A Management Certificate could give my career a boost?

Yes, please!

I could use a refresher in CPR/First Aid?

Dance lessons sound fun!

And easy online registration ...

15+ Freezer Meals for the Holiday Season?

Yes, please!

I’ll sign up today!

I’ve always loved photography

A Management Certificate could give my career a boost

I’ll sign up today!

www.IowaValley.com

August 2019 - February 2020

Iowa Valley Continuing Education
Iowa Valley Continuing Education’s online registration system is easier to use than ever, particularly after you’ve taken the initial step of setting up an account for yourself.

The new system makes it convenient to register for all of the great IVCE classes offered locally. You can register 24/7, any time of day or night ... just like shopping online! Not only is the site easy to use, it’s also safe – the IVCE online registration system is a secure website, verifiable by the “lock” icon at the upper left corner of the site. The second you register, you are able to print your receipt as well as receive an emailed receipt.

**Easy steps to register online:**

- Go to the IowaValley.com website, scroll down, and click on the “Register Now” box
- Click the “Online Registration” button
- Click on LOGIN/CREATE ACCOUNT in the blue bar just under the IVCE logo on the upper left of the page
- Click on CREATE A NEW PROFILE
- Click on “NO THANKS” for a membership unless you would like a Creative Retirement membership
- Create a username and password
- Provide the basic information requested
- An email will be sent to you with your username and a separate email for your password (*be sure to write these down so you can return to the site to register in the future*)
- Search for the courses you want
- Click on “Add to Cart;” when you’re done adding classes, click on the cart icon located in the upper right corner
- Click on the box that you have read and agree to the refund policy
- Check out (When paying online, IVCE accepts MasterCard, Visa and Discover. Online payment can only be made by a credit card.)

It’s that easy! Just a few short steps the first time to create your profile, and then the next time you come back to register it’s even easier.

If you have problems registering online feel free to visit us in person at the Iowa Valley Continuing Education Conference Center or call 641-752-4645. Happy shopping!
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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:

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

**Iowa Valley Continuing Education Center**
3702 S. Center St. in Marshalltown

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

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

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

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

**Orpheum Theater Center**
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 Description</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>Course Number</td>
<td>4000001 (1210)</td>
</tr>
<tr>
<td>(need this to register)</td>
<td>$84</td>
</tr>
<tr>
<td>Date(s), Day(s) and Time(s)</td>
<td>8/20 Tue Noon - 5 PM</td>
</tr>
<tr>
<td>the course meets</td>
<td>Marshalltown, Iowa Valley Continuing Education (room 614)</td>
</tr>
<tr>
<td>Location</td>
<td>Instructor: TBA</td>
</tr>
</tbody>
</table>

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, please call 641-754-1348. Register in person at the Education & Training Center, 206 E. Church St. in Marshalltown.

| Course Code | Start Date | End Date | Days | Time | Tuition | Instructor | Location
|-------------|------------|----------|------|------|---------|------------|----------
| 1200001 (2840) | 9/4 - 10/24 | Mon, Wed, Thu | 9 AM - Noon | $50 |
| 1200001 (2841) | 10/28 - 12/19 | Mon, Wed, Thu | 5:30 - 8 PM | $50 |
| 1200001 (2842) | 1/6 - 2/27 | Mon, Wed, Thu | Noon - 2:30 PM | $50 |

Marshalltown, Iowa Valley Education & Training Center
Instructor: TBA

ESL Multi Skills - Grinnell

Assists learners with vocabulary, pronunciation, grammar, keyboarding, and computer-assisted instruction. If you have questions, call 641-754-1348. Reading and Listening test required before classes begin. Register in person at 123 6th Ave. W. in Grinnell.

| Course Code | Start Date | End Date | Days | Time | Tuition | Instructor | Location
|-------------|------------|----------|------|------|---------|------------|----------
| 1000003 (2843) | 9/3 - 10/25 | Tu/Fr 9-11:30AM, Wed 6-8:30PM | $20 |
| 1000003 (2844) | 10/29 - 12/20 | Tu/Fr 9-11:30AM, W 6-8:30PM | $20 |
| 1000003 (2845) | 1/7 - 2/28 | Tu/Fr 9-11:30 AM, Wed 6-8:30 PM | $20 |

Grinnell, Iowa Valley Grinnell (room 128)
Instructor: Valorie Larsson

ESL Multi Skills - Iowa Falls

Assists learners with vocabulary, pronunciation, grammar, keyboarding, and computer-assisted instruction. If you have questions, call us at 641-648-8644. Reading and Listening test required before classes begin. Register in person.

| Course Code | Start Date | End Date | Days | Time | Tuition | Instructor | Location
|-------------|------------|----------|------|------|---------|------------|----------
| 1000008 (2857) | 8/26 - 12/18 | Mon, Wed 9 AM - Noon | $35 |
| 1000008 (2858) | 8/26 - 12/18 | Mon, Wed 5 - 8 PM | $35 |
| 1000008 (2859) | 1/8 - 5/20 | Mon, Wed 9 AM - Noon | $35 |
| 1000008 (2860) | 1/8 - 5/20 | Mon, Wed 5 - 8 PM | $35 |

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

ESL Multi Skills - Tama

Multi skills assists language learners with vocabulary, pronunciation, grammar, keyboarding, and computer-assisted instruction. If you have questions, call us at 641-484-8002. Reading and Listening test required before classes begin. Register in person at 215 W. 9th St. in Tama.

| Course Code | Start Date | End Date | Days | Time | Tuition | Instructor | Location
|-------------|------------|----------|------|------|---------|------------|----------
| 1000002 (2851) | 9/3 - 10/24 | Tue, Thu 1-4 PM & M/W 9 AM-Noon | $20 |
| 1000002 (2852) | 9/3 - 10/24 | Tue, Thu 1-4 PM & M/W 5-7:30 PM | $20 |
| 1000002 (2853) | 10/26 - 12/19 | M/W 9 AM-Noon, Tu/Th 1:4PM | $20 |
| 1000002 (2854) | 10/26 - 12/19 | M/W 5-7:30 PM, Tu/Th 1:4PM | $20 |
| 1000002 (2855) | 1/6 - 2/27 | M/W 9 AM-Noon & Tu/Th 1-4 PM | $20 |
| 1000002 (2856) | 1/6 - 2/27 | M/W 5 - 7:30 PM & Tu/Th 1 - 4 PM | $20 |

Tama, Iowa Valley Tama Co. Education Center (room 208)
Instructor: Ricarda Drummer

High School Equivalency Diploma

HSED Preparation - 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, please call us at 641-754-1348. A Reading and Math test are required to be taken before classes begin. Register in person at Iowa Valley Grinnell, 123 6th Ave W. in Grinnell.

| Course Code | Start Date | End Date | Days | Time | Tuition | Instructor | Location
|-------------|------------|----------|------|------|---------|------------|----------
| 1100004 (2846) | 9/3 - 10/24 | Tue, Wed, Thu 5 - 8 PM | $20 |
| 1100004 (2847) | 10/29 - 12/19 | Tue, Wed, Thu 5 - 8 PM | $20 |

Grinnell, Iowa Valley Grinnell (room 124)
Instructor: Kathryn Lanius

HSED Preparation - Iowa Falls

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 641-648-8644. Reading and Math test are required at the time of registration. Register in person.

| Course Code | Start Date | End Date | Days | Time | Tuition | Instructor | Location
|-------------|------------|----------|------|------|---------|------------|----------
| 1100011 (2861) | 8/26 - 12/18 | Mon, Wed 2 - 4 PM | $35 |
| 1100011 (2862) | 8/27 - 12/19 | Tue, Thu 10:30 AM - 12:30 PM | $35 |
| 1100011 (2863) | 1/8 - 5/20 | Mon, Wed 2 - 4 PM | $35 |
| 1100011 (2864) | 1/9 - 5/21 | Thu, Tue 1 - 3 PM | $35 |

Iowa Falls, ECC Trades & Industry Building (room 104)
Instructor: Katherine Ferraro

Follow IVCE on Social Media

Facebook: Iowa Valley Continuing Education
Instagram: ivceinfo
Twitter: @ivceinfo

Register online at www.IowaValley.com
HSED Preparation - Marshalltown

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 deadline is the Thursday before classes begin. Register in person at the Education & Training Center, 206 E. Church St. in Marshalltown.

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<th>Course</th>
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Marshalltown, Iowa Valley Education & Training Center
Instructor: TBA

HSED Preparation - 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 641-484-8002. 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 Education & Training Center - Tama County, 215 W 9th St, Tama.

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Tama, Iowa Valley Tama Co. Education Center (room 208)
Instructor: Ricarda Drummer

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.

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Spanish HSED Preparation - Spanish HSED Program - Tama

Instructor: Fred Bayley & Myia Welsh

Business & Career Development

Accounting & Finance for Non-Financial Managers

Every successful person in the workplace uses financial information for decision making. The Certificate in Accounting & Finance for Non-Financial Managers 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 when it comes to 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.

