Continuing & Career Education

Fall 2018

Registration now open!

www.iwcc.edu/ce
712.325.3256

Train for a Career. Enrich your Life.

Business 5  Health 17  Trades 23

IOWA WESTERN

www.iwcc.edu/ce
712.325.3256
Welcome!
Iowa Western Continuing Education is all about realizing your goals, increasing your opportunities, pursuing a topic of interest and keeping your skills sharp.
It is our pleasure to present the 2018 fall catalog of course offerings. Visit our website at www.iwcc.edu/ce for the most current information.

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
• 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 4 of the catalog.

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

Career Certificates approved for VA Benefits:
• Certified Nurse Aide
• Combination Welding
• Paramedic
• PC Technician/Comp TIA A+
• Pharmacy Technician

Non-Credit Verses Credit
The non-credit and credit programs both provide valuable job skills for a great career.

Career Coach

You Can Teach!
Do you have a special skill, interest, knowledge or hobby you would like to share with your neighbors? We are always looking for enthusiastic instructors and new class ideas that help meet the needs of learners of all ages, stages, abilities, and interests. For more information, contact us at ce@iwcc.edu or 712.325.3256.

Take The Next Step
Please look at the learning opportunities offered and register today.

JOIN OUR EMAIL LIST!
Email ce@iwcc.edu to sign up for updates on Continuing Education classes, events and news.

What’s Trending?

Pharmacy Technician 18
Short, hands-on healthcare programs to get the education you need to begin working immediately.

Grant Writing 7
Update your current job skills today!

Education 2 Employment 4
If you are unemployed or underemployed, funds may be available to pay for your career training!

Mastering Your Instant Pot (Pressure Cooker) 29
Take some time this fall for you. Take a class.

EMT 13
Choose a new career, make a transition or update your current job skills today!

Online Classes (see back cover)  ed2go
Enjoy learning from the comfort of your own home! Online classes are ready when you are.  www.ed2go.com/iwcc

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REGISTER EARLY!
Sadly we have to cancel some classes because of low enrollment. Register at least one week prior.
Earning a Career Certificate can transform your life! Complete in a short period of time. Enter jobs in high demand. Advance in your current job. Build a better future for you and your family. Financial assistance is available through our Education 2 Employment program for many certificate programs. Look for E2E after the title.

Business/IT/Computers
- Certified Bookkeeper E2E
- Network + E2E
- PC Technician Comp TIA A+ E2E
- Technical Business Skills E2E
- Web Development Fundamentals

Health
- Activity Coordinator E2E
- Certified Medication Aide E2E
- Certified Nurse Aide (CNA) E2E
- Advanced CNA
- 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
- Home Inspection (Online)
- Industrial Technology E2E
- Process Technician (Online)
- Solar Power Professional (Online)
- Sustainable Energy Technology E2E

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- Sustainable Energy Technology E2E

ADULT EDUCATION/HiSET/ESL
Earn your High School Equivalency Diploma (HiSET). Learn English. Train for employment. Get help with, "What's next and how I get there."

Whether it is for a personal or career-oriented reason, Iowa Western’s Adult Education program can help!
- HiSET preparation and career advising
- Review of reading, writing, and math
- iPathways
- English as a Second Language (ESL)

Iowa Western provides services at the Adult Learning Center at IWCC in Council Bluffs and the IWCC Centers in Atlantic, Clarinda, Harlan and Shenandoah.

#### Class Schedule
- **Council Bluffs Campus 712.325.3266**
  - IWCC Kinney Hall (top floor)
  - Weekly orientations! Morning and evening classes.
  - HiSET Career Week: Sep 5-7
  - HiSET Class: Sep 10-Oct 26
  - HiSET Career Week: Oct 30-Nov 1
  - HiSET Class: Nov 5-Dec 19
  - HiSET Career Week: Jan 8-10, 2019
  - HiSET Class: Jan 14-Mar 1, 2019

- **Atlantic HiSET 712.243.5527**
  - Registration begins Aug 21 and runs for 13 weeks
  - Tue: 5-8 pm, Wed: 9-noon, Thurs: 9-noon/5-8 pm

- **Atlantic ESL 712.243.5527**
  - Registration and assessment first Monday of the month.
  - Tue: 6-8:30 pm

- **Clarinda HiSET 712.542.5117**
  - Registration begins Aug 21 and runs for 13 weeks
  - Tue: 8:30-11:30 am/1-3 pm, Thurs: 8:30-11:30 am/1-3 pm

- **Harlan HiSET 712.755.3568**
  - Call for class schedule.

- **Shenandoah HiSET 712.246.1499**
  - Registration begins August 21 and runs for 13 weeks.
  - Wed: 8:30-11:30 am/1-3 pm, Thurs: 8:30-11:30 am/1-3 pm
  - $25 registration due at enrollment. Good through June 30.

