Welcome to Iowa Western Continuing Education!

Continuing Education classes prepare you for a career, increase your value to employers, meet your licensure requirements and help you achieve your professional and personal goals.

Discover how Iowa Western’s Continuing Education can spark your potential and unlock a whole new future for you.

Continuing Education Mission Statement

Iowa Western Continuing Education is committed to our community by providing educational opportunities and quality programming that maximizes individual potential, enhances employability skills, and fosters meaningful and enriched lives.

Looking for Financial Help?

If you are in need of financial assistance for short-term career training, there are several options available to you based on eligibility.

Education 2 Employment: This program offers FREE financial assistance to eligible Iowa residents who would otherwise not be able to afford job training. See page 3 or visit www.edu2employ.com for more information!

Veteran’s Benefits: Many of our short-term career training programs are approved for VA Benefits. Email veterans@iwcc.edu for more information. The following programs are approved for VA Benefits:

• Certified Nurse Aide
• Combination Welding
• Paramedic
• PC Technician/Comp TIA A+
• Pharmacy Technician

About the Cover

Paramedic students Katie Kring, Alicia Soria and Alex Olson pose in front of the classroom simulation ambulance. A career as a Paramedic can be incredibly rewarding for compassionate, courageous and driven people who want to make a difference.

See page 12 of the catalog to see what our students are saying and for training details!

We've made registering for classes even easier for you!

Visit our newly redesigned website at www.iwcc.edu/ce and explore the many options you have to further your education or gain a new certificate.

You’ll notice that as a student, you will now need to create a student profile. You’ll want to make sure you use the personal email you use most often, as you will use that address to sign in for future courses.

The new system will allow you to:

• Create and update your own account 24 hours a day
• View and print your own transactions
• Create and manage accounts and course registrations for family members or company employees
• View the history of the courses you’ve taken

For course information before August 6, 2019, we ask that you contact our office at 712.325.3256.

We understand that with any new system, there may be problems or questions that arise. We welcome your questions and ask that you give us a call at 712.325.3256 to assist you.

Continuing Education Staff

We are hiring!

We want your expertise! Are you a natural teacher and a subject-matter expert?

IWCC Continuing Education is seeking talented specialists interested in teaching continuing education courses for the following:

• Business/Management
• CDL
• Computer/IT
• Electrical
• OSHA
• Medical Billing/Coding
• Patient Intake and Billing
• Water/Wastewater

Contact us! 712.325.3256 or ce@iwcc.edu.
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Council Bluffs Campus Map and Registration Information on pages 29-30!
Grow Your Career Skills with Free Training

Education 2 Employment provides FREE tuition assistance to residents of Iowa to grow their career skills and further their education.

SEE IF YOU’RE ELIGIBLE.
Along with being 18 years of age or older, a resident of Iowa and having your high school diploma, your household income, household size and skill level will be assessed.

APPLY FOR THE PROGRAM.
We’ll walk you through the application process.

COME IN WITH QUESTIONS AND LEAVE WITH A PLAN.
Your Pathway Navigator will be your one-on-one advisor to help you along the way and to ensure the program you choose is the best fit for you.

ENROLL IN YOUR CHOSEN PATH.
There are four career pathways to choose from (Health, Education, Manufacturing/Logistics, IT/Business). Upon completion, we’ll help you find employment to utilize your new career skills.

There’s no time like today to make a positive change in your career. Call or email Rachel today, and she’ll help you through the process.

Rachel Jensen, Pathway Navigator
Phone: 712.256.8800
Email: rjensen@iwcc.edu
Facebook: IWCC Adult Education

712.256.8800 • edu2employ.com
Employers need workers who can come right into a position with the necessary training and experience. Career certificates are short-term and highly focused to benefit you and the employer alike. They are the path to employment for high school graduates and those looking for employment, and will enhance the skills of those already in the workforce. The right certificate program can take you right to gainful employment at a company right in your own community. If you are an Iowa resident, you can apply for the Education 2 Employment program (see facing page) to see if you're eligible for FREE tuition assistance for any of the certificate programs below with E2E after the title!

**Business/IT/Computers**
- Administrative Assistant E2E
- Network + E2E
- PC Technician Comp TIA A+ E2E
- Web Development

**Health**
- Activity Coordinator E2E
- Certified Medication Aide E2E
- Certified Nurse Aide (CNA) E2E
- Advanced CNA E2E
- LPN IV Therapy
- Medical Billing and Coding Specialist E2E
- Medication Manager
- Pharmacy Technician E2E
- Phlebotomy E2E
- Rehabilitation Aide/Restorative Aide E2E
- Sterile Processing Technician E2E

**Education**
- Coaching Authorization
- Paraeducator Generalist E2E
- Substitute Authorization

**Emergency Services**
- Advanced EMT
- EMT
- Paramedic E2E

**Manufacturing/Trades**
- Combination Welding E2E
- Construction Technology: Carpentry E2E
- HVAC/R Maintenance E2E
- Industrial Technology E2E
- Sustainable Energy Technology E2E

**ADULT EDUCATION/HiSET/ESL**

712.325.3266 l adulted@iwcc.edu

HiSET Preparation and Career Advising
English as a Second Language (ESL)

Are you ready to take the first step toward expanding your opportunities for college or a better career?

Iowa Western Community College can help you on your journey to earning your high school equivalency credential by passing the HiSET exam. Receiving this credential may help open doors that have been closed to you previously.

Contact us today to get started!

**HiSET Class Schedule**

$25 registration fee due at enrollment. Good through June 30.

**Council Bluffs Campus**

712.325.3266

IWCC Kinney Hall (top floor)
Bi-weekly orientations! Morning and evening classes.
HiSET Career Week: September 4-6
HiSET Class: September 9-October 24
HiSET Career Week: October 29-31
HiSET Class: November 4-December 19
HiSET Career Week: January 7-9
HiSET Class: January 13-February 27

**Cass County Center in Atlantic**

712.243.5527

Registration begins August 19 and runs for 14 weeks.
Tues: 5-8 pm, Wed: 9-noon, Thurs: 9-noon & 5-8 pm

**Clarinda Center**

712.542.5117

Registration begins August 19 and runs for 14 weeks.
Tues and Thurs: 8:30-11:30 am & 5-7 pm

**Shelby County Center in Harlan**

712.755.3568

Registration begins August 19 and runs for 14 weeks.
Tues and Thurs: 1-4 pm & 5-8 pm

**Page/Fremont County Center in Shenandoah**

712.246.1499

Registration begins August 19 and runs for 14 weeks.
Tues and Wed: 1-4 pm & 5-8 pm

CAREER CERTIFICATES
A rewarding career is possible!
www.iwcc.edu/ce
Career Certificates

Don't let money discourage you from getting training. Education 2 Employment provides FREE tuition assistance to residents of Iowa. There's no time like today to make a positive change in your career. Call or email Rachel Jensen today and she’ll help walk you through the process.

712.325.3268  l  rjensen@iwcc.edu
www.edu2employ.com

Administrative Assistant *E2E*

**September 18 - November 16**

*Education 2 Employment approved certificate program!*

This course will present the skills needed to successfully use Microsoft Office and other common computer applications. This training will allow the student to apply learned skills in a workplace setting and also prepare them for continuing their education in today's digital learning environment. You will learn common computer tasks for file systems, data backup, and computer security, as well as desktop publishing, website creation, email and social media communication.

Classes meet Wednesdays from 5:30-8:30 pm and 4 Saturdays from 8 am-5:30 pm, with some online course work. Fee $1295

**Schedule**

- Wednesdays, September 18-November 16
- Saturdays, September 21-November 2

Network+ Certificate *E2E*

*Education 2 Employment approved certificate program!*

Learn the technical skills and industry know-how to begin an exciting career installing, configuring, and troubleshooting computer networks. Voucher given to test for CompTIA Network+ Certification. Program to include:

- Networking and Data Transporting
- Cabling and Remote Access
- Risk Management and Network+ Exam and more

Receiving CompTIA Network+ certification is a great way to advance your career as a network tech. By having in-demand knowledge, skill sets, and the right qualifications, you can enable yourself to land a great job at a new company, gain a key promotion, and continue to strengthen your IT career path.

PC Technician CompTIA A+ *E2E*

*Education 2 Employment approved certificate program!*

Learn the basics of networking and security, and how to properly and safely diagnose, resolve and document common hardware and software issues. Includes:

- Installing, configuring, and maintaining devices, PCs and software for end users.
- COMP TIA A+ Certification.

PC Technician and repair is a fast growing field. Earning your CompTIA A+ Certification means you have the knowledge and the technical skills necessary to be a successful entry-level IT professional in today’s environment. Median hourly wage is $11-$26/hour.

Web Development

Learn the latest techniques and best practices to build a solid HTML5/CSS website. Learn how to design a website with proper layout that looks good across all devices, including desktops, tablets and phones. Learn how to research, organize, create, and test website designs using simple principles and a combination of free and commercial software.

Business/IT Customized Programs

Iowa Western Continuing Education is committed to helping local businesses grow and succeed. Training is available in many areas and can be developed around your needs.

Give us a call today to see how we can help. We look forward to learning more about your business and working with you to meet your training needs.

Holly Bokelman
712.325.3265  l  hbokelman@iwcc.edu

You Can Teach!

