 5PM
Marshalltown, IVCE Conference Center (608)
Instructor: Roxann Scheffert

Course #6200002 (4130) $180
2/22 - 2/23 Sat 8AM - 3PM & Sun 8AM - 3PM
Iowa Falls, ECC Reg Johnson Hall (rm 101)
Instructor: Janet Minde

Course #6200002 (4113) $180
6/10 Wed 9 AM - 3:30 PM
Marshalltown, IVCE Conference Center (808)
Instructor: Janet Minde

Course #6200002 (4111) $180
6/27 - 6/28 Sat 8AM - 3PM & Sun 8AM - 3PM
Iowa Falls, ECC Reg Johnson Hall (rm 101)
Instructor: Janet Minde

Course #6200002 (4115) $180
8/5 Sat 9 AM - 3:30 PM
Iowa Falls, ECC Reg Johnson Hall (rm 101)
Instructor: Janet Minde

Driving Unimpaired in Spanish

This class is for those arrested for OWI over the age of 18. It is designed to help each person reduce risk for any type of alcohol or drug problem by understanding and accepting the need to make changes to reduce the risk for future problems. Class meets state requirements under sections 321J.2 and 321J.17, Subsection 2, and is open to anyone. Instructor is a native Spanish speaker.

Course #6200003 (4102) $180
1/24 - 1/25 Fri 6 - 10:15PM & Sat 8AM - 5PM

Course #6200003 (4103) $180
3/27 - 3/28 Fri 6 - 10:15PM & Sat 8AM - 5PM

Course #6200003 (4104) $180
5/29 - 5/30 Fri 6 - 10:15PM & Sat 8AM - 5PM

Course #6200003 (4105) $180
7/24 - 7/25 Fri 6 - 10:15PM & Sat 8AM - 5PM
Marshalltown, IVCE Conference Center (803)
Instructor: Agapito Aguilar

Moped Safety

This class will teach moped drivers the rules of the road for being a safe moped operator. It is taught by a certified instructor and required of anyone under age 16 wanting a moped license. Students must be a minimum of 14 years old or within 6 months prior to their 14th birth date. When registering online for this class make sure to create the account using the participant’s name and provide the participant’s birth date. Participants should bring a sack lunch.

Course #6300002 (4029) $54
4/25 Sat 9 AM - 3:30 PM
Iowa Falls, ECC Reg Johnson Hall (rm 101)
Instructor: Janet Minde

Course #6300002 (4027) $54
5/9 Sat 9 AM - 3:30 PM
Marshalltown, IVCE Conference Center (808)
Instructor: Janet Minde

Course #6300002 (4030) $54
6/10 Wed 9 AM - 3:30 PM
Iowa Falls, ECC Reg Johnson Hall (rm 101)
Instructor: Janet Minde

Course #6300002 (4028) $54
6/24 Wed 9:00 AM - 3:30 PM
Marshalltown, MCC (room 533)
Instructor: Janet Minde

Course #6300002 (4031) $54
8/5 Wed 9 AM - 3:30 PM
Iowa Falls, ECC Reg Johnson Hall (rm 101)
Instructor: Janet Minde

Motorcycle Rider Education

This Motorcycle Safety Foundation course is a learn-to-ride education and training safety program. It consists of an online e-course, 5 hours classroom instruction with a coach, and 10 hours on-cycle, hands-on instruction. 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. A riding skill test must be passed for successful completion. Course meets Friday 5-9pm, Saturday 8am-5pm and Sunday 8am-noon; must attend all scheduled hours. Online e-course MUST be completed and certificate brought to class the first night. Each student is emailed an eCourse coupon code.