Visit us online for up-to-date information.
www.iwcc.edu/ce/adult_education/
EDUCATION 2 EMPLOYMENT is a FREE College and Career preparatory program designed to enhance your skills and employability while preparing you for vocational training and college degree programs.

HERE'S HOW IT WORKS

1. SEE IF YOU'RE ELIGIBLE
   You must be a resident of Iowa, 18 years of age or older, high school diploma or equivalent, and your family income, family size and skill level will be accessed to determine your eligibility.

2. APPLY FOR THE PROGRAM

3. MEET ONE-ON-ONE WITH YOUR PATHWAY NAVIGATOR

CHOOSE YOUR PATH

There are 4 Career Pathways in the EDUCATION 2 EMPLOYMENT Program.

Health
- Activity Coordinator
- Certified Medication Aide
- Certified Nurse Aide (CNA)
- Paramedic
- Pharmacy Technician
- Phlebotomy
- Medical Billing and Coding Specialist
- Rehabilitation/Restorative Aide
- Sterile Processing Tech

Business/IT
- Certified Bookkeeper
- Network+
- PC Technician/Comp TIA A+
- Technical Business Skills

Education
- Paraeducator Generalist

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

GET STARTED TODAY

Our dedicated staff is committed to supporting you in every step on your path to success. Contact Rachel or visit us online at www.edu2employ.com to get started!

Rachel Jensen, Pathway Navigator
712.325.3268 l rjensen@iwcc.edu

HiSET → Education 2 Employment Student Spotlight: Kevin Eicke, by Kara Schweiss

Kevin Eicke left high school in 2003 without completing his junior and senior years, but he never had much time to mull over the merits of his decision to put family first and serve as a caregiver to a disabled niece. By the time what would have been his 10-year high school reunion came and went, Eicke was gainfully employed in a skilled labor job and hadn't really looked back.

He started seriously looking forward, however, in the summer of 2016. In mid-September, his employer downsized, and Eicke was one of the casualties. "It was definitely a troubling time," he said. "And it was just bad timing." Through Iowa Workforce Development, he realized that although he'd already passed 30, it wasn't too late to look into the High School Equivalency Test (HiSET). "I decided to go back to school and try to make something of myself," he said. "Every time I had a struggle or was thinking about giving up, a teacher pushed me or kept me in the right direction..... Iowa Western has been awesome. Every time I hit an obstacle, someone would help me," he said, emphasizing that he's glad he never threw in the towel. "I knew I'd get it eventually."

While working toward his HiSET, Eicke discovered he was eligible for the Education 2 Employment program, which helped him transition to his current course of study at IWCC in HVAC. He expects to start a new career as an HVAC technician in the near future.
Career Certificates

Need help paying for career training?
The Education 2 Employment program offers financial assistance to eligible Iowa residents who would otherwise not be able to afford job training. Financial assistance may include training tuition and books, required fees, materials and other services. Look for E2E after the title.

Contact us. We're here to help you.
712.325.3268  |  rjensen@iwcc.edu.
www.edu2employ.com

Certified Bookkeeper E2E
Approved for Education 2 Employment financial assistance!

This course prepares you for the National Certified Bookkeeper (CB) examination. The course includes adjusting entries, correction of accounting errors, basic book and tax depreciation, basic payroll, inventory, internal controls and fraud prevention. Upon successful completion, you’ll earn 3 hours of college credit for Intro to Accounting! Median hourly wage for Certified Bookkeepers is $16.85/hour. Textbooks included. Email ce@iwcc.edu for dates.

Network+ Certificate E2E
Approved for Education 2 Employment financial assistance and VA benefits!

Learn the technical skills and industry know-how to begin an exciting career installing, configuring, and troubleshooting computer networks. Voucher given at successful completion of course to test for CompTIA Network+ Certification. Program to include:
• Networking and Data Transporting
• Cabling and Remote Access
• Risk Management and Network+ Exam
• And MUCH 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. Increase expected of 4.6%, national increase of 7.8%. Median hourly wage $23-$37/hour.

Email ce@iwcc.edu for dates!

PC Technician CompTIA A+ E2E
Learn the basics of networking and security, and how to properly and safely diagnose, resolve and document common hardware and software issues. Program to include:
• 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. Average pay is $11-$26/hour. Fee $1995
COMPT 404*01   TTh, Sep 9 - Nov 27  5:30-8:30 pm
Council Bluffs      22 times

Technical Business Skills E2E
Approved for Education 2 Employment financial assistance!