Love computers and have an interest in sharing your knowledge with others?

Continuing Education is looking for Computer/IT Instructors. Call 712.325.3210 to learn more!
Computer Applications

All Microsoft classes will be held at The Port, located in Ashley Hall. Laptops will be provided, but you may bring your own with the necessary software.

Excel Basics
This seminar introduces the skills necessary for productive development of workbooks. It includes tasks to explore Excel, use basic workbook skills, work with ranges, create simple formulas, copy and move data, and use page setup. The student will also learn basic formatting of columns and rows, numbers, text, and cells.
Fee $50
COMPT174 01 Th, Oct 10  5-7 pm
  Council Bluffs  1 time
COMPT174 02 W, Oct 23  5-7 pm
  Council Bluffs  1 time

Exploring Excel Formulas
This seminar will explore some of Excel's most widely used formulas. Students will use a variety of tools to set up and audit formulas. Learn some of the more advanced formulas like vlookup and logical functions.
Fee $50
COMPT174 04 Th, Nov 14  5-7 pm
  Council Bluffs  1 time

Advanced Excel
This course covers basic techniques for managing large or multiple worksheets. It includes tasks such as using large worksheets, working with multiple worksheets, managing worksheets, working with outlines, using Paste Special, and using range names, named ranges, and multiple workbooks. The student will also learn how to use other advanced functions as well as manage data and files.
Fee $50
COMPT174 03 T, Nov 5  5-7 pm
  Council Bluffs  1 time

Online Learning
anytime, anywhere....just a click away!
Noncredit through partnership with ed2go.

ADVANCED CAREER TRAINING
Courses Include:
• Administrative Assistant Professional with MS Office Master 2016
• Certified Bookkeeper
• CompTIA Certification; A+, Network+, Security+ (Vouchers included)
• Human Resources Professional
• Medical Office Manager CPPM
• Microsoft Office Specialist Certification
• Web Design Professional

Visit our website for program details!
careertraining.ed2go.com/iwcc

FUNDAMENTALS COURSES
Courses Include:
• 6 Week Format
• Accounting Fundamentals
• A to Z Grant Writing
• Basic CompTIA A+ Certification Prep
• Creating WordPress Websites
• Grammar Refresher
• Introduction to SQL
• Keys to Effective Communication
• Project Management Professional
• QuickBooks 2017
• Speed Spanish

Visit our website to find a course!
ed2go.com/iwcc
Insurance

The "Security" in Social Security
In spite of the rhetoric we hear about Social Security and the future problems it may face, the fact remains that Social Security has been around since 1953 and hasn't done all that bad of a job. The Congressional Budget Office has a different spin on the Social Security going broke scenario. It's NOT going broke, in fact it can't go broke. A real in-depth look at the horror stories we continue to hear. IA: 4 General. NE: 4 Life. Fee $60

INSUR11 1 W, Sep 25 8-12 pm
Council Bluffs 1 time

Introduction to Living Trusts
This introductory course will cover the anatomy of the Living Trust arrangement and emphasize that this is not something the uninitiated should attempt without professional input. IA: 5 General. NE: 5 Life. Fee $75

INSUR12 1 W, Sep 25 1-6 pm
Council Bluffs 1 time

Universal Life
Universal life has truly evolved into a Rube Goldberg machine. Golberg was a Pulitzer prize cartoonist who drew very complicated machines designed to do one very simple thing and Universal Life is a classic example. Too many moving parts, a complete overhaul of what we have come to know as 'whole life' insurance. A different cost basis. A different cash flow. An elaborate set of elaborate rules. And then the IRS got involved. For those newer to the profession, you won't believe what all went on in the 80's with this product. IA: 3 General. NE: 3 Life. Fee $45

INSUR1 3 Th, Sep 26 8-11 am
Council Bluffs 1 time

Who Gets Well...Who Gets Wealthy
This course presents a review of health care economics without necessarily going totally into the Affordable Health Care Act itself. We go after the pharmaceutical companies quite aggressively. We will look at cost, availability, the delivery system and the creative maneuvering being used by the medical and pharmaceutical industries to protect profit at all costs. IA: 3 General. NE: Health. Fee $90

INSUR13 3 Th, Sep 26 12-6 pm
Council Bluffs 1 time

Conduct Becoming
We will look at the state regulations that seem to get us into the most trouble and cause the most problems! IA: 3 Ethics. NE: 3 Ethics. Fee $45

INSUR1 4 W, Nov 20 8-11 am
Council Bluffs 1 time

The 5 O'Clock Whistle
This course takes the rules from IRS Publications 950 and 990, applies them to the various types of retirement income arrangements both qualified and non-qualified and makes this otherwise complicated process more simple. IA: 6 General. NE: 6 Life. Fee $90

INSUR13 4 W, Nov 20 12-6 pm
Council Bluffs 1 time

Trust Me...Sign Here
An ethics class dealing with the one thing we never want to hear, "That's not what you told me!" Especially if it's exactly what we did say and that very thing represents the problem we're facing. In this class, we work with ethical dilemmas not caused by us. Usually the problem was caused by another agent who had the client before us, but the customer is unhappy and we are the ones who have to deal with them. This class suggests a few things that may help. IA: 3 Ethics. NE: 3 Ethics. Fee $45

INSUR1 5 Th, Nov 21 8-11 am
Council Bluffs 1 time

Financial Privacy
An in-depth look at the safeguards being used by banks, insurance companies, financial service organizations and the Supreme Court as regards to our fourth amendment rights to privacy. Finally we do a bit of futuristic guessing as there appears to be a lessening for the need of currency. IA: 6 General. NE: 6 Life. Fee $90

INSUR13 5 Th, Nov 21 12-6 pm
Council Bluffs 1 time

Alphabet Soup by Medicare
We have Medicare A, B, C, D and Supplements A, B, C, D, F, G, K, L, M and N. That's only because Medicare has gotten rid of Supplements H, I, J twice and now E! We'll sort this all out and have participants leaving with a better grasp as to what Medicare's identifying designations mean. Come enjoy the alphabet soup! IA: 4 General. NE: 4 Health. Fee $60

INSUR11 40 T, Dec 17 8-12 pm
Harlan 1 time

Tax Issues for Life & Health Insurance
We cannot give legal or tax advice, but we are expected to be able to explain an insurance policy, which is a legal document, to our customers and nearly every product we sell potentially has tax consequences attached to it. How do we deal with this? Join us for this class to learn more! IA: 5 General. NE: 5 Life. Fee $75

INSUR12 40 T, Dec 17 1-6 pm
Harlan 1 time
REAL ESTATE CONTINUING EDUCATION

IWCC Continuing Education partners with the Iowa Association of REALTORS® to bring you Real Estate Continuing Education classes.

Class are scheduled throughout the year at Iowa Western in Council Bluffs, Clarinda, Harlan and Atlantic.

Please visit their website at iowarealtors.com/education or call 515.453.1064 for a current schedule and to register.

Spanish

Learn to Speak Spanish!

Using the Command Spanish method, learn how to "say" practical, common phrases and questions in Spanish, as well gain confidence to speak and understand basic Spanish found in most daily routines. Upon completion of this program, participants will be able to say a few words or phrases of kindness or respect to Latinos they meet in shopping malls, supermarkets, and other public places. Participants will also have a better understanding of the most common cultural differences between Latinos and non-Latinos. The last day of class, participants will celebrate with a meal together at a local restaurant!

Fee $135

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<tr>
<td>PERDV10 01</td>
<td>T, Oct 1-Nov 19</td>
<td>6-8 pm</td>
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<tr>
<td>Council Bluffs</td>
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Contact Lisa Walker at lwalker@iwcc.edu or 712.325.3210 to set up contract training courses in Spanish specifically geared towards your industry.

Voice-Overs

Voice-Overs ONLINE

In what could be the one of most enlightening hours you've ever spent, this online class will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! Most people go about it the wrong way. In this class, you will learn about a unique, outside-of-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun online class could be the game changer you've been looking for! Fee $35

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Business/IT/Computers
JOIN US FOR THIS LUNCH SERIES COVERING THE LATEST TOPICS FOR SMALL BUSINESSES!

11:30 am to 1:00 pm | Iowa Western Community College | Looft Hall | 2700 College Road | Council Bluffs, IA | 51503

Limited to 30 people Register today!
www.iowawesternsbdc.com/events or call
Sue at 712-325-3350 or Michael 712-256-7728

August 21st - Using Data to Grow Your Small Business.
Small Businesses are already collecting invaluable data through Website, social media and email analytics. We will go through these statistics, talk about what is important and how you can analyze the information easily to improve your marketing strategies.

September 18th – Understanding and Using Paid Advertising the Right Way
We will go through both Search Engine Marketing (SEM) and Display advertising and best practices on how to use them to your best advantage. We will also touch on things to ask and be aware of when hiring third parties to run your campaigns.

October 16th – Prospecting Clients through LinkedIn
This class is directed to businesses and startups in the Business to Business landscape. Insurance, consultants, marketing, law, etc. Anyone looking to find new business customers for their business. We will show some best practices while using LinkedIn – the number one B2B platform to help increase a business’s client base.

November 20th – Click and Mortar
Do you have a local Brick and Mortar business? This Workshop is for you. With online technologies, it is getting imperative that Brick and Mortar businesses consider additional ways to generate income. We will talk about integrating the brick and mortar model with new models including eCommerce, social media selling, pop up shops, markets, etc.