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Certificate in Data Analysis

Data analysis is becoming 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 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 getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text. Your fellow employees will understand.

Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned. There are three one-month courses that may be taken individually: Introduction to Data Analysis, Intermediate Data Analysis, and Advanced Data Analysis.

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Certificate in Nonprofit Management

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.

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Instructors: Mary Dereshiwsky, Jeff Kritzler & John Rutledge

Business & Career Development

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Data analysis is becoming 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 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 getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text. Your fellow employees will understand.

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<tr>
<td>1100002</td>
<td>10/28 - 12/19 Mon, Wed, Thu 5 - 8 PM</td>
<td>$495</td>
<td>Offered online four times/year</td>
</tr>
</tbody>
</table>

Instructors: Mary Dereshiwsky, Jeff Kritzler & John Rutledge
Conversational Spanish in the Workplace
This 5-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 ideal for those who have learned some Spanish in the past but need a refresher and a chance to practice.

2000159 (2875)  $99
9/10 - 10/8  Tue 5 - 7 PM
Marshalltown, Iowa Valley Continuing Education (room 805)
Instructor: Theresa Orlovsky

IV Adventures Challenge Course: Experience the Adventure "NEW"
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 class is during the Oktoberfest Weekend, so come join the fun!

2500001 (2717)  $10
9/28  Sat 1 - 5 PM
Marshalltown, Iowa Valley Continuing Education (IV Adventures Challenge Course)
Instructor: Michael Anderson

Leadership Excellence Achievement Program Series
Take your leadership to the next level with this four-session Supervisory & Leadership Training Certification with renown presenter Celina Peerman. Ph.D. Series cost is $679 for all four programs, a savings of $77.

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, plus 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.

2000155 (2742)  $189
9/17  Tue 8 AM - Noon
Marshalltown, Iowa Valley Continuing Education (room 610)
Instructor: Celina Peerman

Managing Difficult Behavior & 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 be able to 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. In this class, the contributors to negative behavior and what actions can be taken to reduce the negative impact are discussed.

2000157 (2744)  $189
11/26  Thu 8 AM - Noon
Marshalltown, Iowa Valley Continuing Education (room 610)
Instructor: Celina Peerman

Emotional Intelligence During Times of Relentless Change
In our fast-paced work world, the one thing we can count on is this – 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; understanding our own behavior and that of others. Special focus will be improving workplace relationships by understanding the role of emotions that help us reach our goals and those habits that hold us back. Tools and discussion will also place emphasis on helping us understand the various responses to change and the behaviors necessary for leaders during times of transition. With the use of real-life examples and support from the applicable research, discussion will center on actions each participant can apply immediately back out on the job.

2000158 (2745)  $189
12/12  Thu Noon - 4 PM
Marshalltown, Iowa Valley Continuing Education (room 610)
Instructor: Celina Peerman

See the Shop Small Bus Crawl ad on page 9
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
Offered online four times/year
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.

QuickBooks Desktop Pro

Learn QuickBooks for your accounting needs. Gain practical knowledge on the use of QuickBooks. Learn to set up accounts, categorize transactions, add transactions to register, transfer funds, split transactions, transaction schedule, balance accounts and create reports. Tuition includes textbook. Series cost is $373, a savings of $25.

QuickBooks Desktop Pro

Level 1

Learn the fundamentals of QuickBooks to manage your accounting needs. You will learn how to set up a company, how to record income and expenses, manage accounts receivable and accounts payable, reconcile bank transactions, create reports and graphs, and much more. This class is taught on PCs, not Apple computers, and is not QuickBooks Online. Textbook and Trial software are included and are intended for use with PCs only.

2100632 (2532)
9/3 - 9/12 Tue, Thu 6 - 9 PM
Marshalltown, MCC Business & Technology Center (room 201 Computer Lab)
Instructor: James Flack

QuickBooks Desktop Pro

Level 2

Expand your knowledge of QuickBooks. In this class you will learn how to set up inventory, track and pay sales tax, handle payroll, budget, make adjustments, complete year-end procedures and utilize the audit trail. This class is taught on PC’s, not Mac computers and is not QuickBooks Online. Textbook and Trial software are included and are intended for use with PCs only.

2100633 (2533)
9/17 - 9/19 Tue, Thu 6 - 9 PM
Marshalltown, MCC Business & Technology Center (room 201 Computer Lab)
Instructor: James Flack

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
Offered online four times/year
Instructor: Scott Follett

WELCOME TO MEDICARE

A free program on Tuesday, Sept. 10 from 6:30 – 8:30 pm
Instructor Bobbi Brandenburg, a Senior Health Insurance Information Program Counselor, will demonstrate how to explore options as you get ready to retire, turn 65, or have been on disability for 24 months. Bring your questions!

To register call 800-351-4664
Meets at UnityPoint-Marshalltown (Conference Room A)
3 S. 4th Ave., Marshalltown, IA
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.

Units 1 & 2: The Role of the Supervisor
Understand the Four Functions of Management (defining planning, defining organization, defining controlling, and defining leadership and motivating) and how the four functions help you manage more effectively. Identify which of the four is your strength and which you should improve and why.

Units 3 & 4: Delegation & Employee Engagement
Identify specific benefits, myths and barriers related to delegation, and understand the distinction between delegating a task and delegating responsibility. Learn how delegation increases employee job satisfaction and employee retention and skill sets. Create your own delegation script and measure the outcomes of your delegation.

Units 5 & 6: Performance Management
Define performance management and understand the difference between behavior and attitude. Identify and interpret employee behavior, then translate performance into actionable behaviors that can be addressed. Learn to hold employees accountable for performance and job responsibilities.

Units 7 & 8: Writing & Delivering Performance Reviews
Covers elements of the performance review and subjective and objective evaluations of performance. Discuss the problems with evaluating performance subjectively and how to evaluate objectively, as well as how to provide performance feedback.

Course # 2000025
Offered online four times/year
Instructor: Sally Klauss
$395

Make your life an EdVenture!
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. **Unit 1 The New Role of a Substitute**: The job and duties of a substitute today, including classroom management, rules, and room layout. Also teaching as a substitute with portfolio lesson plans, standards, your Sub Notebook. **Unit 2 Class Rules**: Existing classroom rules and your own classroom rules, dealing with discipline and behavior on your own, and when you need to get assistance. **Unit 3 Teaching as a Substitute**: Lesson plans, standards and your Sub Notebook, plus reading, understanding and writing a lesson plan, and strategies for ESOL and ESE. **Unit 4 Developing Your Portfolio**: Classroom Rules, lesson plans for various levels (elementary, middle and high school), core standards, and your Sub Notebook and data sheet.

**Course # 2200005**
Offered online four times/year

Instructor: David J. Reilly

$145

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Sales & Marketing 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**
Offered online four times/year

Instructors: Dan Belhassen & Susan Hurrell

$495

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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**
Offered online four times/year

Instructors: Jennifer Selke & Nicole Siscaretti Doyle

$495

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Computers & Technology

Illustrators Certificate

Program for Animation (Beginner)

Learn the process used by animation studio to create memorable animation TV shows and movies. This 32-hour course offered in conjunction with Alottabit Studios, LLC, can provide you with skills used in studio-narrative illustrating for animation and prepare you for freelance work in the entertainment industry. You’ll receive instruction under high-end industry professionals, get a hands-on approach on how it is done in Hollywood, work with teams of writers, and get a certifiable educated evaluation for your portfolio. If you reach the honorable talent list as a qualified participant, you may be referred to major studio recruiters who are looking for gifted illustrators to work for animation studios like Disney, Nickelodeon and Cartoon Network. As a freelance or professional illustrator, you can learn about coverage for the WGA and Animation Guild. After this course, you may be eligible for “fast-track hire” at the local animation studio in Marshalltown: Alottabit Studios, LLC. Participants will receive instructions, activities, exercises, and evaluation during the certified courses. Bring illustrating supplies, devices and required books.

**Course # 3000002**
Offered online 4 times/year

**Instructor:** David Seuss

$595

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Realtors: Need Your CE Hours?

Sponsored with Iowa Association of REALTORS®. Relicensure hours available for members and non-members.