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

Fee $1295

Class Schedule
Saturdays, 8 am-5:30 pm: Sep 29, Oct 13, 27, Nov 10
Wednesdays, 5:30-8:30 pm: Oct 3 - Nov 10
COMPT 407*01 Council Bluffs 12 times

Web Development Fundamentals
Learn the latest techniques and best practices to build a solid HTML5/CSS website. This series will guide you through client-side website development, from the planning stages and fundamentals, through the process of creating a finished website. You’ll learn how to design a website with proper layout that looks good across all devices, including desktops, tablets and phones. You’ll also learn how to research, organize, create, and test website designs using simple principles and a combination of free and commercial software. Students need to be computer literate and efficient in Internet browsing or search engine use. Tuition includes all textbooks and materials. Fee $995
COMPT 406*01   S, Aug 25 - Oct 27   8 am-4:30 pm
Council Bluffs      9 times
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.

**MS Word Basics**
This course provides an introduction to Word for Windows. The student will explore Word, learn basic document skills, check spelling and grammar, and learn basic text, paragraph and page editing. Fee $50
COMPT 18*01 Th, Oct 25 5-7:30 pm
Council Bluffs 1 time

**MS Word Mail Merge**
This seminar will help participants get more familiar with MS Word's mail merge features. Learning how to use different data sources and create from letter and mailing labels. Fee $50
COMPT 18*02 Th, Nov 15 5-7:30 pm
Council Bluffs 1 time

**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
COMPT 174*01 Th, Sep 13 5-7:30 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 and to setup and audit formulas. Learn some of the more advanced formulas like VLOOKUP and logical functions. Fee $50
COMPT 174*02 Th, Oct 4 5-7:30 pm
Council Bluffs 1 time

**PowerPoint Basics**
This seminar introduces the skills necessary for developing presentations. It includes tasks to create, and enhance slides. The student will learn how to work in outline view, as well as learn to format and edit text, use the slide show, slide master and slide sorter and notes page view. Fee $50
COMPT 183*01 Th, Dec 6 5-7:30 pm
Council Bluffs 1 time

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**Social Media Certificate**
The Social Media Certificate is designed for professionals in any industry who wish to create compelling social media content and further their organization’s brand. The curriculum exposes students to social media marketing strategies and offers hands-on experience producing shareable content like videos, GIFs, photos and more!

**THE CLASSES**
- Principles of Marketing
- English Composition 1
- New Media Production
- Social Media Marketing
- Social Media Capstone

Classes are online, excluding New Media Production. This class meets Tuesday evenings, August 21 through December 11, from 5:30 - 9:20 pm. Students who complete this series of classes will have the equivalent in IWCC credit. You may be awarded credit for previous course completion.

**Classes start in August.**
Complete in December!
**Call 712-325-3256 for more information!**
Essential Business Skills

Six Steps to Excellence in Customer Service
Is it possible to provide excellence in customer service on a consistent basis? Our presenter says it is as long as you and your employees consistently utilize a pre-determined approach! This session will provide you with Six Key Steps that will ensure you provide excellent customer service every time you interact with a customer. And for those times when a customer may bring up a complaint, the Six Steps can be used to effectively deal with complaints. Fee $125
MANAG 11*01 Th, Sep 27 1:30-4:30 pm
Council Bluffs 1 time

Challenging Bias: A Deeper Dive into Diversity, Equity & Inclusion
This session will take a deeper dive into the framework of Bias/Unconscious Bias and the personal, professional and community implications. Post workshop, participants will be able to better articulate definitions surrounding the types of bias, how it is manifested through personal and system behavior; and tools to challenge and address bias and blind spots. Instructor, Ashlei Spivey. Fee $99
MANAG 99 F, Sep 28 8:30-10:30 am
Council Bluffs 1 time

Instructor Spotlight
Looking to broaden your understanding of Bias/Unconscious Bias and the personal, professional and community implications? Meet the instructor of our "Challenging Bias" courses, Ashlei Spivey. She has spent her career working the nonprofit sector including workforce development, college access and organizational development. She has a passion for helping her community and challenging injustice. Ashlei "Ay" launched her brand in response to gaps and opportunities for change in the larger community surrounding racial equity. She believes there is a fundamental need to be intentional and purposeful about inclusion and equity; and how those two principles combine, intersect and influence individual behavior, collective groups and social systems.

Time Management
This seminar provides an overview of time management and is designed to help you to understand how time management can benefit your business. You will learn and put into practice the Benefits of Time Management, SMART Goals, Tasks Developed with SMART Goals and Task Delegation. Fee $50
Manag 202*01 Th, Sep 27 5-7:30 pm
Manag 202*02 Th, Nov 8 5-7:30 pm
Council Bluffs 1 time

Training Effectively in Spite of Language & Cultural Barrier
Attendees will be presented with a simple, yet effective approach to training that will help managers and supervisors train their employees in spite of cultural and/or language differences. By discussing these approaches, and sharing from his own experience, Orlando Gil will encourage attendees to think of training as a process, not an event, and as an investment and not as an expense. Attendees will leave the presentations understanding these approaches will work across cultures and language barriers and that it is possible to train effectively in any industry in spite of cultural and language differences. Fee $125
MANAG 57*01 Th, Oct 11 1:30-4:30 pm
Council Bluffs 1 time