The Small Business Development Center is a free service providing one-on-one technical assistance and business coaching to small businesses and start-ups. Sign up online at iowawesternsbdc.com or call 712-325-3350
Coaching Authorization

Coaching Authorization is for anyone interested in becoming authorized to coach in Iowa.

www.iwcc.edu/ce

**February or October Option:** Take the course during the month of February or October. The first Saturday is an all-day sports medicine clinic held on the IWCC campus in Council Bluffs from 9 am-5 pm. Then, there are three more face-to-face meetings Tuesday nights from 6:30-9:30 pm at IWCC in Council Bluffs.

**May, June or July Option:** You can take the course in a one week format during the month of May, June or July. Sessions meet from 9 am-5 pm Monday/Tuesday/Wednesday on the campus of IWCC in Council Bluffs. There is extensive online work before and after the face-to-face sessions.

**Coaching Authorization/Ethics**

Iowa Western is approved by the Dept. of Education to offer, in compliance with the Senate File 2215 Section 3, the Coaching Authorization Series. The course leads to a coaching authorization for the state of Iowa and will allow you to be head or assistant coach in any sport. First class is an on-line assignment, thereafter is classroom. Renewal due after five years; renewal offered at IWCC online. Must register at least one week prior to start date of class. Fee $495

**Fall 2019 Class Schedule:**
- S, Oct 12 9 am-5 pm
- T, Oct 15, 22, 29 6:30-9:30 pm

**Spring 2020 Class Schedule:**
- S, Feb 8 9 am-5 pm
- T, Feb 10, 17, 24 6:30-9:30 pm

**Coaching Ethics (Online)**

This course is designed to satisfy the five (5) contact hour coaching ethics requirement of the Iowa Department of Education for a coaching authorization or renewal. This is a four (4) step course. The first step is answering fifty (50) questions concerning your coaching leadership, coaching guidance, and coaching temperament. Those questions lead to a self-analysis of your strengths and weaknesses as a coach. Fee $60

**Coaching Renewal (Online)**

This course is designed to help you achieve the requirements for the Coaching Renewal in the state of Iowa. During your course, you will spend time with five current issues in coaching today. Each issue will be treated as a separate requirement, with its own set of assignments. Fee $89
Advanced Emergency Medical Technician (AEMT)

Program Formats

Traditional EMT, 16 weeks (Spring and Fall) **E2E**
34-hour sessions of face to face, in-classroom lectures and labs on weeknights, weekdays, or Saturdays.

Hybrid (Online) EMT, 16 weeks (Spring and Fall)
**Not a self paced course** weekly assignments, quizzes and discussion board posts. The class will meet in person for 32-36 hours of skill labs (usually 4 or 5 different Saturdays for 8 hours each). The online format is not approved for Education 2 Employment tuition assistance.

Fast Track EMT, 8 weeks (Summer Only) **E2E**
INTENSE 8 week accelerated program for the motivated and studious learner. The course is composed of both classroom and online lectures that are designed to prepare students for EMT certification. Students will meet Monday-Friday for 4.5 hours each day for hands-on skills practice. An additional 4-5 hours each day should be dedicated to reading and studying the online lectures.

Requirements/Prerequisites

Email ce@iwcc.edu for program requirements and prerequisites. All EMT courses require the student to have a valid AHA or American Red Cross BLS Healthcare Provider CPR card.

Cost $895
Includes tuition, malpractice, insurance, NREMT psychomotor testing and clinical internship fees. Textbook not included. Estimated cost of textbook is $40-$150, based on purchase method.

Schedule

**Traditional EMT ** **E2E**

Education 2 Employment tuition assistance format!

EMTEC211 01  MTh, Aug 19-Dec 5, 2019  6-10 pm
Council Bluffs

EMTEC211 02  MTh, Jan 6-Apr 30, 2020  6-10 pm
Council Bluffs

**Hybrid (Online) EMT**

EMTEC211 HY01  MTh, Aug 19-Dec 7, 2019  6-10 pm
Council Bluffs

EMTEC211 HY01  MTh, Jan 6-May 2, 2020  6-10 pm
Council Bluffs

**Fast Track EMT ** **E2E**

Education 2 Employment tuition assistance format!

EMTEC211 01  M-F, Jun 1-Jul 24, 2020  8 am-12 pm
Council Bluffs

Advanced Emergency Medical Technician (AEMT): Hybrid

November 12, 2019-May 9, 2020

The AEMT course will provide the student with training for management of pre-hospital hemorrhage and shock with emphasis on a comprehensive assessment. This course will also provide the student the opportunity to apply past and current cognitive knowledge and psychomotor skills in a supervised clinical or field setting. This course is strong in developing an understanding of the Pathophysiology of the human body and pharmacology of selected medications. This course follows the Iowa Department of Public Health - Bureau of EMS's AEMT revised curriculum. This course will involve classroom, practical labs, and clinical field internship settings.

Textbook

- Advanced EMT, A Clinical Reasoning Approach, Authors: Melissa Alexander and Richard Belle
  Published by: Pearson/Brandy Publishing 2012
  ISBN: 9780135030431

Requirements and Prerequisites: Email ce@iwcc.edu for program requirements and prerequisites. Fee $1095

EMTEC311  Council Bluffs

EMR/EMT Refresher Hybrid Course

This course is based on the NCCP BLS program. It will be presented in a hybrid format, with 7 hours being delivered through an online distance education platform, and 13 hours of on-site didactic content including skills performance and scenario participation. Email ce@iwcc.edu for more information!

AEMT/Paramedic Refresher Hybrid Course

This course is based on the NCCP ALS program. It will be presented in a hybrid format, with 10 hours being delivered through an online distance education platform, and 20 hours of on-site didactic content including skills performance and scenario participation. Email ce@iwcc.edu for more information!

Iowa Western Community College Paramedic program, on the Council Bluffs campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs:
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
214-703-8445, Fax: 214-703-8992
www.coaemsp.org
Paramedic Program (Hybrid)  \textit{E2E}  
\textbf{August 2019-2020}

\textit{Education 2 Employment approved certificate program!}\n
The Paramedic program follows the current National Emergency Medical Services Education Standards from the National Highway Traffic Safety Administration. The standards prepare the EMT and AEMT for the more advanced scope of practice of the paramedic. The hybrid format is more adaptive to busy work schedules and places value on the student’s time in the classroom. \textbf{NEW!} Night lab option coming soon! Our instructors Jeff Messerole, Casey Hutchison and Ryan Garrison are first-rate and each student will receive the most up-to-date education with emphasis on real-world application. 

These four classes will meet 2 consecutive days each and will provide the student with valuable education and certifications that will prove to be fundamental in gaining employment:

- Advanced Cardiac Life Support
- Advanced Medical Life Support
- Pediatric Advanced Life Support
- Pre-hospital Trauma Life Support  

\textbf{NEW!} Textbooks and psychomotor exam are now included in tuition! Full payment due at registration. Includes tuition, textbooks, psychomotor exam, malpractice insurance, internship shirts, criminal background checks, adult & child abuse background check, and internship scheduling. Additional fees not included in tuition are $50-$100 (approximate) for required Physical/TB test, $495 for National Registry certification exam fee and state application fee, and $125 per attempt for cognitive exam fee. Fee $7495

Contact the Program Director, Casey Hutchison, for the program requirements, prerequisites and if you have questions.

712.325.3243  I  chutchison@iwcc.edu

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Critical Care Paramedic Program  
Coming January 2020!  
Contact Casey Hutchison for more information!  
712.325.3243  I  chutchison@iwcc.edu

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Don't let money discourage you from getting training.  
Education 2 Employment provides FREE tuition assistance to residents of Iowa. There’s no time like today to make a positive change in your career. Call or email Rachel Jensen today and she’ll help walk you through the process.

712.325.3268  I  rjensen@iwcc.edu  
www.edu2employ.com

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"IWCC’s 1 year paramedic program is intense and rigorous. As a full-time worker, father, and student the hybrid course was definitely an excellent selection. It was difficult at times, but the instructors are phenomenal and very knowledgeable. You learn and observe so much that helps you immensely into becoming a well-rounded paramedic." Martin Cortez

"This program went above and beyond my expectations. It helped me grow in EMS and gain the confidence that I lacked. The instructors were a big part of that. I highly recommend this program!" Alicia Soria

"The Iowa Western Community College Paramedic Program was an outstanding opportunity for me. The hybrid education style made it easy to balance with work and my active lifestyle. The staff are fantastic and very accessible in and outside of class time. If you like a flexible clinical schedule, motivated classmates, and are looking for an alternative to a traditional classroom, IWCC is the program for you!" Caleb Shetler

LIKE US on Facebook!  
IWCC.EMS

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What our students are saying....
Stop the Bleed is a national awareness campaign and call-to-action. Stop the Bleed is intended to cultivate grassroots efforts that encourage bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives. The class includes instruction and skills. Lab Fee $10

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<td>BLSC108 02</td>
<td>S, Oct 26</td>
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<tr>
<td>Council Bluffs</td>
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CPR/AED and First Aid

Classes follow American Heart Association (AHA) guidelines and are offered online or face-to-face. Classes can be customized for your business or group.