Course #6300001 (4046) $155
8/14 - 8/16 Fri, Sat, Sun (see times above)

Course #6300001 (4047) $155
9/18 - 9/20 Fri, Sat, Sun (see times above)

Course #6300001 (4039) $155
5/15 - 5/17 Fri, Sat, Sun (see times above)

Course #6300001 (4040) $155
6/12 - 6/14 Fri, Sat, Sun (see times above)

Motorcycle Rider Education

This Motorcycle Safety Foundation course is a learn-to-ride education and training safety program. It consists of an online e-course, 5 hours classroom instruction with a coach, and 10 hours on-cycle, hands-on instruction. 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. A riding skill test must be passed for successful completion. Course meets Friday 5-9pm, Saturday 8am-5pm and Sunday 8am-noon; must attend all scheduled hours. Online e-course MUST be completed and certificate brought to class the first night. Each student is emailed an eCourse coupon code.

Course #6300001 (4046) $155
8/14 - 8/16 Fri, Sat, Sun (see times above)

Course #6300001 (4047) $155
9/18 - 9/20 Fri, Sat, Sun (see times above)

Outdoor Adventure Kids Camp

@ Otter Creek State Park (grades 3-8)

Scheduled for Thursday, July 9!
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Register online at www.IowaValley.com
There are 6 easy ways to register

Register early! Payment at the time of registration is required for all Iowa Valley Continuing Education classes. Registration in a class is not guaranteed until full payment is received. Classes often fill rapidly, and we cannot guarantee last-minute registrations. Early registration can also prevent a lightly attended class from being cancelled.

1. Register and pay online at [www.iowavalley.com](http://www.iowavalley.com)

2. Call us
   Marshalltown: 641-752-4645 or 1-800-284-4823

3. Bring it to us
   Grinnell: 123 6th Ave. W.
   Marshalltown: Iowa Valley Continuing Education Conference Center, 3702 S. Center St.

4. Email us at ivceinfo@iavalley.edu
   Use the registration form on the previous page as a guide and include payment information.

5. Fax us at 641-752-1692
   Complete the registration form and include payment information.

6. Mail it to IVCE, 3702 S. Center St., Marshalltown, 50158
   Send registration form with payment made out to IVCCD TWO WEEKS before your class(es) starts.

Information We Need

No matter how you register, please provide your full name, home address, phone number, birth date, (plus Social Security # and/or professional license number, if applicable), and the course number(s) you’ve selected, with payment.

Payment Methods

At the time of online, phone, fax and email registration, we accept credit/debit card and purchase order (third party) payment. For in-person and mailed registrations we also accept cash, checks, and money orders for the exact amount of purchase, made out to IVCCD.

IVCE Refund & Class Cancellation Policy

To withdraw your registration before a class starts, please call 641-752-4645 or 1-800-284-4823. Refunds will be issued to students who drop the class at least one day prior to the class start date. Please note that some classes may have earlier advertised cancellation deadlines. No refunds will be issued for classes dropped on or after the class start date.

If a course does not have sufficient enrollment to justify holding class, we reserve the right to cancel, combine or change the class schedule. If the class you registered for is cancelled you will be contacted and a 100% refund will be processed.
SHORT-TERM HEALTHCARE CAREER TRAINING

Iowa Valley Continuing Education offers career training for these in-demand healthcare occupations:

**Emergency Medical Technician/EMT** — Starts Jan. 8 in Toledo

**Medication Aide** — starts Feb. 4 & April 14 in Marshalltown and May 6 in Grinnell

**Medication Manager** — starts Jan. 21, March 24, May 19 & June 14 in Marshalltown; Feb. 10 & April 20 in Grinnell; and Feb. 18, April 21, June 16 & Aug. 11 in Iowa Falls

**Phlebotomy Technician** — Starts Feb. 25 in Marshalltown

**Certified Nurse Aide** — Starts Jan. 3 in Grinnell. In Marshalltown, mandatory orientations are Feb. 24, March 6, April 20, June 1 & June 22

**Advanced Nurse Aide** — Orientation is March 6 in Marshalltown

**Restorative Aide** — Starts March 17 in Marshalltown

Additional information about these programs is online at [www.IowaValley.com](http://www.IowaValley.com). **GAP Tuition Assistance** is available for qualified students enrolled in the Medication Aide, Phlebotomy Technician, Pharmacy Technician and Nurse Aide programs.

If you have questions about the training programs or need help registering, call Iowa Valley Continuing Education at 641-752-4645 or 1-800-284-4823.