**Law Update**

(CE 8 hours, 8 AM – 5 PM)

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>Iowa Falls</td>
<td>10/29/19</td>
</tr>
<tr>
<td>Marshalltown</td>
<td>11/06/19</td>
</tr>
<tr>
<td>Grinnell</td>
<td>11/12/19</td>
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**Ethics**

(CE 4 Hours, 8 AM – Noon)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Iowa Falls</td>
<td>10/30/19</td>
</tr>
<tr>
<td>Marshalltown</td>
<td>11/07/19</td>
</tr>
<tr>
<td>Grinnell</td>
<td>11/13/19</td>
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**Foreclosures 101**

(CE 4 Hours, 1 – 5 PM)

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<tr>
<th>Location</th>
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<tbody>
<tr>
<td>Marshalltown</td>
<td>11/07/19</td>
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**Leave No Stone Unturned**

(CE 4 Hours, 1 – 5 PM)

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<th>Location</th>
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<tbody>
<tr>
<td>Grinnell</td>
<td>11/13/19</td>
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Register: [https://www.iowarealtors.com/education](https://www.iowarealtors.com/education)
Microsoft Excel Specialist Series

Save $50 by registering for the series! Learn to enter data, work with numbers, edit worksheets and change their appearance. Work with formulas and functions, format cell contents, create and edit charts, manage multi-sheet workbooks, and apply advanced functions and data analysis. Create tables and outlines, utilize graphics and templates, and use lookup functions, pivot tables, macros and analysis tools. Receive an Excel Specialist Certificate by completing all three levels. Series cost is $325.

Microsoft Excel Specialist 1

Improve data accuracy and consistency through spreadsheets. Learn to create, edit, and format spreadsheets with Excel. Discover basic formulas including relative and absolute references, how to search for and replace data, modify columns and rows, and become efficient with AutoFill and AutoComplete. Textbook included, plus lifetime access to a virtual lab.

3200001 (2518) $125
8/12 - 8/21 Mon, Wed 6:30 - 8:30 PM
Marshalltown, MCC Business & Technology Center (room 201 Computer Lab)
Instructor: James Flack

Microsoft Excel Specialist 2

Take your Excel skills to the next level with conditional formatting. Learn to work with functions, sort and filter data, analyze data, and create tables, charts and pivot tables. Save time and learn more options with easy tips and tricks from our experienced instructor! Textbook included, plus lifetime access to a virtual lab. No class on Sept. 2 (Labor Day).

3200002 (2519) $125
8/26 - 9/9 Mon, Wed 6:30 - 8:30 PM
Marshalltown, MCC Business & Technology Center (room 201 Computer Lab)
Instructor: James Flack

Microsoft Excel Specialist 3

Set yourself apart with advanced features of Excel. Learn to work with multiple worksheets and workbooks, use lookup functions and formula auditing, automate workbook functionality, and create spark lines and map data. Textbook included, plus lifetime access to a virtual lab.

3200003 (2521) $125
9/11 - 9/23 Mon, Wed 6:30 - 8:30 PM
Marshalltown, MCC Business & Technology Center (room 201 Computer Lab)
Instructor: James Flack

Writers Certificate Program for Animation (Beginners)

Learn the fundamentals of writing for animation TV and film. This 32-hour course offered in conjunction with Alottabit Studios, LLC covers skills used in studio-narrative writing for animation to prepare you for freelance work in the entertainment industry. Learn the systematic process used by all major animation studios in creating memorable animation TV shows and movies. This workshop provides instruction under high-end industry professionals, a hands-on approach on how it is done in Hollywood, how to work with teams of writers, and a certifiable educated evaluation for your portfolio. If you reach the honorable talent list as a qualified participant, you can be referred to major studio recruiters looking for gifted writers to work for animation studios like Disney, Nickelodeon and Cartoon Network. You’ll also learn about coverage for the WGA and Animation Guild. After this course, you may be eligible for “fast-track hire” at the local animation studio in Marshalltown: Alottabit Studios, LLC. All participants receive instructions, activities, exercises, and evaluation during the certified courses. Participants should bring writing supplies and required books to the lab.

This course will be repeated beginning January 2020. Register by Sept. 5.

3000001 (1452) $430
9/14 - 11/23 Sat 1 - 4 PM
Marshalltown, MCC Business & Technology Center (room 201 Computer Lab)
Instructor: David Seuss

QuickBooks p. 6

SHOP SMALL BUS CRAWL!

Join us on Saturday, Nov. 30, (Small Business Saturday) and show the love for your favorite local shops. We’ll hop on a bus at IVCE, then shop in style – with plenty of storage for all of your packages.

We’ve got you covered for a fun day of holiday shopping, plus lunch in Downtown Marshalltown. You might get all of your holiday shopping completed!

$50 cost includes lunch at Smokin G’s, drinks and exclusive deals and prizes for bus shoppers

Sign up by contacting IVCE at 641-752-4645 or ivceinfo@iavalley.edu.

Health

CPR & First Aid

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 4 hours.

4000003 (1199) $69
8/5 Mon 12:30 - 4:30 PM
4000003 (1201) $69
9/3 Tue 12:30 - 4:30 PM
4000003 (1202) $69
10/1 Tue 12:30 - 4:30 PM
4000003 (1203) $69
12/3 Tue 12:30 - 4:30 PM

Marshalltown, Iowa Valley Continuing Education (room 614)
Instructor: Jennifer Weitzell

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 or go online to schedule your skills session. You will need to bring your online class certificate to the skills session.

Course #4000004 $39

Call 641-752-4645 or go online for available dates for the skills portion of the class.

SHOP SMALL BUS CRAWL!
AHA Heartsaver CPR/AED/First Aid

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. This course includes procedures for adults, children and infants following the AHA guidelines. A completion card will be issued. This class is approved for daycare providers. Maximum enrollment of 12. Class can run up to 5 hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Dates</th>
<th>Instructor</th>
<th>Location</th>
<th>Price</th>
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<tr>
<td>4000001 (1210)</td>
<td>8/20 Tue Noon - 5 PM</td>
<td>TBA</td>
<td>Marshalltown, Iowa Valley Continuing Education (room 614)</td>
<td>$84</td>
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<td>4000001 (1211)</td>
<td>9/24 Tue Noon - 5 PM</td>
<td>TBA</td>
<td>Marshalltown, Iowa Valley Continuing Education (room 614)</td>
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<td>4000001 (1212)</td>
<td>10/22 Tue Noon - 5 PM</td>
<td>TBA</td>
<td>Marshalltown, Iowa Valley Continuing Education (room 614)</td>
<td>$84</td>
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<tr>
<td>4000001 (1213)</td>
<td>11/26 Tue Noon - 5 PM</td>
<td>TBA</td>
<td>Marshalltown, Iowa Valley Continuing Education (room 614)</td>
<td>$84</td>
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Pharmacy Technician

This comprehensive 50-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board’s PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The Pharmacy Technician Certification Program includes a graded final exam to help prepare students for the PTCB exam and an optional 80-hour externship in a retail pharmacy. Students should have taken math and science in high school. A high school diploma or GED is required to sit for the PTCB exam. If you are interested in this training but 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. The registration deadline for this program is Sept. 19. Pharmacy Technician Certification Exam is Jan. 21, 2020.

<table>
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<tr>
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<th>Dates</th>
<th>Instructor</th>
<th>Location</th>
<th>Price</th>
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<tr>
<td>4300001 (2578)</td>
<td>9/23 - 11/18 Mon, Thu 6 - 9:30 PM</td>
<td>Amanda West, CPHT, CSPT</td>
<td>Marshalltown, Iowa Valley Continuing Education (room 803)</td>
<td>$1,299</td>
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Phlebotomy Technician

The 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician. If you are interested in this training but 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. The registration deadline for this program is Sept. 19. Phlebotomy Tech Exam Review class is Jan. 14, 2020. Phlebotomy Technician Certification Exam is Jan. 21, 2020.

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<tr>
<th>Course #</th>
<th>Dates</th>
<th>Instructor</th>
<th>Location</th>
<th>Price</th>
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<tbody>
<tr>
<td>4300005 (2686)</td>
<td>10/1-12/19 Tu/Th 6-9:30PM, Sat 9AM-3:30PM</td>
<td>Kimberly Riley-Adams</td>
<td>Marshalltown, MCC (room 536-537)</td>
<td>$1,799</td>
</tr>
</tbody>
</table>

SAVE THE DATES!

Kids in College 2020

June 15-19 & Aug. 3-5

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
Phlebotomy Technician Exam Review
Review in preparation for the National Healthcareer Association Certified Phlebotomy Technician exam. Topics: phlebotomy profession, anatomy and physiology, hemostasis, site selection, venipuncture, complication 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 (micropapillary collection), test tubes, additives, and tests, clinical laboratory sections, safety, latex sensitivity, and legal considerations.
Registration deadline Jan. 7.

4300006 (2690)  $59
1/14  Tue  6 - 9 PM

Marshalltown, MCC (room 536)
Instructor: Kimberly Riley-Adams

NHA Phlebotomy Technician Certification Exam
Proctored NHA Phlebotomy Technician Certification Exam. You must register with and pay to NHA for the Marshalltown exam online at www.nahnow.com or register in person Dec. 12 at 6 PM in MCC room 536. Provide a money order payable to CCI for $117 at this time.