Contact Denise Norman at dnorman@iwcc.edu or 712.325.3415 to schedule training.

Pediatric First Aid and CPR/AED

This course is designed to help people recognize emergencies and provide first aid, CPR, and use an AED until the EMS arrive. This course provides instruction for adults, children and infants, following the current AHA guidelines. This course includes the topics to fulfill the needs and requirements for a Child Care Provider or Foster Parent. It is also a great course for new parents, grandparents, babysitters and guardians. Fee $80

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<td>BLSC02 03</td>
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<td>BLSC02 04</td>
<td>S, Nov 16</td>
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<td>BLSC02 05</td>
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<td>Council Bluffs</td>
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CPR/AED for Adult-Child-Infant

This course is for individuals who are not healthcare providers but desire or are required to be certified in CPR and the use of an AED. This course is an excellent choice for both the community and workplace setting and meets the needs for employers, coaches, law enforcement and family members. Fee $60

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EMERGENCY SERVICES

BLS Provider
This American Heart Association (AHA) course is intended for those who provide healthcare to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. This level of training is required for EMS providers, nurses, firefighters, and other healthcare professionals. This class is also appropriate for students in a healthcare program. Manual included in cost. Fee $80

BLSC01 03 F, Aug 16 9 am-3 pm
Council Bluffs 1 time
BLSC01 04 S, Sep 21 9 am-3 pm
Council Bluffs 1 time
BLSC01 05 W, Oct 9 5-10 pm
Council Bluffs 1 time
BLSC01 06 W, Nov 6 9 am-3 pm
Council Bluffs 1 time
BLSC01 07 F, Dec 6 9 am-3 pm
Council Bluffs 1 time

New CPR Instructor
This course will enable individuals to instruct AHA BLS and Heartsaver courses according to AHA standards.

Prerequisites:
• Have a current AHA BLS Provider Certification. The provider card must be good for 6 months after date of instructor course and presented to the instructor at the start of class.
• Be proficient in skills of CPR/AED.
• Complete the BLS Instructor Essentials online course and bring certificate to class.

You must register at least 2 weeks prior to start date of class. Instructor manuals included. Fee $425

BLSC03 01 T, Sep 24 9 am-5 pm
Council Bluffs 1 time
BLSC03 02 W, Nov 13 9 am-5 pm
Council Bluffs 1 time

Contact our training center to get started. ctc@iwcc.edu I 712.325.3255

CPR Instructor Renewal
This course is designed for AHA Instructors to continue teaching AHA BLS or Heartsaver courses. You must be a current BLS Instructor with a minimum of four classes taught in the two year renewal period. Fee $85

BLSC08 01 W, Aug 14 6-9 pm
Council Bluffs 1 time
BLSC08 02 Th, Oct 3 6-9 pm
Council Bluffs 1 time
BLSC08 03 T, Nov 26 6-9 pm
Council Bluffs 1 time
BLSC08 04 F, Dec 13 1-4 pm
Council Bluffs 1 time

Online Courses

eLearning courses do not require separate skills testing.
• Heartsaver Bloodborne Pathogens $30
• Opioid Education for Healthcare Providers $30
• Opioid Education for Non-Clinical Staff and Lay Responders $20

Blended Learning courses require a hands-on skills testing.
• BLS Provider $80
• CPR/AED $60
• First Aid CPR/AED $80
• First Aid $60
• Pediatric First Aid CPR/AED $80

Once you have registered and paid for a course, you will be sent a “key code” and directions to access the course online.

Skills After Online Learning
After you complete the online course, schedule a time below for your skills demonstration at IWCC and bring your certificate to the session. If you did not take our online course but need to prove your skills, the cost is $35.

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<tr>
<th>DATE</th>
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<td>M, Sep 9</td>
<td>10:30 am</td>
<td>BLSC10 03</td>
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<td>W, Sep 18</td>
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<td>M, Oct 7</td>
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<td>W, Oct 16</td>
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<td>M, Nov 4</td>
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<td>W, Nov 20</td>
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<td>M, Dec 2</td>
<td>10:30 am</td>
<td>BLSC10 09</td>
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<td>W, Dec 18</td>
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Visit us online at www.iwcc.edu/ce to register and for current class information!

Pre-registration and a valid email address are REQUIRED for all AHA CPR and/or First Aid classes.

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.
Career Certificates

Don't let money discourage you from getting training.
Education 2 Employment provides
FREE tuition assistance to residents of Iowa.
There's no time like today to make a positive change in your career. Call or email Rachel Jensen today and she'll help walk you through the process.
712.325.3268 l rjensen@iwcc.edu
www.edu2employ.com

Activity Coordinator E2E

*Education 2 Employment approved certificate program*
Do you have a positive, upbeat personality with a strong desire to keep senior citizens occupied and energetic? This job is for you! Activity Coordinators plan activities and outings, participate with residents in music, art and physical movement.
This 75 hour course prepares the individual to function as an entry level activity coordinator in a long-term care facility. This course has been approved by the Iowa Department of Inspections and Appeals and the Nebraska State Health Department.

**Program to Include:**
- Responsibilities of the activity coordinator in a long-term care facility
- Recognizing the individual needs of the residents
- Identifying the various types of approaches that are used to help residents lead normal lives
- Planning, developing and evaluating an activity program for the resident within the facility
- The necessary management skills required to operate an efficient activity program

There are no pre-requisites for taking this class. Students must be able to read and write and should have an interest in working with residents as a group and individually. Note: Please bring a 3-ring notebook to class.

The Bureau of Labor Statistics sees jobs for all activities assistants increasing by 19% from 2010 to 2020, which is almost double the 14% average growth rate for all occupations in all industries. Median average wage of $11.29/hour. Source EMSI. Fee $535

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Certified Medication Aide E2E

*Education 2 Employment approved certificate program*
This 58 hour course prepares nurse aides and residential attendants to administer nonparenteral medications in Long Term Care facilities. This course is approved by the Iowa Department of Inspections and Appeals and Nebraska Health and Human Services regulations governing medication aides. Nebraska requires the participant pass the Nebraska State Exam after completing this course.

**Prerequisites:**
- Letter from administrator or DON of sponsoring facility verifying the employee's attitude, interest, reliability.
- Reading comprehension, writing ability and aptitude for math.
- Absence of history of drug or alcohol abuse.
- Competency in obtaining blood pressure and apical pulses.
- Copy of license of RN who will teach the 10 hours of clinical in the sponsoring facility.

The median hourly earnings for CMAs are $15.53-$18.31. Source EMSI. Textbook and handouts included! Fee $545

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Advanced CNA E2E

*September 4-October 12*

*Education 2 Employment approved certificate program*
A continuation of the traditional 75 hour CNA course, designed to provide additional skills and clinical hours to ready students for the hospital work environment. Students attend 45 hours of classroom/lab instruction and one 30 hour clinical segment.

**Prerequisites:**
- 75 hour CNA certificate and CPR certificate
- Documentation of vaccination/immunizations
- Flu vaccination

**Course requirements:**
- Two-Step Tuberculin Skin Test
- Criminal Background Checks (completed by IWCC)
- 3-ring binder; stethoscope, watch /second hand; scrubs for clinical portion of class
- Clinical (assigned based on order registered for class)

Only mailed, faxed or hand delivered applications with the registration form, documented two 2-step TB tests and payment are accepted for registration. Call 712.325.3255 for more information. Textbook not included in cost, estimated cost of textbook is $100. Class meets 2 days a week. Fee $575

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Certified Nurse Aide (CNA)  E2E

Education 2 Employment approved certificate program!
The CNA course is offered monthly in a variety of
locations and taught by registered nurses. This course
provides the knowledge and basic nursing skills needed
to care for patients and residents in a variety of long-term
care facilities. Students attend 45 hours of classroom/lab
instruction and one 30 hour clinical segment. Additional
state testing fee of $150 is due when tests are scheduled.

Course Requirements:

- Two-Step Tuberculin Skin Test
- Criminal Background Checks (completed by IWCC)
- 3-ring binder; stethoscope, watch /second hand;
  scrubs for clinical portion of class
- Clinical (assigned based on order registered for class)

Only mailed, faxed or hand delivered applications with the
registration form, documented two 2-step TB tests and
payment are accepted for registration. Call 712.325.3255
for more information. Fee $575

Certified Nurse Aide (CNA) Hybrid
November 4-December 18
Mandatory orientation is November 4 at 5 pm.
The class teaches basic nursing skills through online
lectures, on-site practice of skills in a fully equipped
nursing lab, and clinical placements in healthcare settings.
See above CNA class information for course requirements
and registration process. Fee $675

Medication Manager
Classes now meet 4 days! This class is designed to
prepare individuals to safely administer nonparenteral
medications in a 15-bed or less MR residential facility,
childcare facility, supervised apartment living or
community supported living arrangements. Emphasis
is placed on safely administering medications from a
prescription bottle and observing for obvious reactions to
these medications. Course Requirements:

- Be proficient at measuring blood pressure and apical
  pulse prior to beginning of class.
- Bring 3-ring binder, paper and highlighter to class.
- An RN must supervise the clinical part of the course.
- Skills checklist must be returned to Iowa Western
  within 6 weeks of the last day of class.

Fee $199 (Additional $65 lab fee if needed with prior
IWCC approval.)