Beginner Grant Proposal Writing
This series will provide a general overview of the grant writing process and will allow writers to go through a step-by-step process to create a grant application for their nonprofit. Fee $95
MANAG 70*01 W, Sep 19 - Oct 3 6:30-8:30 pm
Council Bluffs 1 time

Understanding Yourself, Understanding Others...
(and why some people drive us nuts!) In this class, you will learn about your personality, your natural tendencies, your priorities and your energy. You will also learn about reading others, your reaction to other styles and how to be more effective with other personalities. As a bonus, you will have access to MyEverythingDiSC.com for further learning and comparisons with others after class is complete. Pre-requisite: completion of the Everything DiSC Workplace Assessment online. Fee $150
PERDV 4*03 M, Sep 17 6-8 pm
PERDV 4*04 T, Nov 6 6-8 pm
Council Bluffs 1 time
Insurance

Universal Life
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. Those who survived all this think I’m doing stand-up comedy…I assure you there was nothing funny about it. Either way...you’ll enjoy the history lesson. IA: 3 general and NE: 3 life. Fee $45
INSUR 99*01 W, Sep 5  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 in 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 and NE: 6 life. Fee $90
INSUR 99*02 W, Sep 5  12-6 pm
Council Bluffs  1 time

Introduction to Third Party Administration
With the Affordable Health Care Act still the law of the nation, many companies are evaluating the risk posed to their employees and what can be done from a management level to reduce and/or modify them. Therefore, more companies are incorporating health awareness programs and along with them the viability of self-insuring with third party administration. The experience underwriting process used with the self-insured company makes this an attractive alternative to traditional group insurance. IA: 6 general and NE: health. Fee $45
INSUR 99*03 Th, Sep 6  8-11 am
Council Bluffs  1 time
INSUR 1*40 Th, Sep 27  8-11 am
Atlantic  1 time

Unethical Creativity
This class identifies the characteristics of the unethical customer by education, culture and most of all, personality. IA and NE: 3 ethics. Fee $45
INSUR 99*05 W, Oct 3  8-11 am
Council Bluffs  1 time

Viotics, Life Settlements & Accelerated Benefits
You may see commercials on TV wherein the principles are talking about all the money they can get by selling their life insurance policy that they feel they no longer need. The commercial tells the public just enough to cause a more serious problem than their plan proposes to solve. This class goes into an in-depth study of just what these commercials are trying to say, why they are misleading and what the consequences of such actions may be. IA: 6 general and NE: 6 life/health. Fee $90
INSUR 99*04 Th, Sep 6  12-6 pm
Council Bluffs  1 time
INSUR 1*41 Th, Sep 27  12-6 pm
Atlantic  1 time
INSUR 1*54 T, Dec 4  12-6 pm
Harlan  1 time
INSUR 99*16 Th, Dec 6  12-6 pm
Council Bluffs  1 time

Long Term Care...Is It Worth It?
This course deals with both traditional long term care options from assistance in home to clinical nursing care. We will look at Iowa's Asset Preservation (Partnership) and Nebraska’s Long Term Care Partnership programs. This course is a comprehensive look at traditional long term care options and is a valuable resource regardless of whether you work in the long term care market or just need information on a personal basis. This 6-hour course satisfies the 4-hour requirement for Iowa, but does not for Nebraska. IA: 6 general and NE: 6 health. Fee $90
INSUR 99*06 W, Oct 3  12-6 pm
Council Bluffs  1 time

Iowa Asset Preservation
Required in Iowa and available ONLY to Iowa Producers as Nebraska has an independent course dealing with their plan. This course is only required to be taken one time. IA: 4 general. Fee $60
INSUR 99*07 Th, Oct 4  8 am-12 pm
Council Bluffs  1 time

Basics of Living Trusts
While there are advantages to the Living Trust arrangement, they are not necessarily the answer we may think it is. 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 and NE: 5 life. Fee $75
INSUR 99*08 Th, Oct 4  1-6 pm
INSUR 99*14 W, Dec 5  1-6 pm
Council Bluffs  1 time
Insurance

Conduct Becoming
Perhaps a bit more academic than our other ethics classes, but still a great class. We look at the state regulations that seem to get us into the most trouble and cause the most problems. We look at current events that have ethical issues such as the modern view of lying vs. acting. We look at the specifics of rebating, twisting, churning and how to avoid problems both now and years from now. IA and NE: 3 ethics.  Fee $45
INSUR 1*50  W, Oct 17  8-11 am
Harlan  1 time