4300007 (2691)  $117
1/21  Tue  6 - 9 PM

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  $290
Offered online four times/year
Instructor: Cristina Sempé

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

Nurse Aide
Nurse Aide Orientation
This mandatory orientation covers nurse aide class, regulations, student expectations, and requirements. As a prospective nurse aide student, you'll complete paperwork authorizing IVCE to perform a background check. Background check must be complete and students cleared prior to enrolling in the course. Cost of the background check is $25 payable at the time students enroll in the Nurse Aide Orientation/Background Check class. Background check forms will be filled out at the mandatory nurse aide orientation session. Students must bring their Social Security number and a black pen to the orientation. Orientation #2752 is for the Nurse Aide Phase I class Aug. 19 - Sept. 26. Orientation #2784 is for the Nurse Aide Phase I class Nov. 8 - Dec. 10.

4300006 (2752)  $25
7/25 & 8/15  Th 2:30-4:30PM & Th 2:30-4PM
Marshalltown, Iowa Valley Continuing Education (room 614)
Instructor: Kristy Kelley, RN

4300006 (2784)  $25
10/17 & 11/7  Th 2:30-4:30PM & Th 2:30-4PM
Marshalltown, Iowa Valley Continuing Education (room 614)
Instructor: Roxanne Wolken, RN

Nurse Aide Phase I or 75-Hour Nurse Aide
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. Registration deadline is Aug. 24 for course #2749; no class Sept. 2. Registration deadline is Oct. 16 for course #2815; no class Nov. 29.

4300004 (2749)  $599
8/19 - 9/26  M/Tu/W 3 - 8:30 PM & M/Tu/W 3 - 9 PM & Thu 3 - 8 PM
Marshalltown, Iowa Veterans Home (room 616 Nurse Aide Lab)
Instructor: Kristy Kelley, RN

4300004 (2815)  $599
11/8 - 12/10  M/Tu/F 12:30 - 6:30 PM & M/Tu/F 4 - 9 PM & Tue 12:30 - 6:30 PM
Marshalltown, Iowa Valley Continuing Education (room 801)
Instructor: Roxanne Wolken, RN

Nurse Aide Skills Exam
Successful completion of this exam meets one of the state requirements for those seeking employment as a nurse aide in a long-term care facility in Iowa. A score of 70% or more is passing. You must show photo ID prior to testing; arrive 15 minutes prior to your exam time. Bring a watch with second hand and wear your uniform. No refunds for no show/no call exam candidates. Call IVCE at 641-752-4645 to register for a specific testing time. Cancellations must be at least 3 business days prior to exam to receive a refund.

4500001 (2608)  $95
8/1  Thu  9:30 AM - 2 PM
4500001 (2687)  $95
8/15  Thu  9:30 AM - 2 PM
4500001 (2688)  $95
9/12  Thu  9:30 AM - 2 PM
4500001 (2689)  $95
9/26  Thu  9:30 AM - 2 PM
4500001 (2692)  $95
10/10  Thu  9:30 AM - 2 PM
4500001 (2693)  $95
10/23  Wed  9:30 AM - 2 PM
4500001 (2695)  $95
11/7  Thu  9:30 AM - 2 PM
4500001 (2696)  $95
11/21  Thu  9:30 AM - 2 PM
4500001 (2697)  $95
12/4  Wed  9:30 AM - 2 PM
4500001 (2698)  $95
12/19  Thu  9:30 AM - 2 PM
4500001 (2825)  $95
8/29  Thu  9:30 AM - 2 PM

Looking for fun? Check out the Orpheum!
Concerts, performances and movies are 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 State Computer-Based Competency Exam

This 100 multiple choice question exam tests basic skills and knowledge of a nurse aide seeking employment in a long-term care facility. This test has a two-hour limit and is overseen by a test proctor. To register for this test you must know your Social Security number and show a photo ID to the test proctor prior to your test. The deadline to register for testing is one week prior to the test. Please 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.

4500002 (2617) $55
8/1 Thu 2:30 - 4:30 PM

4500002 (2658) $55
8/15 Thu 2:30 - 4:30 PM

4500002 (2659) $55
8/29 Thu 2:30 - 4:30 PM

4500002 (2660) $55
9/12 Thu 2:30 - 4:30 PM

4500002 (2661) $55
9/26 Thu 2:30 - 4:30 PM

4500002 (2662) $55
10/10 Thu 2:30 - 4:30 PM

4500002 (2663) $55
10/23 Wed 2:30 - 4:30 PM

4500002 (2664) $55
11/7 Thu 2:30 - 4:30 PM

4500002 (2665) $55
11/21 Thu 2:30 - 4:30 PM

4500002 (2666) $55
12/4 Wed 2:30 - 4:30 PM

4500002 (2667) $55
12/19 Thu 2:30 - 4:30 PM

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

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. This test has a two-hour limit and has a test proctor. To register for this test you must know your Social Security number and show a photo ID to the test proctor prior to your test. The deadline to register for testing is one week prior to the test. Please 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.

4500003 (2620) $55
8/7 Wed 9 AM - 1 PM

4500003 (2666) $55
8/20 Tue 9 AM - 1 PM

4500003 (2669) $55
9/5 Thu 9 AM - 1 PM

4500003 (2670) $55
9/17 Tue 9 AM - 1 PM

4500003 (2671) $55
10/3 Thu 9 AM - 1 PM

4500003 (2672) $55
10/15 Tue 9 AM - 1 PM

4500003 (2673) $55
11/5 Tue 9 AM - 1 PM

4500003 (2674) $55
11/19 Tue 9 AM - 1 PM

4500003 (2675) $55
12/12 Tue 9 AM - 1 PM

Marshalltown, Iowa Valley Continuing Education (room 803) Instructor: Linda Whaley

Life & Leisure

Arts

Beginning Photography

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!

7000004 (2876) $99
9/17 - 10/22 Tue 6 - 9 PM

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

Creating Art Using Alcohol Inks

In Session I, you will use tile as the art medium and learn the basics of preparing the surface, applying the inks, and adding a fixative. In Session II, explore a variety of mediums and techniques to create additional art. No experience is needed! The Moores have presented this workshop to both adults and children; children under 12 must be accompanied by an adult who is also registered for the class. Co-sponsor: Central Iowa Art Association.

Course # 7000008 (2901) $30
10/5 - 10/12 Mon. 10:00 am – 12:00 pm

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

Find even more art classes (plus cooking) on page 14!

NSC Advanced Safety Certificate Program

A program of the National Safety Council for developing exceptional safety practitioners

Required Prerequisite Course

Principles of Safety & Health (4 days, 2.6 CEUs)

An intensive course covering 19 topics to give you a firm grounding in fundamentals of workplace safety and health. A solid curriculum of important safety concepts with an emphasis on best practices for implementing and managing a safety program.

Four-Day Elective Courses

- Safety Management Techniques
- Safety Training Methods
- Fundamentals of Industrial Hygiene (Each course is 4 days, 2.6 CEUs)

One-Day Elective Courses

- Job Safety Analysis
- Safety Inspections
- Incident Investigation: Root Cause Analysis
- Team Safety
- Ergonomics: Managing for Results (Each course is 1 day, 0.65 CEUs)

Contact IVCE for registration information at 641-752-4645
Engage your mind & improve your health with Creative Retirement!

You are invited to the Fall Creative Retirement Kick-off Luncheon on Thursday, Sept. 12, from 11:30 AM – 1 PM. Jeffrey Schneider will present a program on Marshalltown Company’s history, which spans more than 6 generations. The company has grown to become one of the world’s largest manufacturers of construction tools! Membership is not required to attend the luncheon. Cost is $15/person, register by Sept. 10.

Fall 2019 Schedule

Roundtable Topics
Every other Friday, Aug. 16 – Dec. 20, 9:30 to 11:30 AM
With new topic every session, you will need a love of learning and an interest in exploring new ideas ... and that is it!

Downsizing: Planning Your Next Move
Tues. Sept. 17 – Oct 1, 9:30 to 11:30 AM
Move or stay, that is the question! Learn about decluttering and what to do with all those possessions. Will cover preparing your home for sale and planning your move, plus how to set up your (new) home and utilize your new home’s spaces.

Downtown Marshalltown Tornado Recovery Trip
Wed. Oct. 9, 8:30 AM to 3:45 PM
Led by Val Ruff, Executive Director of the Marshalltown Convention and Visitors Bureau, we will visit a variety of downtown business to hear about their recovery and assistance they received following the tornado on July 19, 2018. We will follow the path of the tornado down Main Street and stop for lunch at Smokin G’s.

Mussolini and Fascism: An Introduction
Wed. Oct. 16 – Nov. 6, 10 AM to Noon
Learn about Mussolini’s rise to power. What is fascism? Explore the contradictory nature of a movement that is both revolutionary and reactionary.

Marshall County History
Mon. Oct. 14 – 28, 9:30 to 11:30 AM
Coordinated by Michelle Roseburrough, Marshalltown Historical Society, we will cover three unique topics to gain an appreciation of our past.