Soft Skills

Soft Skills for Healthcare Workers
Job readiness for healthcare! Health Professionals get
jobs because of their hard skill, their clinical skills and their
knowledge of the profession. They KEEP jobs because
of their soft skills. Whether you are a student, a recent
graduate or a new employee in the health profession, this
certificate class is designed to help you get, keep and
prosper in your job. Reduced fee for groups of 2 or more!
For more information, contact Rhonda Casson.
rcasson@iwcc.edu l 712.325.3259
Medical Billing and Coding Specialist  
*E2E*

*Education 2 Employment approved certificate program!*

Medical billing and coding professionals play a vital role in today’s healthcare industry. It is how those in the healthcare field keep track of the data and paperwork involved with medical procedures, and keep information flowing efficiently between medical service providers and insurance companies.

Most medical billing and coding specialists work in hospitals, clinics, or physician offices. Some find employment with long-term care facilities, home health services, and private medical billing and coding companies. Expected wage range is $14-$20 per hour.

Course includes insurance, billing, coding, and preparation to take the Certified Professional Coder (CPC) exam. You must provide copy of transcript showing successful completion of anatomy and medical terminology courses with registration. Email ce@iwcc.edu to join our mailing list for class updates.

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Patient Intake and Billing

This noncredit certificate program will give an introduction to the role of Patient Access/Registration and coding and billing in a healthcare setting. Topics of discussion will include but are not limited to: medical terminology, basic computer skills, insurance and funding regulations, how to recognize and utilize medical coding, healthcare safety, HIPAA, workplace skills and proper communication. The student will participate in a community learning experience. Email ce@iwcc.edu to join our mailing list for class updates.

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Pharmacy Technician  
*E2E*

*Spring 2020*

*Education 2 Employment approved certificate program!*

Iowa Western’s 180 hour Pharmacy Technician program offers students both theoretical and practical training. Students are required to complete a 60 hour externship will be retail and/or hospital. Upon completion of the program, students will take the PTCB (Pharmacy Technician Certification Board) exam.

**Requirements for Enrollment:**
- High School Diploma or HiSET
- Working knowledge of Windows based PC and Microsoft Office

**Arranged after Enrollment:**
- Background Check (no criminal offense within last seven years)
- Technician Trainee registration

Your instructor, Cindy Burbank, has been a Certified Pharmacy Technician (CPhT) through the PTCB since 1997. She has nearly 30 years of working in the pharmacy industry and has worked in all aspects, ranging from mail order to clinical pharmacies.

Cost includes tuition, books, handouts, Technician Trainee registration, background check and PTCE (Pharmacy Technician Certification Board) national exam through PTCB. Fee $1695
Phlebotomy \textbf{E2E}  
\textbf{September 30-November 20}  
\textit{Education 2 Employment approved certificate program!}

This course provides an overall review of the most current phlebotomy practices and procedures with an emphasis on the most important competencies in this field. We provide a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam. There will be lab time and 120 hours of clinical time to provide you with the opportunity to become skilled and gain confidence to work as a phlebotomist. Clinical hours vary. Daytime, evenings and weekends possible. The times are determined by clinical site. Prerequisites:

- High school graduate or HiSET
- High school GPA of at least 2.0
- Certified Nurse Aide Certificate
- Immunization Records
- Demonstrate good physical health
- Excellent communication skills
- Background check and drug screen set up by IWCC

Employment of phlebotomists is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations. Upon successful completion of this course, students will qualify to take the ASCP Phlebotomy Certification Exam. Includes textbook. Please contact us at phlebotomy@iwcc.edu for registration information. Fee $1525

PHLEB01 01 MWF, Sep 30-Nov 20 4-10 pm  
Council Bluffs

Sterile Processing Technician \textbf{E2E}  
\textbf{September 5-November 21}  
\textit{Education 2 Employment approved certificate program!}

The Sterile Processing Technician (SPT) role is essential to the successful operation of both inpatient and outpatient surgical facilities. The main duty of a Sterile Processing Technician is to insure that instruments used by medical personnel are contaminant-free. National hourly earnings ranged from $14.25-$18.16 per hour. Source: Bureau of Labor Statistics.

In this program students are instructed on proper techniques to clean and sterilize medical instruments and to understand microbiology and infection control methods. Students learn the proper names and categories of medical instruments and how to properly transfer and store instruments to keep them contaminant-free. Prerequisites:

- High school graduate or HiSET
- Vaccination documentation (prior to class)
- Background check and drug screen set up by IWCC (as class begins)

To register, follow this step-by-step process:

1. Gather all the prerequisites
2. Mail or bring in prerequisites:
   - Academic records (high school or HiSET transcript)
   - Completed immunization form (on our website)
3. Meet with Coordinator to review program requirements and your prerequisites (appointment is suggested)
4. Receive formal acceptance after all prerequisites and completed documentation are received

This course is worth 5 credits which will apply to the Surgical Tech Program for those interested. Cost includes textbook, workbook, drug screen and background check. Fee $755

SPDO05 01 T/Th, Sep 5-Nov 21 3-6 pm  
Council Bluffs

Rehabilitation Aide/Restorative Aide \textbf{E2E}  
\textbf{Spring 2020 (email ce@iwcc.edu for dates)}  
\textit{Education 2 Employment approved certificate program!}

This 65-hour course is designed to prepare persons who are working as Nurse Aides with the knowledge and skills to safely and effectively provide rehabilitative/restorative therapies under the direction of a physical therapist or occupational therapist. The Certified Nurse Aide course is a prerequisite to this course because the information and skills being taught are based on the basic skills acquired when providing nurse aide services. Prerequisites:

- Certificate of completion of a 75 hour Certified Nurse Aide course
- Currently on the Nurse Aide Registry
- Six months experience as a CNA
- Written recommendation from a nursing director or administrator

Textbook and handouts are included in the cost of class.
Online CareerStep

These online certificate career training programs are offered as noncredit in partnership with CareerStep.

www.partner.careerstep.com/iwcc.

Learn more about these online programs at our free webinar on September 9 at 6 pm.

RSVP to receive the webinar link at dnorman@iwcc.edu or by calling 712.325.3415.

Inpatient Auditing
This online program requires three years of experience in inpatient acute care coding and a current RHIA, RHIT, CCS, or CPC credential prior to enrollment. Fee $2699

Register online at partner.careerstep.com/iwcc

Medical Administrative Assistant with EHR
This online program prepares students to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. Topics studied include ezEMRx EHR software, Microsoft Office, healthcare documentation, and office procedures. Fee $3199

Register online at partner.careerstep.com/iwcc

Medical Billing
This online program helps students develop the knowledge and skills they need to work in healthcare reimbursement. Fee $2999

Register online at partner.careerstep.com/iwcc

Medical Transcription Editor
Approved by the Association for Healthcare Documentation Integrity (AHDI), this online program prepares students for medical transcription and editing careers. Includes ebooks, a transcription foot pedal, an AHDI membership, and a voucher to take the RHDS exam. Fee $3199

Register online at partner.careerstep.com/iwcc

Pharmacy Technician
This online program prepares students for the Pharmacy Technician Certification Board (PTCB) Exam. Includes laboratory kit, ebooks, and an exam voucher. Fee $1999

Register online at partner.careerstep.com/iwcc

Professional Medical Coding and Billing
This online program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certifications. Fee $3699

Register online at partner.careerstep.com/iwcc

Dental

Jurisprudence for Iowa
Join Sarah Stream as she presents on scope of practice, registration requirements, levels of supervision, delegation of expanded functions, continuing education requirements, and much more! This presentation will cover Chapter 20 of the Iowa Administrative Code - Dental Board [650] and will fulfill the Iowa Administrative Code 650 - Chapter 25 requirement for dental personnel for one (1.0) continuing education contact hour. Fee $35

DENED01 01 T, Aug 13 6-7 pm
Council Bluffs 1 time

Bloodborne Pathogens Update
Meets the DANB OSHA for one (1.0) continuing education contact hour. Your instructor is Sarah Stream. Fee $35

DENED01 02 T, Aug 13 7:15-8:15 pm
Council Bluffs 1 time

Infection Control Renewal
All dental professionals are required to comply with standard precautions for preventing and controlling infectious diseases as well as managing personnel health and safety concerns related to infection control. Presented by Sarah Stream. Approved for 2.0 continuing education contact hours for dental professionals. Fee $65

DENED01 03 W, Aug 14 6-8pm
Council Bluffs 1 time

Radiography Renewal Seminar
This class will cover the history of dental radiology, digital imaging, SD imaging, ADA recommendations, normal anatomy and deviations from normal anatomy, and radiology protection. This class meets the Iowa requirements for biennial radiology education for dental assistants. Presented by Jill Day, RDA, CDA, CPFDA, CRFDA. Approved for 2.0 continuing education contact hours for dental professionals. Fee $65

DENED01 04 Th, Aug 15 6-8pm
Council Bluffs 1 time

Mandatory Child and Dependent Adult Abuse Reporter Training
The Iowa Department of Human Services is now providing the trainings online for free. For more information visit their website at:

HEALTH

Food Safety (ServSafe ®)

Certified Food Protection Manager

Iowa Western’s Food Safety course is an 8 hour class followed by the national certification exam. Our food safety classes give a food handler essential knowledge and understanding of the fundamental food safety practices they need to carry out their work.