The 5 O'Clock Whistle
Incorporating IRS Publications 950 and 990 into a class representing our day to day business can be both confusing and difficult. This course takes the rules, applies them to the various types of retirement income arrangements both qualified and non-qualified and makes this otherwise complicated process more simple. Even if you don't sell retirement plans to groups, you have a business...right? And it never hurts if you, yourself, get an update on the very rules you have to work with. It's sort of a parity on "Retirement Plans for Dummies; A Review for Everyone Else."  Fee $90
INSUR 1*51  W, Oct 17  12-6 pm
Harlan  1 time

When It Gets Personal
In this class, we largely interact with ethical issues that have confronted us on a very personal basis. We investigate ethical problems and dilemmas and as a class, come up with conclusions that match our personal ethical composite. An interesting trip outside the ethical box that you'll enjoy. IA and NE: 3 ethics.  Fee $45
INSUR 99*09  Th, Nov 1  8-11 am
Council Bluffs  1 time

Pushing Up Daisies
This course discusses one creative thing people try to do with wills and trusts using insurance products and why those products get thrown out in probate. We discuss a glossary of terms needed to help you provide the best service to clients. IA: 6 general and NE: 6 life.  Fee $90
INSUR 99*10  Th, Nov 1  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. So, is it any wonder that people who do not deal with this and even those who do, get confused as to whether we are talking about Medicare benefits or Medigap types. We sort all this out and have the participants leave with a better grasp as to what Medicare's identifying designations mean. Come enjoy the alphabet soup. IA: 4 general and NE: 4 health.  Fee $60
INSUR 99*11  F, Nov 2  8-12 pm
INSUR 99*13  W, Dec 5  8 am-12 pm
Council Bluffs  1 time

Tax Issues for Life and Health
We cannot give legal advice, but we are expected to be able to explain an insurance policy, which is a legal document, to our customers. We cannot give tax advice either, but nearly every product we sell has or could have tax consequences attached to it. We are expected to know how our products work and that includes the tax issues. One popular question with "market conduct" people is "Did you explain the potential tax issues of this transaction to the customer?" So, while we do not give tax advice, we are expected to be able to give tax information and answer our customer's questions. IA: 5 general and NE: 5 life.  Fee $75
INSUR 99*12  F, Nov 2  1-6 pm
Council Bluffs  1 time

Basics of The Reverse Mortgage
An introduction to an increasingly popular financial device heavily advertised by compensated celebrity spokespersons. The message in the advertising is but the tip of the proverbial iceberg so far as reverse mortgages are concerned. One needs to first realize that a reverse mortgage is after all a loan, not a gift or an entitlement. There are a lot of variables and moving parts to these. This course will break the ice and afford financial professionals the information they need to answer customer's questions. IA: 3 general and NE: 3 life.  Fee $45
INSUR 1*53  T, Dec 4  8-11 am
Harlan  1 time
INSUR 99*15  Th, Dec 6  8-11 am
Council Bluffs  1 time
Leadership

Leading Without the Title
Many of us are in leadership positions without any authority or a title. Here we all examine the inherent challenges this creates and the benefits as well as opportunities of this important position. Fee $59
MANAG 99*04 W, Aug 15 9-11 am
Council Bluffs 1 time

Leading Teams
Our role in leading teams will depend on the type of team we’re leading. This course discusses types of teams and how to lead them as well as various dysfunctions that get in the way of teamwork. Fee $59
MANAG 99*06 W, Sep 19 9-11 am
Council Bluffs 1 time

Integrity & Ethics
In a culture full of temptations, the lines can become blurred. This course discusses the ethics of leadership and brings our integrity into clear focus. Fee $59
MANAG 99*08 W, Oct 17 9-11 am
Council Bluffs 1 time

Emotional Intelligence
Research shows a link to high Emotional Intelligence and successful leadership. By exploring this topic, you will be able to assess your current level of Emotional Intelligence. Fee $59
MANAG 99*10 W, Nov 21 9-11 am
Council Bluffs 1 time

Creativity & Innovation
Innovation is where leadership and creativity intersect. Developing our creativity and others provides benefits in innovation, decision-making, team-building, problem-solving, etc. Fee $59
MANAG 99*12 W, Dec 19 9-11 am
Council Bluffs 1 time

Next Level Leadership
Tuesday, October 2 from 7:30 am - 3 pm
Get in and get to your Next Level!
What is holding you back? What barriers are you facing that are keeping you from the next level?
Focus on what your next level of leadership is and how to get there with Positive Leadership and Emotional Intelligence training at the Next Level Leadership Conference.
A light breakfast and a Power Lunch will be provided. Fee $100

SBDC
The SBDC is a FREE technical service provider for small businesses and startups in our 7 counties. We work with entrepreneurs one on one as they work to build and grow their businesses. We cover everything from business planning, bookkeeping, financing, marketing, digital marketing, strategy, etc. The SBDC is housed in The Port at IWCC, which is equipped with everything that an entrepreneur needs to use it as a place to get things done.
spitts@iwcc.edu  l  712.325.3350

Keynote speaker Stephanie Hillier has been performing Stand Up Comedy for over 15 years. In 5 words or less, she describes herself as a "Walmart version of Melissa McCarthy."
Her comedy style is the perfect blend of rapid fire, intermixed with a hilarious, high energy conversation. Her personality has been described by an audience member as "Stephanie's like the funniest friend I never had!" Visit her online at www.steffunny.com.