Lunch & Learns

Broadband in the Heart of Iowa
Fri. Oct. 25
11:30 AM to 1 PM

The Iowa River Trail
Fri. Nov. 8
11:30 AM to 1 PM

Creative Retirement members come from all educational/occupational backgrounds to expand their knowledge with like-minded adults. You can learn something you never had the chance to study, discuss topics of interest to you, and take classes that stretch your mind to new ways of thinking. There is no age limit for curiosity and a love of learning. Join us!

Receive the Creative Reader with a final listing of all fall activities (available in August) and register for the Kick-off Luncheon or any of our scheduled activities by calling 641-752-4645 or visiting the IVCE website at www.IowaValley.com.
**Introduction to Photography & Composition**

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 Photoshop and Lightroom for editing, too. Enjoy having the camera work for you!

Course # 7000002 (2904)  
9/16 - 10/21 Mon  6 – 9 pm

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

**Pottery**

From hand-building with clay to throwing pots on the wheel, you’ll create and explore the world of pottery. Cost includes 25 lbs. of clay, glazes, tools, and firing. Raku techniques will be covered. Register and pay one week prior to class.

7000001 (2786)  
10/7 - 11/11 Mon  6:30 - 9:30 PM  
$139

7000002 (2787)  
10/23 - 11/27 Thu  6:30 - 9:30 PM  
$139

Marshalltown, Marshalltown High School  
(room 173 Art/Pottery Lab)  
Instructor: Kenneth Niehouse

**Still Life in Motion**

Learn how to turn your pictures and drawings into motion using cinemagraphs.

Course # 7000005 (2907)  
10/5 - 10/12 Sat.  10 am - Noon  
$45

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

**Cooking**

**15+ Freezer Meals for the Busy Holiday Season**

Too busy for meal planning, preparation, and cooking? Know a family in need to whom you would like to donate meals? With the holiday season fast approaching, it’s a great time to learn about freezer meal resources. Ingredients and supplies are included, and you leave with 15 meals for your freezer. Each meal will be stored in plastic freezer bags or disposable containers ready to be placed into the oven, slow cooker or Instant Pot. Meals will feed 4-6 and are freezeable up to 3 months. Snacks and beverages served.

7700001 (2706)  
11/21 Thu  5:30 - 8:30 PM  
$199

Marshalltown, Iowa Valley Continuing Education  
(room 808 Dejardin Hall)  
Instructor: Rachael Koehler

**Instant Pot 101**

Thinking about getting an Instant Pot? Have one, but not sure what to do with it? Never heard of Instant Pots? We’ll walk through the essentials of electric pressure cooking. Before long, the Instant Pot will become your favorite appliance. Bring your Instant Pot to try a couple recipes or just learn more about the newest craze before you purchase! You’ll take home a collection of recipes to try at home!

7700003 (2707)  
10/24 Thu  5:30 - 8:30 PM  
$29

Marshalltown, Iowa Valley Continuing Education  
(room 808 Dejardin Hall)  
Instructor: Rachael Koehler

**Make-Ahead Freezable Desserts for the Holidays**

Nothing can put the pressure on during the holidays quite like our packed baking schedules! Join this social event and take home make-ahead holiday desserts the whole family will love! After all, it’s not quite Christmas without prize-worthy cakes and mountains of Christmas cookies. Prepare amazing desserts for the freezer and spend more time this year with guests. Each dessert is freezeable up to 3 months and will be stored in plastic freezer bags or disposable containers ready to be placed into the oven. Desserts are to be determined.

7700004 (2709)  
12/12 Thu  5:30 - 8:30 PM  
$105

Marshalltown, Iowa Valley Continuing Education  
(room 808 Dejardin Hall)  
Instructor: Rachael Koehler

**Creative Retirement**

**Creative Retirement Roundtable**

Creative Retirement members only! Explore current and historical events including elections, Medicare and Social Security, the functioning of government and Congress, constitutional concepts and ideas, the economy, and local, state and world events. No topic is out of bounds and all ideas are welcome. Individual Roundtable participants take turns leading lively informative discussions, with occasional guest speakers and resource persons. Participants rotate bringing treats; coffee and water are provided. Creative Retirement membership is required to participate. The Roundtable meets every other Friday.

7100001 (2631)  
8/16 - 12/20 Fri  9:30 - 11:30 AM  
$20 annual membership

Marshalltown, Iowa Valley Continuing Education  
(room 610)  
Instructor: TBA

**Trip to Ireland**

Ireland brings to mind shamrocks, the harp and the Celtic cross. Steve Rowden, with Great Western Dining on the MCC campus, will share with you his trip to Ireland in the spring of 2018, when he visited Dublin, Limerick, Cliffs of Mosher, Kinsale 9/11 Garden of Remembrance, Rock of Cashel, Glendalough, and Guinness Brewery! Register by Oct. 1.

7100009 (2797)  
9/24 Tue  1:30 PM - 3:00 PM  
$8/$3 for CR members

Marshalltown, Iowa Valley Continuing Education  
(room 610)  
Instructor: Steve Rowden

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

Register online at www.IowaValley.com  
641-752-4645
Family & Relationships

Children in the Middle

Changes in family structure through dissolution of marriage, custody modification, remarriage, etc. are difficult for a child. This is a court-ordered seminar for parents with a focus on children’s needs. Topics: parenting skills for divorcing parents, child’s needs and survival techniques, health versus problematic reactions of most kids, age specific needs of children, and identifying how a child feels. Child care not provided; please do not bring children to class.

Maximize Your Social Security

Are you a Baby Boomer? Thinking about retiring? Retired but not sure if you should start taking your Social Security? You have questions and we have answers! Join us as we explore one of the most misunderstood topics that may have the greatest effect on how you enjoy your retirement. You’ve paid into the Social Security system your entire working life, so now that you’re thinking about retirement you owe it to yourself and your spouse to do everything you can to get the maximum benefit to which you are entitled. Everyone who attends will receive a free Social Security Maximization Report that has been personally customized just for you, based on your lifetime earnings history. You’ll also learn how to open your own Social Security account and check your benefits statement for accuracy. Class size is limited. Second person discount available.

Experience the IV Adventures Challenge Course during Oktemberfest; a fun family experience!
See details on page 5.

Follow IVCE on Social Media

Iowa Valley Continuing Education
ivceinfo
@ivceinfo

WELCOME TO MEDICARE

A free program on Tuesday, Sept. 10 from 6:30 – 8:30 pm

Instructor Bobbi Brandenburg, Health Insurance Information Program Counselor, will demonstrate how to explore options as you get ready to retire, turn 65, or have been on disability for 24 months. Bring your questions!

To register, call 800-351-4664

Meets at UnityPoint-Marshalltown (Conference Room A)
3 S. 4th Ave., Marshalltown, IA

Register and prepay online at http://calendar.theceuauthority.com; use the calendar to select class date, click on desired course, then choose Register Now.
Fall 2019 Gotta Dance

All Central Iowans are invited to Faythe Kubik’s “Gotta Dance” programs. Faythe promises that the fun starts when you learn to dance for weddings, parties, and all social events! Her programs cover Niteclub, Ballroom, Country, Latin, Swing, Salsa, Line, Pop and all other social dances for beginners or advanced dancers.

If you like an instructor who breaks things down so it’s easy to learn, then you’ll like these classes! Faythe Kubik knows dancing and how to teach it. She gives you “time to learn” so you can look good and feel comfortable, even playing a variety of music so you’ll gain the confidence and skill to dance to all styles of music. This dance program also offers advantageous continuation classes. If you want to progress faster, just take more than one class!

The class schedule, dance offerings, and any changes are on both the Iowa Valley Continuing Education website www.iowavalley.com and the instructor’s website www.faythekubik.com. For questions on classes, call Faythe at 319-232-7594.

Fall classes Oct. 27 - Nov. 24
(5 weeks / 6.5 hours)
Fee is $68/person
Register by Thursday, Oct. 24

Fun Line Dancing
Line dancing is for everyone. It’s popular, fun, and great exercise! No partner needed. You’ll be learning “Zorba” and “Saturday Night Fever.” Depending on how fast the class catches on, will determine what other line dance we learn.

7200001 (2880) $68
10/27 - 11/24 Sun. 12:45 - 1:55 PM
Marshalltown, Iowa Valley Continuing Education (room 808 Dejardin Hall)
Instructor: Faythe Kubik

You Gotta Bachata! Beginning
Bachata is a super dance! This pattern reinvents itself to fit the times ... you’ll be surprised to hear that the basic pattern is the “original two step.” I call it a “super dance” because it can be danced to so many styles of music and it looks like a different dance with each style. The main pattern is an easy step and goes with everything. It’s your style that turns it into a new dance. You’ll be dancing to all kinds of music: Salsa, Pop, Country and Rhythm & Blues. It has such fun turns and is so practical and versatile: you’ll use it, use it, use it! Both “Bachata” and “Rock Sway” will make you look and feel good fast! It’s a must-have dance for parties and social events!