Topics covered in the course include: foodborne illness and contamination, receiving food, storing food, preparing and serving food, personal hygiene, cleaning and sanitation, pest prevention, HACCP and inspections.

The course is designed for individual working in restaurants, assisted living, long-term care and school food service programs. Test is from 5:30-7:30 pm. Please register at least 5 business days prior to class so that there is time for book to be mailed. Cost includes textbook, Certified Professional Food Manager (CPFM) exam and CPRM certificate. Fee $139

VFODS12 1 M, Sep 9 8 am-7:30 pm
Council Bluffs 1 time
VFODS12 2 M, Oct 28 8 am-7:30 pm
Council Bluffs 1 time
VFODS12 3 M, Dec 2 8 am-7:30 pm
Council Bluffs 1 time

Funeral Directors

We are in the process of confirming Continuing Education programs for funeral directors in the fall.

Visit our webpage at iwcc.edu/ce for updates.

If you are not on our email marketing list, email ce@iwcc.edu to be added.

IV Therapy for LPN

IV Therapy for LPN

This course is designed to prepare the Iowa LPN to perform procedures related to the expanded scope of intravenous therapy in a licensed hospital, licensed skilled nursing facility and a certified end-stage renal dialysis unit. IV Therapy for clients age 12 or older and weighing 80 pounds or more. LPN-C certificate given upon completion of classroom and sponsoring facility clinical portion.

Prerequisites:

• Unrestricted LPN or RN license
• 6 months nursing experience
• Currently working in hospital, skilled nursing or end stage dialysis unit
• MUST take a Math test prior to class start date and obtain a 90% or better

The skills required for the clinical portion will be the responsibility of the student and their sponsoring facility. Registration and Math test completion 2 weeks prior to start date. Fee $725

HLTH13 01 S, Aug 24-Oct 12 10 am-5 pm
Council Bluffs

LPN IV Basics Didactic

This 8-hour course meets the didactic portion for Nebraska LB 88 legal aspects, central and peripheral IV lines. Fee $85

HLTH130 01 S, Oct 26 8 am-5 pm
Council Bluffs

LPN IV Basic Skills

This 8-hour course is hands-on skills for LPNs who have taken the LPN IV Basics - 8 Hour Didactic class. Scheduling upon request. Email ce@iwcc.edu for more information. Fee $95

Planning a Nursing Continuing Education Program?

Iowa Western Community College is committed to co-sponsoring continuing education programs as an approved provider through the Iowa Board of Nursing.

We will work with you to ensure your program meets the board’s requirements, award the contact hours, and provide additional administrative support.

For more information, contact Holly Bokelman at hbokelman@iwcc.edu or 712.325.3265.
INDUSTRIAL TECHNOLOGY

Career Certificates

Don't let money discourage you from getting training.

Education 2 Employment provides FREE tuition assistance to residents of Iowa.
There’s no time like today to make a positive change in your career. Call or email Rachel Jensen today and she’ll help walk you through the process.
712.325.3268 l rjensen@iwcc.edu
www.edu2employ.com

Combination Welding E2E
October 1, 2019-March 10, 2020

Education 2 Employment approved certificate program!
Welding is a career that offers more choices of industries to work in and advancement opportunities than just about any other career choice. The median hourly wage for welders is $17.18/hour. Source EMSI.
Obtain skills in welding with each process in all positions in our state of the art welding lab. Learn the necessary skills to weld in the manufacturing field. Program includes:
• Gas Metal Arc Welding (MIG)
• Shielded Metal Arc Welding (Stick)
• Math and Blueprint Reading for Welders
Our program includes training to help you demonstrate your potential to companies! Sharpen your math skills, and get help preparing your resume. Students completing the program will take AWS D1.1 test on 3/8” plate. First qualification fee is covered by Iowa Western. Sturdy work boots are required.
If you don't have your high school diploma, contact us to find out how you can obtain your high school equivalency diploma and take this class at the SAME TIME!
Materials and protective gear provided. Textbooks included! Fee $3100
TRADE36 01 TTh, Oct 1-Mar 10 5-8 pm
Council Bluffs

Welding Introductory Workshop
This workshop is for anyone wanting hands-on experience to try welding. Stick and MIG welding techniques will be introduced. No experience needed! All skill levels can attend to improve their skills.
Protective gear and materials provided, but you must wear long pants or jeans with no holes or frays, a long sleeve shirt and work boots - no tennis shoes.
Fee $169
TRADE31 01 S, Oct 26 & Nov 2 8 am-12 pm
Council Bluffs 2 times

Online ed2go Career

These online career certificate programs are offered as noncredit in partnership with ed2go.
www.careertraining.ed2go.com/iwcc

Home Inspection
The principal components of home inspection procedures and processes will be covered. You'll learn how to create a home inspection report that will detail the home's condition, including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, and the framing and foundation. Fee $2295
Register online at careertraining.ed2go.com/iwcc

Residential Electrician
The Bureau of Labor Statistics projects that jobs for electrician will increase 14 percent through the year 2024. This online course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests. While tests differ, you will need to understand electrical theory, the National Electrical Code®, local electrical codes, and the various types of wiring methods and materials. By course completion, you will be prepared to pass your state's electrical licensing exam and start your career as an entry-level electrician or electrician apprentice. Fee $2495
Register online at careertraining.ed2go.com/iwcc

Lean Six Sigma Green Belt and Black Belt (Exam Cost Included)
In this online training program, the Green Belt training will allow you to deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. In Black Belt training, you will further develop your process improvement, project management, and leadership skills using clear language and plenty of practical examples. This advanced, interactive and enjoyable online program draws on decades of success helping people from Fortune 500 Companies to Small- and Medium-Sized Businesses. This program will begin to help you create happier customers, increase revenue, reduce costs, and improve collaboration. The fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included in the program. Fee $2295
Register online at careertraining.ed2go.com/iwcc
Construction Technology: Carpentry *E2E*
August-December

*Education 2 Employment Program!*
There are plenty of excellent carpentry jobs out there, ready for motivated people like you to fill them. The program prepares you for entry level jobs in the residential construction industry and will expose you to carpentry theory, techniques, and building materials. You’ll receive safety training and complete the 10-hour OSHA and EPA training. Most carpenters work in the construction industry. Entry level median hourly wage is $17.51/hour.

**HVAC/R Maintenance *E2E***
August-December

*Education 2 Employment Program!*
The program provides the basic skills necessary to gain meaningful employment as an entry-level Heating, Ventilation & Air Conditioning (HVAC) apprentice or assistant. The certificate program is designed to train students to assist in becoming HVAC technicians. Students will learn to troubleshoot and service HVAC/R systems. The certificate does not qualify graduates for the State of Iowa’s specialty license.

**Industrial Technology *E2E***
August-December

*Education 2 Employment Program!*
This program prepares students to be employed as technicians in the fields of electrical maintenance and production. The program is developed especially for the industry in the development, installation and maintenance of complex industrial processes as well as their electronic, controller, and computer devices.
Learn safety practices and procedures for all tools and equipment with proper use of PPE; types of work and workplace environments available and techniques needed to succeed within professional career fields.; how to build, analyze, and troubleshoot electrical circuits.

**Sustainable Energy Technology *E2E***
January-May

*Education 2 Employment Program!*
Get on board with this expanding career field. This certificate program is designed to provide the basic skills and knowledge needed for entry-level jobs in the manufacturing, installation, and maintenance of wind turbines and solar energy systems, in just 4 months.

The CEAM certificate program includes a core year for all students, then divides into two specialized tracks for either Electro-Mechanical or Tool and Die.

Industry partners and Iowa Western have established a demand-driven 2 year certificate program, Center of Excellence for Advanced Manufacturing (CEAM), designed to meet and sustain the needs of current and emerging advanced manufacturing companies in southwest Iowa.

Scholarships and Company Sponsorships are Available!

Be a part of the modern manufacturing team.
The average wage is $20.63 per hour.

IWCC Economic Development  l  dewd@iwcc.edu  l  712.325.3705  l  iwcc.edu/ceam

Industry partners and Iowa Western have established a demand-driven 2 year certificate program, Center of Excellence for Advanced Manufacturing (CEAM), designed to meet and sustain the needs of current and emerging advanced manufacturing companies in southwest Iowa.

The CEAM certificate program includes a core year for all students, then divides into two specialized tracks for either Electro-Mechanical or Tool and Die.
Forklift Certification

Training consists of a combination of formal classroom and practical, hands-on training. The class is designed to meet the training requirements for OSHA. Demonstrations will be performed on an obstacle course by the instructor and practical exercises performed by the student. Certification is good for 3 years. Fee $249

If you are a company needing Forklift Certification for your employees, our program can be delivered within your time frame, on-site or at an IWCC location in Council Bluffs, Atlantic, Clarinda, Harlan, Shenandoah close to you. Contact us to discuss your training needs: 712.325.3415 l dnorman@iwcc.edu.