Networking & Vendor Booths 4 pm
Dinner & Speakers 6 pm
Registration fee is $35 per person, $40 after Sept. 1
Register by calling or emailing Pam Rust at IWCC
712.755.3568 or prust@iwcc.edu

The 14th Annual Shelby County Women's Conference
September 10, 2018
Therkildsen Center, Harlan

www.iwcc.edu/ce  l  ce@iwcc.edu  l  10
Real Estate

IWCC Continuing Education partners with the Iowa Association of REALTORS® to offer courses. Please visit their website at www.iowarealtors.com or call 515.453.1064 to register and for cost.

60-hour Prelicense
During this weekend course, you will learn the Iowa Real Estate Commission prescribed course of study. This course must be completed prior to taking the Iowa Real Estate licensing exam. Students should bring the following to class: pencil/pen, standard calculator and highlighter. Books and materials are included in the registration fee.

Begins October 26, 6-10 pm
Council Bluffs

Law Update
8-hour mandatory law update or 8-hour elective.
Oct 15 Atlantic 8 am-5 pm
Nov 26 Council Bluffs 8 am-5 pm

Ethics
4-hour mandatory ethics or 4-hour elective.
Oct 16 Atlantic 8 am-12 pm
Nov 27 Council Bluffs 8 am-12 pm

Listing Practices
12-hour post-license course or 12-hour elective.
Nov 30 from 6-10 pm and Dec 1 from 8 am-5 pm
Council Bluffs 2 times

Buying Practices
This course will familiarize the students with buying practices such as qualifying buyers, financing, working with buyers, writing offers and responsibilities and services during closings. Course counts as 12-hour post-license or 12-hour elective.
Dec 7 from 6-10 pm and Dec 8 from 8 am-5 pm
Council Bluffs 2 times

Developing Professionalism
12-hour post-license course or 12-hour elective. 8-hour elective and 4-hour ethics mandatory.
Dec 14 from 6-10 pm and Dec 15 from 8 am-5 pm
Council Bluffs 2 times

Troubled Properties
A course to put it all together. We'll study the ins and outs of short sales, tax sales, relocation companies, REO's, and marketing repossessed properties. Appropriate for the long time pro or the novice agent.
Oct 12 Harlan 9 am-noon 1 time

Around the World in 80 Forms
The following will be covered: review the minimum requirements in a form, review the Statute of Frauds, review in detail forms including individual emphasis on: 80 + forms available through the IAR site, purchase agreement, agency and much more. 3 hour elective.
Oct 12 Harlan 1-4 pm 1 time

Voice-Over

Voice-Overs...NOW is YOUR Time! (Online)
In what could be one of the most enlightening hours you've ever spent, this 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. 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. To participate, you'll need either a computer with speakers built in or via the telephone. A webcam is not needed. You'll be provided with logon information after registering. Fee $35
MANAG 99*15 Th, Oct 4

Spanish Online Classes

Quick. Affordable. Effective
ONLINE Classes

Classes start monthly for Speed Spanish, Spanish in the Classroom, Medical Spanish, and Spanish for Law Enforcement.
Visit our website to register and for program details!
www.ed2go.com/iwcc
Iowa Western Continuing Education
Coaching Authorization

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

www.iwcc.edu/ce/business_computers/coaching.asp

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.

Paraeducator

Paraeducator Generalist Certification Course (Hybrid) E2E
The course is a 90-hour program developed to train individuals to work under the supervision of teachers or other licensed personnel in the classroom setting. The training includes six competencies defined by the Board of Educational Examiners (BoEE) to cover the vital skills needed for a paraeducator to be successful in the classroom. The program will be offered in-person and online. Students are expected to attend 100% of the in-person classes and must have access to a computer/internet outside of class time in order to take the courses.
Fee $600
TEACH 1*02 S, Sep 15 - Feb 16 8 am-12 pm
Council Bluffs 12 times

Need help paying for Paraeducator Generalist Certification Course?
The Education 2 Employment program offers financial assistance to eligible Iowa residents who would otherwise not be able to afford job training. Financial assistance may include training tuition and books, required fees, materials and other services. Look for E2E after the title.
Contact us. We're here to help you.
712.325.3268 | rjensen@iwcc.edu.
www.edu2employ.com