7200005 (2881) $68
10/27 - 11/24 Sun. 2 - 3:10 PM
Marshalltown, Iowa Valley Continuing Education (room 808 Dejardin Hall)
Instructor: Faythe Kubik

Intermediate
Beautiful Waltz Additions –

Waltz is so romantic. Of course, you want to add more variations to this dance! You’ll need to know your basics to do this class. You’ll be learning “flowing” variations like “Pass Off” and “Pass Off Exchange.” These variations can also be converted to Rock Sway. If we have the time, we’ll do that as well. Waltz is danced to big band, country, and current music.

7200006 (2880) $68
10/27 - 11/24 Sun. 12:45 - 1:55 PM
Marshalltown, Iowa Valley Continuing Education (room 808 Dejardin Hall)
Instructor: Faythe Kubik

You Gotta Bachata! Beginning
Bachata is a super dance! This pattern reinvents itself to fit the times ... you’ll be surprised to hear that the basic pattern is the “original two step.” I call it a “super dance” because it can be danced to so many styles of music and it looks like a different dance with each style. The main pattern is an easy step and goes with everything. It’s your style that turns it into a new dance. You’ll be dancing to all kinds of music: Salsa, Pop, Country and Rhythm & Blues. It has such fun turns and is so practical and versatile: you’ll use it, use it, use it! Both “Bachata” and “Rock Sway” will make you look and feel good fast! It’s a must-have dance for parties and social events!

7200005 (2881) $68
10/27 - 11/24 Sun. 2 - 3:10 PM
Marshalltown, Iowa Valley Continuing Education (room 808 Dejardin Hall)
Instructor: Faythe Kubik

Oh So Hot Salsa – Intermediate

We’ll be adding more turns and moves to Salsa. The Salsa rhythm/timing works with many styles of music – you’ll use this dance on a regular basis. Terrific material!

7200018 (2890) $68
10/27 - 11/24 Sun. 4:30 pm – 5:40 pm
Marshalltown, Iowa Valley Continuing Education (room 808 Dejardin Hall)
Instructor: Faythe Kubik

Beautiful Waltz Additions – Intermediate

Waltz is so romantic. Of course, you want to add more variations to this dance! You’ll need to know your basics to do this class. You’ll be learning “flowing” variations like “Pass Off” and “Pass Off Exchange.” These variations can also be converted to Rock Sway. If we have the time, we’ll do that as well. Waltz is danced to big band, country, and current music.

7200019 (2893) $68
10/27 - 11/24 Sun. 4:30 pm – 5:40 pm
Marshalltown, Iowa Valley Continuing Education (room 808 Dejardin Hall)
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. This class is must for all social events. If you have a wedding coming up, positively catch this class!

Course # 7200002 (2892) $68
10/27 - 11/24 Sun. 7:00 pm – 8:10 pm
Marshalltown, Iowa Valley Continuing Education (room 808 Dejardin Hall)
Instructor: Faythe Kubik

In case of bad weather, call Faythe at 319-232-7594 to get messages. Note: Instructor comes 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. No video or recording allowed in any of the classes. Please bring and change into a clean pair of shoes for dancing; this saves the floor. Thank you!

Recreation & Hobbies
Learning & Trying New Things

Whether you realize it or not, you spend the majority of your day doing things you’ve already done hundreds of times before. Very rarely do you actually try new things for the purpose of engaging a unique experience. But what if you made it a point to do exactly that? There are many benefits to doing new things. Enroll in this course and make a commitment to trying new things and engaging fresh experiences that reinvigorate your life with energy and excitement. Discover your comfort zones and set new goals to move out of them. Learn about free resources available to you for every interest and design your very own “Bucket List” on Pinterest. It’s easy to say no to yourself. Learn how to start saying yes!

7500006 (2649) $19
10/1 Tue 5 - 7 PM
Marshalltown, Business & Technology Center (room 201 Computer Lab)
Instructor: Rachael Koehler

Make your life an EdVenture!
**Trades & Industry**

**Electrical**

**Arc Flash Training, NFPA 70E**

The purposes of this four-hour class are:
1) To introduce personnel to the electrical hazards of shock, arc flash and arc blast.
2) To explain the requirements of NFPA 70E: Standard for Electrical Safety in the Workplace specifically related to personnel safety.
3) To demonstrate lockout/tagout procedures that are required in order to put equipment in an electrically safe working condition.
4) To describe the types and levels of personal protective equipment (PPE) that may be necessary for work on live parts, and to show how to select the PPE that is required for the job.

5100017 (2676) $99
9/28 Sat 8 AM - Noon
Marshalltown, Iowa Valley Continuing Education (room 614)
Instructor: Richard Chambers

**Commercial Service Calculations**

This 4-hour interactive class covers calculations for commercial services, including retail stores, office buildings, schools and places of worship, hotels and motels, restaurants, and farms. Also covered are neutral load calculations and optional methods. Participants should bring 2017 NEC, calculator, highlighters, notebook and pencils.

5100019 (2680) $99
10/26 Sat 8 AM - Noon
Marshalltown, Iowa Valley Continuing Education (room 612)
Instructor: Richard Chambers

**Overcurrent Protection**

This interactive class covers calculations for overcurrent protection for conductors and equipment in residential, commercial, and industrial services, feeders, and branch circuits. Also covers rules for feeder taps and transformer secondary conductors. Bring 2017 NEC, calculator, highlighters, notebook and pencils.

5100020 (2684) $69
10/26 Sat 12:30 - 2:30 PM
Marshalltown, Iowa Valley Continuing Education (room 612)
Instructor: Richard Chambers

**Pools, Spas & Hot Tubs - Article 680**

This three-hour class covers the National Electrical Code requirements for swimming pools, fountains, hot tubs, spas, and hydromassage bathtubs. Topics: bonding and grounding; permitted wiring methods; clearances for overhead and underground wiring; rules for equipment disconnects and motors; distances for receptacles, luminaires, ceiling fans, and switches; rules for underwater lighting; the equipotential bonding grid; and specialized pool equipment. Participants will need a copy of the 2017 National Electrical Code, highlighters, notebook and pencils. 3 Code.

5100009 (2656) $79
9/27 Fri 5 - 8 PM
Marshalltown, Iowa Valley Continuing Education (room 614)
Instructor: Richard Chambers

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**SHRM**

**ESSENTIALS OF HUMAN RESOURCES**

Sharpen your skills for today’s HR issues.

Human Resource issues impact every company in some way. That’s why it’s important to understand the fundamental issues surrounding HR today.

SHRM, the leading global HR professional organization, has developed the SHRM Essentials of Human Resources course, which teaches the HR knowledge, skills, and competencies required for overall business success. Whether you are new to HR, or it’s one of the many roles you fulfill at your company, this course covers the key HR topics you need to know.

October 3 – November 7, 2019
Online Webinars (Thursdays, 8:30 - 9 PM)
Instructor: E. Crandon
$699 (incl. SHRM Essentials system; a $490 value)
For registrations call 641-752-4645; no online registration
Transformer Calculations
This two-hour interactive class covers calculations for correctly sizing transformer primary and secondary conductors and primary and secondary overcurrent protection for single-phase and three-phase transformers of all sizes. You will also learn how to adjust input values for transformers with efficiencies less than 100%. Participants should bring: 2017 NEC, calculator, highlighters, notebook and pencils.

5100021 (2685) $69
10/26 Sat 2:30 - 4:30 PM
Marshalltown, Iowa Valley Continuing Education (room 612)
Instructor: Richard Chambers

Troubleshooting
This 8-hour course introduces students to troubleshooting at both the system and component levels. Topics include: three methods of component testing; testing of lamps, push-button and selector switches, relays, contactors, overload switches, fuses and circuit breakers, motors, and transformers; a 6-step troubleshooting sequence; four methods of system level troubleshooting; five types of in-circuit component tests; how to test and analyze circuit signals. Participants must bring notebook, pencils, calculator, safety glasses, multi-meter, pliers, and lineman’s pliers.

5100013 (1363) $169
8/17 Sat 8 AM - 4:30 PM
Marshalltown, Marshalltown Community College (room 402)
Instructor: Richard Chambers

Voltage Drop Calculations
This two-hour class covers a practical method to compute voltage drop in single-phase and three-phase AC and DC circuits, the need for these calculations, how to use your calculator most effectively, how to solve voltage drop problems in the electrician license exam, and how to correctly size conductors for efficient operation in residential, commercial, and industrial applications. Participants will need to bring a copy of the 2017 National Electrical Code, highlighters, calculator, notebook and pencils.

5100018 (2677) $69
9/28 Sat 12:30 - 2:30 PM
Marshalltown, Iowa Valley Continuing Education (room 614)
Instructor: Richard Chambers

Gunsmithing
Metalsmithing the Single Shot Falling Block Rifle
Take your gunsmithing skills to the next level as you practice the concepts and techniques of building the accurate single shot rifle. Glenn is an ACGG professional custom metalsmith specializing in American and British falling block rifles. The pursuit of accuracy led him to develop techniques and concepts required to get the most out of the single shot rifle. Participants will work on their own projects in a fully equipped shop with guidance. Basic tool machine skills are required. You must register with Iowa Valley Grinnell (641-236-0513) and pay the fee to be guaranteed a place in class.