Electrical

We are currently developing Continuing Education classes to maintain your electrical license and are looking for a qualified instructor. If you're interested in teaching for Continuing Education, email Denise Norman at dnorman@iwcc.edu or call 712.325.3415.

www.iwcc.edu/ce

Pesticide Testing

Online pesticide applicator testing is available at Iowa Western. Call ahead to schedule testing. Fee $20

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<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Council Bluffs</td>
<td>712.325.3256</td>
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<tr>
<td>Atlantic</td>
<td>712.243.5527</td>
</tr>
<tr>
<td>Harlan</td>
<td>712.755.3568</td>
</tr>
<tr>
<td>Shenandoah</td>
<td>712.246.1499</td>
</tr>
</tbody>
</table>

Contact us at dnorman@iwcc.edu to join our mailing list for class updates and registration information!
INDUSTRIAL TECHNOLOGY

OSHA

Need a training not listed?
Contact Denise at dnorman@iwcc.edu or
712.325.3415 to set up a class!

30 Hr. OSHA
This course covers the following safety instruction
modules: Introduction to OSHA, Hazard Communication,
Electrical Safety, Materials Handling, Walking and
Working Surfaces, Personal Protective Equipment,
Hazardous Materials, Confined Space Entry, Exit Routes
Introduction to Industrial Hygiene, Bloodborne Pathogens,
Ergonomics, Managing Safety and Health, Welding and
Cutting, Hazardous Materials, Permit Required Confined
Space Entry, Foundations for Safety Leadership, Hazard
Communication and the Global Harmonized System.
Fee $750

10 Hour OSHA Construction
NEW evening class! This course covers the following
safety instruction modules: Introduction to OSHA, OSHA
Focus Four (Falls, Electrocution, Struck By, Caught-In
or Between), Health Hazards in Construction, Personal
Protective Equipment, Excavations, Tools (hand and
power), and Confined Space Entry. OSHA fact sheets,
video, power point presentations, and interactive software
will be presented and/or distributed. Class participants will
also receive course completion cards embossed with the
OSHA Logo and personal identification numbers.
Fee $250

10 Hour OSHA General
This course covers the following safety instruction
modules: Introduction to OSHA, Hazard Communication,
Electrical Safety, Materials Handling, Walking and
Working Surfaces, Personal Protective Equipment,
Hazardous Materials, Confined Space Entry, Exit Routes
OSHA fact sheets, video, power point presentations, and
interactive software will be presented and/or distributed.
Fee $250

Water/Wastewater

Education 2 Employment tuition assistance is
available for Water and Wastewater 30-Hour
Workshops for eligible Iowa residents. Contact Denise at
dnorman@iwcc.edu or 712.325.3415 for more
information or visit our webpage at:
www.iwcc.edu/ce

Customized Training
Iowa Western Community College is committed to the
delivery of customized training and consulting services
to area business, governmental agencies and non-profit
organizations. The Division of Economic and Workforce
Development provides the various types of training
sought by southwest Iowa business and industry.

Services Available
- Customized Courses
- Instructional Packages
- Training Needs Assessment
- Flexible scheduling to meet your operation or
  production schedule
- Training offered at your facility or at the IWCC
  campus or any of our outlying centers in Atlantic,
  Clarinda, Harlan or Shenandoah
- Experienced professional trainers
- Cost-effective and customer-oriented services

Training in 5 core areas:
- Health & Safety
- Industrial/Technical
- Management/Supervision

IWCC Economic Development
dewd@iwcc.edu  |  712.325.3705
iwcc.edu/economic_and_workforce_development/
customizedtraining.asp

Do you have Industrial Maintenance skills?
Would you like to make additional income by
sharing your knowledge with your industry partners?
We are seeking individuals to assist in contract
training on an as-needed basis. Some of the areas
of knowledge include:
- Welding
- Electronics
- CNC
- PLC
- Gauge Reading
- Motor Controls
- Pneumatics/Hydraulics
- Electricity
- Robotics
- and more!

For more information contact IWCC Economic
Development at dewd@iwcc.edu or 712.325.3705.

ce@iwcc.edu  |  712.325.3256  |  iwcc.edu/ce
**Personal Interest**

### Beginning Folk Harmonica: Songs, Rhythms
Breathing is the foundation when playing the harmonica; and breathing correctly calms the body, mind and spirit. Join us as we take basic pop, folk and blues melodies and invigorate them with simple but powerful techniques to make any song deeply expressive. No previous ability to read or play music required. A Key of C Major Diatonic harmonica is needed and is available for purchase the night of class from the instructor for $13. Instructional CD and handouts included in the course fee. Fee $39
Register for both Harmonica classes for a discounted tuition of $70.

**MUSIC4**
- **M, Oct 7**
  - 6-7:30 pm
- **Council Bluffs**
  - 1 time

### Beginning Blues Harmonica
This exciting workshop will get you jammin’ the blues immediately! Play and have fun as you are introduced to many of the tricks and techniques used to make the harmonica laugh, cry, wail and scream! No previous musical experience is required - only a love of the blues and a desire to play the harmonica. A Key of C Major Diatonic harmonica is needed and is available for purchase the night of class from the instructor for $13. Instructional CD and handouts included in the course fee. Fee $39
Register for both Harmonica classes for a discounted tuition of $70.

**MUSIC4**
- **M, Oct 7**
  - 7:45-9:15 pm
- **Council Bluffs**
  - 1 time

### The Basics of Building a Wix Website
A huge part of any business’s success is a strong online presence. Yet, the process of creating your own website from scratch seems quite daunting. When it comes to designing your website there are a couple of crucial elements you simply can’t overlook. In order for the road ahead to be a smooth ride, you’ll learn a step-by-step process to build a wix website from scratch. Fee $50

**COMPT174**
- **T, Sep 17-Oct 1**
  - 5-7:30 pm
- **Council Bluffs**
  - 3 times

### Rejuvenate Your Retirement
A financial planning educational course for those who are already retired. Course topics include calculating whether you should convert your IRA to a Roth IRA; maximizing tax efficiency; evaluating and planning for health care, long-term care, incapacity and end-of-life decisions; identifying the primary threats to your retirement savings; planning your retirement income to preserve a comfortable lifestyle; and affording and enjoying travel, hobbies, sports, crafts, socializing, business ventures & lifelong learning. Couples may attend for a single tuition cost but must register at the same time. Fee $39

**PERDV12**
- **01**
  - **Th, Oct 10-17**
  - 9:30 am-12 pm
- **Council Bluffs**
  - 2 times
- **03**
  - **T, Oct 15-22**
  - 9:30 am-12 pm
- **Council Bluffs**
  - 2 times

### Retirement Planning Today
An educational course for adults ages 50 to 70. Learn how to create a plan to retire; integrate your finances with your goals and values; use new tax law changes to your advantage; properly allocate your assets within your employer retirement plan; use investment strategies to help minimize risk and maximize returns; ask the right questions when evaluating insurance coverage; ensure your estate plan still functions properly under new laws. Couples may attend for a single tuition cost but must register at the same time. Fee $49

**PERDV13**
- **02**
  - **Th, Oct 10-17**
  - 6:30-9:30 pm
- **Council Bluffs**
  - 2 times
- **04**
  - **T, Oct 15-22**
  - 6:30-9:30 pm
- **Council Bluffs**
  - 2 times

### Dance Classes
- **Beginner Ballroom**, Friday nights
- **Intermediate/Advanced Ballroom**, Friday nights
- **Swing 1.5**, Wednesday nights
- **Intro to Swing**, Wednesday nights

Visit us online at www.iwcc.edu/ce for dates and times!
Over a Cup of Coffee Series
Shenandoah Fall 2019

A Tabor Photo Album
Harry Wilkins of Tabor. Fee $5
PERDV99 Th, Sept. 12 9:30-10:30 am
Shenandoah 1 time

Settlements and Towns of Fremont
County Iowa
Sandra Bengtson of Sidney. Fee $5
PERDV99 Th, Sept. 19 9:30-10:30 am
Shenandoah 1 time

Mormon Wagons Head West to Nebraska
Carolyn Steinbrink of Shenandoah. Fee $5
PERDV99 Th, Sept. 26 9:30-10:30 am
Shenandoah 1 time

Admiral David Farragut, 1801-1870
Stan Sibley of Glenwood. Fee $5
PERDV99 Th, Oct. 3 9:30-10:30 am
Shenandoah 1 time

Coffee & Conversation
Cass County Center, Atlantic
Join us for a cup of coffee and lively discussion of current topics and happenings around southwest Iowa. Fee $15
PERDV41 M, Sep 23-Nov 25 9:30-11 am
10 times

Library and Lunch
Harlan Library, 718 Court St, Harlan
12-1 pm
Discuss favorite writers and books over lunch in the community room of your local library. Check with the library for specifics. Bring a sack lunch. FREE
• August 13
• September 10
• October 8
• November 12
• December 10

Dutch Oven Cooking
It is the fall annual "Dutch Oven" cooking class led by Christina Roelofs at the Nishna Bend Nature Center. Hands on instruction on how to make those wonderful recipes using only your dutch oven. This class is held at Nishna Bend Recreation Area, 514 Maple Rd., Harlan. It fills up fast, so make your reservations now. Pay fee to the instructor. $10 adults/ $5 children.
RECRE99 50 M, Sep 30 5:30-7:30 pm
Harlan 1 time
**Photography**