Substitute Authorization

Substitute Authorization
This course provides the training for an individual who holds a baccalaureate degree or a paraeducator generalist certificate to substitute teach in PK-12 for no more than five consecutive days in one job assignment. The Substitute Authorization is issued by the Iowa Board of Educational Examiners (BoEE). Fee $260

Teaching 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 online through IWCC. Must register at least one week prior to start date of class. Fee $495
COACH 1*05 ST, Oct 6 - 23 9 am-5 pm
Council Bluffs 8 times

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. At the satisfactory completion of all five issues, you will be awarded a certificate of completion.
Fee $89
Advanced EMT Career

Advanced EMT Hybrid Course
This is a comprehensive program consisting of both classroom (didactic), skills lab, clinical (hospital observation) and field (ambulance observation) components. AEMT builds on the foundational knowledge, skills and abilities of the EMT to give students advanced level training, skill, and assessment practices. The advanced EMT student will add new skills and treatment protocols such as:

- IV Access/Fluid Therapy
- Emergency Medication Administration
- CPAP Therapy
- Advanced Patient Assessment (Medical/Trauma)

Iowa law requires AEMT students to have a valid Healthcare Provider BLS (CPR) card and hold an active Iowa EMT, EMT-Basic, or higher level certification. Fee $1095. Textbook, exam, application and testing fees are not included.

Mandatory Orientation is November 13 from 7 pm-9 pm. EMT 311*HY01  S, Nov 13 - May 31 8 am-4 pm Council Bluffs 28 times

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body. Fee $115

Human Anatomy and Physiology II
Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age. Fee $115

Human Physiology Series
Save money when you take both classes. Understand the intricacies and inner workings of the human body in this two-part series. Fee $199 (Save $31)

Medical Math
Master the math skills you need to succeed in the medical field. Fee $115

Classes start monthly. Visit our website to register and for program details!

Quick. Affordable. Effective
ONLINE Classes

www.ed2go.com/iwcc
Iowa Western Continuing Education
Paramedic Career

Need help paying for the Paramedic program?

The Education 2 Employment program offers financial assistance to eligible Iowa residents who would otherwise not be able to afford job training. Financial assistance may include training tuition and books, required fees, materials and other services.

Contact us. We’re here to help you.
712.325.3268 | rjensen@iwcc.edu
www.edu2employ.com

Paramedic Program (Hybrid)

Approved for Education 2 Employment financial assistance and VA benefits!

Paramedics provide the highest level of pre-hospital emergency care. Utilizing critical thinking skills, they rapidly assess, treat and stabilize injured or ill patients and provide transport to or between hospitals. Settings may include ground and air ambulances, emergency departments, critical care units or cardiac cath labs. The hybrid format is more adaptive to busy work schedules and places value on your time in the classroom. Our instructors are first-rate and you’ll receive the most up-to-date education with emphasis on real-world application.

The core courses meet in the classroom every Thursday from 9 am to 4 pm. There are 8-12 hours of online work to be completed each week in addition to the face-to-face sessions. It is essential that you have working knowledge of computers. The online course work will be comprised of online lecture videos, quizzes, exams, and assignments. You’ll be able to access the lectures at anytime throughout the week and watch as many times as desired.

The face-to-face sessions will consist of hands-on learning in Iowa Western’s state-of-the-art simulation center designed specifically for EMS education. As you acquire new skills you will be assimilated into scenario based learning.

You will have 100-200 clock hours of internship to be completed outside of class each semester.

You should plan on attending 12 hours of internship each week throughout the program to complete and be ready to test for certification at the end of the program.

There are four courses that will meet 16 hours each (2 consecutive all-day sessions). These courses will provide you 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 or Pediatric Education for Pre-Hospital Providers
• Pre-hospital Trauma Life Support

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.

Requirements to sign up for the Paramedic program:

• Current EMT or AEMT license in the state of Iowa
• Current healthcare provider CPR
• Successful completion of Anatomy and Physiology I and II

Fee $6495

EMTEC 620*01 Th, August 2018 - August 2019
9 am-4 pm Council Bluffs

The Iowa Western Continuing Education Paramedic program 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
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
www.caahep.org

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (COAEMSP)
8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088
(214) 703-8445 | FAX (214) 703-8992 | www.coaemsp.org

Visit us online for more information.
www.iwcc.edu/ce/emergency_services/
CPR/First Aid/AED

All classes follow American Heart Association (AHA) guidelines and are offered online or face-to-face. Classes can be customized for your business or group. Email sglover@iwcc.edu or call 712.325.3446 for details.