5200001 (2785) $450
8/19 - 8/23 M/Tu/W/Th/F 8 AM - 5:30 PM
Grinnell, Iowa Valley Grinnell
Instructor: Glenn Fewless

CPR/AED/First Aid
classes are offered throughout the year.
Details on page 10.

Safety
Ergonomics: Managing for Results
Take control of workplace injuries by designing and implementing a practical, effective ergonomics program. Learn to recognize risk factors, conduct ergonomic worksite analyses, evaluate and rank hazards, and select control methods. This course is part of the National Safety Council Advanced Safety Certificate Program. Materials & lunch included.

5500007 (2634) $325
10/17 Thu 8 AM - 4:30 PM
Marshalltown, Iowa Valley Continuing Education (room 610)
Instructor: Iowa-Illinois Safety Council

Job Safety Analysis
Job Safety Analysis (JSA) is a proven process for controlling operating hazards and costs. Get an overview of the process and defining your role in making it effective. Through lectures, demonstrations, and workshops you’ll learn to develop and manage a JSA program and enlist participation from line employees, supervisors and management. Course is part of the National Safety Council Advanced Safety Certificate Program. Materials & lunch included.

5500008 (2648) $325
10/18 Thu 8 AM - 4:30 PM
Marshalltown, Iowa Valley Continuing Education (room 610)
Instructor: Iowa-Illinois Safety Council

— Class A CDL Training —
72 hours online + 8 hours behind the wheel
For those seeking a CDL Class A License with air brakes endorsement to work as a CDL driver.
Covers general knowledge, backing, CMV defensive driving and hazards, vehicle maintenance/service, pre-trip inspection training and testing, CDL skills maneuvers, driving preparation, and testing.

Classes every two weeks in Mason City, each Spring and Fall in Marshalltown & Iowa Falls. Call 641-752-4645 to be put on the waiting list.

GAP Tuition Assistance is available to those who qualify. Contact Jennifer Rice at 641-844-5629.
**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.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Price</th>
<th>Dates</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>5600004 (2718)</td>
<td>$199</td>
<td>10/7 - 10/23</td>
<td>Marshalltown, MCC Business &amp; Technology Center Welding Lab</td>
<td>John Patterson</td>
</tr>
</tbody>
</table>

**Basic TIG Welding**
Learn 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.

<table>
<thead>
<tr>
<th>Course ID</th>
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<th>Dates</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>5600004 (2716)</td>
<td>$199</td>
<td>10/7 - 10/23</td>
<td>Marshalltown, MCC Business &amp; Technology Center Welding Lab</td>
<td>John Patterson</td>
</tr>
</tbody>
</table>

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

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<tr>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
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<td>$349</td>
<td>9/17 - 10/3</td>
<td>Marshalltown, MCC Business &amp; Technology Center Welding Lab</td>
<td>John Patterson</td>
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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>5600003 (2711)</td>
<td>$349</td>
<td>10/29 - 11/14</td>
<td>Marshalltown, MCC Business &amp; Technology Center Welding Lab</td>
<td>John Patterson</td>
</tr>
</tbody>
</table>

**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 to prepare you for a career in pipe welding with SMAW. Topics: 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 Pre-Pipe Welding course. Tuition assistance is available to qualifying and selected students. Contact Jennifer Rice at 641-844-5629. No class Nov. 27 & 28 or Mar. 10 - 12.

<table>
<thead>
<tr>
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<th>Location</th>
<th>Instructor</th>
</tr>
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<tbody>
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<td>9/24 - 12/10</td>
<td>Marshalltown, MCC Business &amp; Technology Center Welding Lab</td>
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<tr>
<td>5600001 (2715)</td>
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<td>1/21 - 4/9</td>
<td>Marshalltown, MCC Business &amp; Technology Center Welding Lab</td>
<td>John Patterson</td>
</tr>
</tbody>
</table>

**Transportation**

**Bus Driver**

**Bus Driver 3-Hour Refresher**
“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 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.

<table>
<thead>
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<th>Dates</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000003 (1269)</td>
<td>$30</td>
<td>8/21 Wed</td>
<td>Marshalltown, Iowa Valley Continuing Education (room 608)</td>
<td>Keith Lambertsen</td>
</tr>
</tbody>
</table>

**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 to prepare you for a career in pipe welding with SMAW. Topics: 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 Pre-Pipe Welding course. Tuition assistance is available to qualifying and selected students. Contact Jennifer Rice at 641-844-5629. No class Nov. 27 & 28 or Mar. 10 - 12.

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</table>

**Traffic Management**

**Traffic Management 3-Hour Refresher**
To drive a school bus in this day and age requires a good deal of professionalism on the part of the 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.

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</tr>
</tbody>
</table>

Note that Bus Driver Refresher courses are offered in several Hardin, Marshall, Poweshiek and Tama County towns.
Bus Driver (New) STOP Part 1

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 the course, drivers will need to take the New Driver Part 2 Face-to-Face class. Call 641-752-4645 to register.

Course # 6000001 (1273)
Ongoing
Online course

Bus Driver (New) STOP Part 2

This three-hour 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. Call to register at 641-752-4645. Must have completed Bus Driver (New) STOP online part 1.

6000002 (1272) 8/7 Wed 6 - 9 PM
6000002 (1275) 10/2 Wed 6 - 9 PM
6000002 (1276) 12/4 Wed 6 - 9 PM

Marshalltown, Iowa Valley Continuing Education (room 803)
Instructor: Keith Lambertsen

Commercial Vehicles

CDL Professional Driver 80 Hours - Iowa Falls

Achieve your Class A CDL with airbrakes endorsement through this 80-hour course. Topics: general knowledge; backing; CMV defensive driving; CMV hazard awareness; CMV vehicle maintenance/service; CDL pre-trip inspection training and testing; CDL skills maneuvers and driving preparation, testing and more! This training combines online with hands-on “behind the wheel” time. The first date is a mandatory meeting, with training continuing through the final class date, including a full day of training and testing. Remainder of schedule will be discussed at the mandatory meeting. Minimum age is 18. NOTE: Due to 2015 legislation, all registrants MUST obtain a 6-month driving permit and complete the three written tests with the DOT before class starts. Mandatory first meeting is Aug. 26 6-8 PM. For questions, call 641-844-5616.

6100001 (2818) $599
8/26 - 9/13 Aug. 26 from 6 - 8 PM, then M/Tu/W/Th/F 8 AM - 4:30 PM (8 hrs w instructor)
Iowa Falls, ECC Ag & Renewable Energy Building (and room 110 & south parking lot)
Instructor: Randy Grey

CDL Professional Driver 80 Hours - Marshalltown

Achieve your Class A CDL with airbrakes endorsement through this 80-hour course. Topics: general knowledge; backing; CMV defensive driving; CMV hazard awareness; CMV vehicle maintenance/service; CDL pre-trip inspection training and testing; CDL skills maneuvers and driving preparation, testing and more! This training combines online with hands-on “behind the wheel” time. The first date is a mandatory meeting, with training continuing through the final class date, including a full day of training and testing. Remainder of schedule will be discussed at the mandatory meeting. Minimum age is 18. NOTE: Due to 2015 legislation, all registrants MUST obtain a 6-month driving permit and complete the three written tests with the DOT before class starts. Mandatory first meeting is Aug. 26 6-8 PM. For questions, call 641-844-5616.

6100001 (2819) $599
8/26 - 9/13 Aug. 26 from 6 - 8 PM, then M/Tu/W/Th/F 8 AM - 4:30 PM (8 hrs w instructor)
Marshalltown, MCC Business & Technology Center (room 205 & south parking lot)
Instructor: Randy Grey

Mandated Driving Programs

Driver Improvement Program

The Iowa Driver Improvement Program (DIP) is designed to examine one’s attitude(s) and behavior in relation to driving, rather than revisiting the “how-to’s” of driving skills. The Iowa Driver Improvement Program is unique in its focus on helping drivers understand how their behind-the-wheel attitudes affect their driving behavior. Most traffic accidents are a result of a combination of uncontrolled emotions, improper decisions and bad habits. The program will address basic “behind the wheel” attitudes. Its purpose is to give participants an opportunity to look at their driving behavior and make a personal commitment to positively alter their daily driving experience. This class is for someone who has either received three moving traffic convictions during a 12-month period, been convicted of a serious violation, or been required to attend by order of a Driver Improvement Hearing Officer. The Iowa Department of Transportation is authorized to suspend the driving privileges of anyone who is a habitual violator (Iowa Code Section 321.210 and DOT Administrative Rules Procedure 615.43) or commits a serious violation. If you do not successfully complete the Driver Improvement Program, a note suspending your driving privileges will be sent to you. If you have more than three moving convictions within a 12-month period, this class may not prevent suspension of your drivers license and privileges. Please arrive by 8 AM; if you are late, you will be denied entrance to the class. An additional $20 is charged for rescheduling.