**Building Blocks of Basic Photography**
Do you want to understand the basics of 35mm and digital cameras? Are you looking to learn more about shutter speeds and f-stops? This course covers the basic fundamental principles of photography. Starting with the basic exposure controls, we move on to many other topics--including camera functions and modes, different lenses and what they do--and we finish with exploring basic composition for taking better photographs. We will even take a look at the operation of your camera, so bring it along! This workshop is designed for adjustable cameras. The simplest pocket point and shoot cameras will not be discussed, although photographers with those cameras are welcomed. Fee $69

PHOTO1 01  S, Sep 14   8:30 am-4:30 pm
Council Bluffs  1 time

**Birds, Nature, and Wildlife Photography**
Do you like nature photography and want to learn more about it? Join us for this fun and unique class in learning from the experiences of nature photographer Pasquale Mingarelli. Learn how to capture incredible images of birds and wildlife in your own backyard, local nature areas, and more distant locations. We will also learn how to better capture our beautiful Midwest landscapes and majestic landscapes elsewhere. This class and these techniques are a must for nature photography buffs. Fee $49

PHOTO4 01  S, Sep 28   9 am-1 pm
Council Bluffs  1 time

**Shutter Speed & F-Stop Workshop**
The best way to learn about these two very important aspects of photography is to use them and then review your work. So bring your cameras to this workshop and get ready to better your knowledge of these two skills. In the first part of the workshop we will go over the basics of both before heading out to take photographs. After taking photographs using our new knowledge we will come back to class and take a look at them to see how well we’ve applied what we’ve learned. Bring a thumb drive to save your photos, and your camera’s USB cord to download your photos to a computer. If you have a tripod, bring that as well. Fee $49

PHOTO03 01  S, Nov 16   9:30 am-3:30 pm
Council Bluffs  1 time

**Transportation**

**High School Driver Education**
This class meets the requirements of Iowa Code for driver education, with a focus on the first time teen driver 14-17 years old. This is a 36-hour course where you will have 30 hours of classroom instruction and 6 hours of behind the wheel driving (not part of the classroom time). Drive sessions can be expected to continue 30 days after the end of classroom sessions. Iowa Western uses licensed driver education instructors. We strongly recommend driving as much as possible with your child before and during the class. Student’s Iowa Learners Permit number required for registration. Textbook included. Fee $450

FALL 2019 CLASS SCHEDULE
- **Parent’s Meeting:** Saturday, August 17 from 9-11 am
- **Class Dates:** Saturdays, August 31-November 16 from 8-11 am (no class October 5 and 12)
- **Make Up Class:** Saturday, November 23

DRIVE16 01  S, Aug 31-Nov 16   8-11 am
Council Bluffs

SPRING 2020 CLASS SCHEDULE
- **Parent’s Meeting:** Saturday, January 11 from 9-11 am
- **Class Dates:** Saturdays, January 25-April 4 from 8 am-11 am (no class February 15)
- **Make Up Class:** Saturday, April 11

DRIVE16 01  S, Jan 25-Apr 4   8-11 am
Council Bluffs

SUMMER 2020 CLASS SCHEDULE
- During the summer we offer two intense two week long sessions in June and July to make them easier to fit between other summer activities.

**Moped Safety**
Mopeds and scooters offer affordable and convenient transportation for Iowa residents. However, it's important to be aware of Iowa’s special rules and regulations regarding these vehicles.

Today's carefree, fun-oriented times have made owning a Moped a great way to enjoy life and its freedoms. It’s essential that beginning Moped riders learn and use the proper techniques and safe practices. This course is required for anyone under 16 wanting a moped license. Students must be at least 14, or within 6 months of 14, at class date to enroll. Moped Safety satisfies the Iowa Dept. of Transportation requirement for riders under age 16. Classroom instruction only. $35 payment for class is required at time of registration. Preregistration is required.

Visit us online at www.iwcc.edu/ce for current class schedules.
**Online Learning**

These online youth courses are offered in partnership with ed2go. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly.  

*Complete any of these courses entirely from your home at any time of the day or night.*

**Introduction to Photoshop**
Learn how to use the world’s best graphics program, to edit and process photos and create original images.

**Photoshop Elements for the Digital Photographer**
Master the secrets of correcting digital photos, and bring out the best in all your photographs!

**SAT/ACT Preparation**
Get your best possible score on the verbal and reasoning sections of the new SAT exam.

**Introduction to Algebra**
Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

**Drawing for the Absolute Beginner**
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!

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

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

**Introduction to Microsoft Publisher**
Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.

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

**Blogging and Podcasting for Beginners**
Learn how to create your very own blog and podcast using the tools you already have on your computer.

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

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**OWI/DUI 12 Hour Program**
This class is for those 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. Students with limited English proficiency must provide their own interpreter. Drivers under 18 must call Iowa Department of Public Health at 515.281.4417 for course information. Monthly classes in Council Bluffs and at various times in Atlantic and Clarinda. Fee $180

**IWCC Council Bluffs, Looft Hall**

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<tr>
<th>Course</th>
<th>Dates</th>
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<tr>
<td>DRIVE10 02</td>
<td>Aug 13, 15, 20</td>
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<td>DRIVE10 03</td>
<td>Sep 12, 17, 19</td>
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<td>DRIVE10 07</td>
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<td>DRIVE10 04</td>
<td>Oct 3, 8, 10</td>
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<td>DRIVE10 06</td>
<td>Dec 5, 10, 12</td>
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**IWCC Clarinda Center, Royal Hall**

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<td>DRIVE10 30</td>
<td>Sep 27, 28</td>
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<td>DRIVE10 31</td>
<td>Nov 22, 23</td>
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**IWCC Cass County Center, Atlantic**

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<tbody>
<tr>
<td>DRIVE10 30</td>
<td>Oct 11, 12</td>
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Visit us online at www.iwcc.edu/ce or call 712.325.3255 for class updates.

Contact us at ce@iwcc.edu to join our mailing list for class updates and registration information!
Earn a Degree in Your Hometown!
Did you know several IWCC degree programs are offered at our centers in Atlantic, Clarinda, Harlan and Shenandoah?
Some include an online component that allows adults to earn their degree while still working full-time.

Popular Courses of Study Include:
Business Administration, Manufacturing, Criminal Justice, Design Technology Program, Management and Human Resources, Nursing and many more!

www.iwcc.edu

Spirits for Scholarships
Iowa Western Community College Page and Fremont County Fundraiser

October 13, 2019 from 4-7 pm
IWCC Clarinda Center Edith Lisle Library
Come together for fun, a Spirit Tasting, fellowship and even some education! Area Iowa Distilleries and others will join us for an opportunity to taste and compare different spirits, learn the distilling process from employees of the distilleries, and enjoy hor d’oeuvres, cocktails and entertainment.
Non-alcoholic samples will be available.
For more information or to purchase tickets, contact us at 712.542.5117.

How to Register
Online at www.iwcc.edu/ce
By Phone: 712.325.3256
Register by phone using your credit card between 8 a.m. and 4:30 p.m. Monday through Friday.

By Mail
Complete the registration form on facing page. Enclose a check or money order made payable to IWCC.

Sign the form and return to:
Continuing Education
2700 College Road
Iowa Western Community College Council Bluffs, IA 51503

In Person
Register in person at the Continuing Education office, Loft Hall on the IWCC campus. Registration is open from 8 a.m. to 4:30 p.m. Monday through Friday.
# Registration Form

Registration is now open. Register today!
Register for Continuing Education classes online at www.iwcc.edu/ce.
Payment is required at time of registration.

## Student Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Street or Box Number</td>
<td>City</td>
</tr>
<tr>
<td>Phone</td>
<td>Cell</td>
<td>Work</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

## Class Registration

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Class Start Date</th>
<th>Class Location</th>
<th>Class Fee</th>
</tr>
</thead>
</table>

## Payment Information

Please select:  [ ] Student or  [ ] 3rd Party

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City/State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td>Exp Date</td>
<td>V-Code</td>
</tr>
<tr>
<td>Authorized Signature</td>
<td>Email</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

Thank you for choosing Iowa Western to pursue your Continuing Education goals!

### Council Bluffs Campus, Looff Hall
Ph: 712.325.3256 or 800.432.5852 ext. 3256  
Fax: 712.325.3721  
2700 College Road, Council Bluffs, IA 51503

### Clarinda Center
Ph: 712.542.5117 or 800.521.2073  
Fax: 712.542.4608  
Opitz Building, Administration Office  
923 E Washington, Clarinda, IA 51632

### Cass County Center
Ph: 712.243.5527  
705 Walnut Street, Atlantic, IA 50022

### Shelby County Center
Ph: 712.755.3568  
Fax: 712.755.7413  
1901 Hawkeye Ave., Suite 102, Harlan, IA 51537

### Page Fremont County Center
Ph: 712.242.1499  
1001 W Sheridan, Shenandoah, IA 51601

### Equal Opportunity and Non-Discrimination: It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices. Questions or complaints? Contact Title IX and Equal Opportunity Coordinator, Kim Henry, or ADA Coordinator, Samantha Larson, equity@iwcc.edu, 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, OCR.Chicago@ed.gov. More information at https://www.iwcc.edu/about/statement.asp.

### Refunds: You may cancel your registration 24 hours prior to the start of most classes and receive a 100% refund. Certain program restrictions may apply. Contact Continuing Education for details at ce@iwcc.edu.
Rethink Your Path with

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Call us at 712.256.8800 to speak with a Pathway Navigator or visit us online at edu2employ.com to apply today.