6200001 (1463) $105
8/10 Sat 8 AM - 5 PM
6200001 (1464) $105
9/21 Sat 8 AM - 5 PM
6200001 (1465) $105
11/2 Sat 8 AM - 5 PM
6200001 (1466) $105
12/14 Sat 8 AM - 5 PM

Marshalltown, Iowa Valley Continuing Education (room 803)
Instructor: Keith Lambertsen

Have an idea for a class? Want to share a favorite hobby or skill?
We would like to talk with you!
Call IVCE (641) 752-4645 or email ivceinfo@iavalley.edu

Welding classes on page 14!
Driving Unimpaired

This class (also known as the OWI 12-Hour Program) is for those who have been arrested for an OWI over the age of 18. Class is designed to help each person reduce risk for any type of alcohol or drug problem by helping them understand and accept the need to make necessary 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. Classes are offered in Marshalltown and Iowa Falls. A separate class is available for those who speak Spanish.

6200002 (1467) $180
9/9 - 8/10 Fri 6-10:15 PM & Sat 8 AM-5 PM

6200002 (2878) $180
11/8 - 11/9 Fri 6-10:15 PM & Sat 8 AM-5 PM

6200002 (2879) $180
12/13 - 12/14 Fri 6-10:15 PM & Sat 8 AM-5 PM

Marshalltown, Iowa Valley Continuing Education (room 803)
Instructor: Roxann Scheffert

6200002 (2451) $180
9/13 - 9/14 Fri 6-10:15 PM & Sat 8 AM-5 PM

Marshalltown, Iowa Valley Continuing Education (room 803)
Instructor: Agapito Aguilar

6200002 (1472) $180
9/27 - 9/28 Fri 6-10:15 PM & Sat 8 AM-5 PM

6200002 (1474) $180
11/22 - 11/23 Fri 6-10:15 PM & Sat 8 AM-5 PM

Marshalltown, Iowa Valley Continuing Education (room 803)
Instructor: Agapito Aguilar

Driving Unimpaired Spanish

This OWI 12-Hour program is in Spanish for those who have been arrested for OWI over the age of 18. Class is designed to help each person reduce risk for any type of alcohol or drug problem by helping them understand and accept the need to make necessary 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. Classes with instruction in Spanish are offered in Marshalltown only.

6200003 (1472) $180

9/27 - 9/28 Fri 6-10:15 PM & Sat 8 AM-5 PM

6200003 (1474) $180
11/22 - 11/23 Fri 6-10:15 PM & Sat 8 AM-5 PM

Marshalltown, Iowa Valley Continuing Education (room 803)
Instructor: Agapito Aguilar

SHOP SMALL BUS CRAWL!

Join us on Saturday, Nov. 30, (Small Business Saturday) and show the love for your favorite local shops. We’ll hop on a bus at IVCE, then shop in style—with plenty of storage for all of your packages.

$50 cost includes lunch at Smokin G’s, drinks and exclusive deals and prizes for bus shoppers

Sign up by contacting IVCE at 641-752-4645 or ivceinfo@iavalley.edu.

SAVE THE DATES!

Kids in College 2020

June 15-19 & Aug. 3-5
Recreational Vehicles

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

6300002 (1157) $54
9/14 Sat 9 AM - 3:30 PM
Iowa Falls, ECC Reg Johnson Hall (rm 101)
Instructor: Janet Minde

6300002 (1160) $54
9/28 Sat 9 AM - 3:30 PM
Marshalltown, Iowa Valley Continuing Education (room 803)
Instructor: Janet Minde

Motorcycle Rider Education
The Motorcycle Safety Foundation Basic Rider course (updated) is a learn-to-ride education and training safety program that consists of the online MSF Basic e-course to address basic motorcycle knowledge, five hours of classroom instruction with a Rider Coach to address rider perception and risk management, and 10 hours of on-cycle, hands-on instruction. A course completion card may provide an insurance discount. Riders must be able to balance a bicycle to participate in the riding portion of the course, and a riding skill test must be passed for successful completion. Course is Friday 5pm-9pm, Saturday 8am-5pm, & Sunday 8pm-noon. Must attend all scheduled hours. **Online e-course MUST be completed and certificate brought to class the first night.** Each student will be emailed an eCourse coupon code.

Course # 6300001 (678) $155
8/16 - 8/18 Fri/Sat/Sun (see times above)

Course # 6300001 (679) $155
9/13 - 9/15 Fri/Sat/Sun (see times above)

Course # 6300001 (680) $155
9/27 - 9/29 Fri/Sat/Sun (see times above)

Marshalltown, Marshalltown Community College (room 537)
Instr: Richard Elsberry

Iowa Valley is now partnered with Central Iowa Art Association!

**The new partnership means even more art classes will be offered in the coming months through IVCE/CIAA!**

Iowa Valley Continuing Education and Central Iowa Art Association are new partners!

To make room for the Senior Citizens Center at Fisher Community Center, CIAA classes will now be offered through IVCE. Founded in 1944, CIAA is well known for its art education classes for all ages and skill levels.

The all-volunteer CIAA Board of Directors is now establishing connections with art instructors, those interested in taking classes, volunteers, and donors. Financial contributions will allow the organization to offer some programs that are free to the public, including activities for kids.

Iowa Valley Continuing Education will provide classroom space and handle registrations, and both organizations will share in developing and publicizing classes.

Suggestions for classes and/or instructors are welcome. Contact us:

- IVCE – 641-752-4645 or ivceinfo@iavalley.edu
- CIAA Board President Bob Moore – 641-750-2853 or rob.lin1@comcast.net.

Try the IV Adventures Challenge Course Sept. 28! Details on page 5.
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641-752-4645 Register online at www.IowaValley.com Page 23
Name/Nombre:_____________________________________________________________________________
Address/Dirección:________________________________________________________________________
City/Ciudad:___________________________________________ Zip/Código de área:____________________
Phone/Teléfono: Day/Día _______________________________ Night/Noche___________________________
Date of Birth/Fecha de nacimiento___________________________ Email______________________________
SS # ________________________________ Sex/Sexo: Male/Masculino_______ Female/Femenino_________
Do you consider yourself to be Hispanic/Latino?/¿Se considera usted hispano/latino?
 Yes/Si   No

In addition, select one or more of the following racial categories to describe yourself / Además, seleccione una o más de las siguientes razas que lo describan:
 American Indian/Alaskan Native / Indio Americano/Nativo de Alaska   Asian / Asiático
 Black or African American/Negro o Afroamericano   White / Blanco
 Native Hawaiian/Pacific Islander / Nativo de Hawái o una isla del pacífico

Courses / Clases
Title/Título_________________________________________________________________________________
Course No. / # de la clase____________________________ Cost / Curso $________________
Title/Título_________________________________________________________________________________
Course No. / # de la clase____________________________ Cost / Curso $________________

Method of Payment / Método de pago
1. Check attached for $__________ Cheque adjunto por $__________
   • Payable to / pagable a: IVCCD
   • Write your course number on your check. If you are paying for tuition for someone else, write his/her name on
     the check. (Escriba el número del curso en el cheque. Si usted está pagando por alguien más, escriba el
     nombre de esa persona en el cheque)
   • Mail this form and your check to IVCE. (Mande esta fórmula y el cheque a la dirección descrita anteriormente.)
2. Credit Card/)/Tarjeta de crédito (encierre la opción correspondiente) (circle)
       Mastercard     Visa     Discover
       Credit Card No.______________________________ Exp. Date_______________
       # de Tarjeta de crédito:________________________ Fecha de expiración: ____________

Your signature / Firma ________________________________________

Registration is complete when payment is received. / Matícula se completará cuando el pago sea recivido.

Refunds will be issued to students who drop the class at least one day prior to the class start date. No refunds will be
issued for classes dropped on or after the class start date.
Se hacen devoluciones de dinero a estudiantes que cancelan una clase por lo menos un día antes del inicio de esta.
No se hacen devoluciones de cancelaciones hechas el día que comienza o después de que comienza la clase.
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.
QuickBooks & Excel classes for home or office

Iowa Valley Continuing Education is offering a QuickBooks Desktop Pro Series and a Microsoft Excel Specialist Series this fall. Either of these great programs can be used to increase your productivity at home and/or at the office!

QuickBooks Desktop Pro Series (p. 6)
- Level 1 course Sept. 3-12
- Level 2 course Sept. 17-19

Microsoft Excel Specialist Series (p. 9)
- Level 1 course Aug. 12-21
- Level 2 course Aug. 26 - Sept. 9
- Level 3 course Sept. 11-23

These series start soon, so register online now at www.IowaValley.com.

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

Look inside for our great August 2019 to February 2020 classes. There’s lots to do and learn!