Heartsaver Pediatric First Aid/CPR/AED
Heartsaver Pediatric First Aid/CPR/AED is designed to meet the regulatory requirements for child care workers in all 50 United States. It teaches child care providers and others to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. The course covers the Four Steps of Pediatric First Aid and modules in Pediatric First Aid, Child/Infant CPR/AED, Adult CPR/AED, and Asthma Care Training. Fee $70

BLSC 02*01  F, Aug 10  9 am-4 pm
Council Bluffs  1 time
BLSC 02*02  T, Sep 11  9 am-4 pm
Council Bluffs  1 time
BLSC 02*03  F, Oct 12  9 am-4 pm
Council Bluffs  1 time
BLSC 02*04  S, Dec 15  9 am-4 pm
Council Bluffs  1 time

Online Option
These courses are designed to train non-healthcare professionals in the basics of first aid and CPR. These courses are offered in a convenient online format for the classroom portion. Then simply print off your certificate of completion and bring it in when you meet an AHA Instructor to demonstrate your skills.

• Adult First Aid $40
• Adult First Aid with CPR (Adult, Child, Infant) with AED $60
• Pediatric First Aid and CPR with AED (Adult, Child, Infant) $65
• CPR (Adult, Child, Infant) with AED $40

Visit us online for more information and to register: www.iwcc.edu/ce/emergency_services/classes.asp

Heartsaver CPR/AED
Fee $40
BLSC 06*01  T, Sep 11  9 am-12:30 pm
Council Bluffs  1 time
BLSC 06*02  F, Oct 12  9 am-12:30 pm
Council Bluffs  1 time
BLSC 06*03  S, Dec 15  9 am-12:30 pm
Council Bluffs  1 time

BLS Healthcare Provider
The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. Students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam. Fee $70

BLSC 01*03  W, Aug 15  5-10 pm
Council Bluffs  1 time
BLSC 01*05  T, Oct 9  9 am-3 pm
Council Bluffs  1 time
BLSC 01*06  W, Nov 7  5-10 pm
Council Bluffs  1 time
BLSC 01*07  S, Dec 1  9 am-3 pm
Council Bluffs  1 time

Online Option
The Healthcare Provider CPR course is now offered in a convenient online format as an alternative method of certification. Online courses are perfect for providers seeking re-certification or those who find scheduling classes difficult. Scheduled the first Monday and third Wednesday of each month.

Visit us online for more information and to register: www.iwcc.edu/ce/emergency_services/provider.asp
CPR/First Aid/AED

Basic Life Support Instructor
Become proficient in teaching CPR and First Aid classes to all levels of students. Instructor manuals are included with class fee. Manuals can be picked up in Looft Hall or mailed prior to start of class. Monitoring a CPR class and conducting your own class while being monitored will be arranged with the training center as part of the requirements. Prerequisite: Current AHA BLS CPR Certification and course application. Fee $400
BLSC 03*02 F, Nov 9 9 am-5 pm
Council Bluffs 1 time

BLS Instructor Renewal
Fee $85
BLSC 08*01 W, Aug 8 6-9 pm
Council Bluffs 1 time
BLSC 08*02 W, Oct 10 6-9 pm
Council Bluffs 1 time
BLSC 08*03 Th, Dec 6 6-9 pm
Council Bluffs 1 time

Outdoor Emergency Care
Ideal for anyone, age 15 or older, who loves the outdoors. No matter your level of experience you can learn how to function as a first responder, with minimal equipment, in outdoor environments while assessing and caring for the sick and injured. This class meets the requirements of the National Ski Patrol to be certified as an Outdoor Emergency Care (OEC) Technician upon successful course completion. Does not include certification fees or textbook. Email sglover@iwcc.edu for class cost.
EMTEC 400*01 Th, Aug 23 - Dec 6 6:30-10 pm
Council Bluffs 15 times

2018 Southwest Iowa Trauma Conference
October 26
8 am - 4 pm

Please join us for the third annual Southwest Iowa Trauma Conference! A full day of learning for EMS and Nursing! 7 continuing education contact hours. Registration begins at 7:30. Conference starts at 8.
Topics include burns, penetrating chest trauma, multi-system trauma, and much more!
Corpus Christi: Queen of the Apostles Parish Activity Center, 3304 4th Ave, Council Bluffs
Register online at www.eventbrite.com
Fee $25
Sponsored by CHI, Methodist and IWCC

Continuing Education courses are offered on various topics and at various locations throughout the year. These courses are designed to keep the Emergency Medical professional current on trends in the pre-hospital setting.

Contact us about:
• Help finding an instructor for a course for your department training.
• Help designing a course or series of courses for your department.
• Setting up a schedule of courses offered by Iowa Western at your department.
• Learning how to get CEU’s for our classes.
712.325.3446 or sglover@iwcc.edu

 Essentials of Firefighting and Departmental Training
www.iwcc.edu/ce/emergency_services/training.asp
Iowa Western Community College Continuing Education can meet your department’s training needs.
We offer open and/or contract classes just for your department.
Contact Sheena Glover for arrangements.
712.325.3446 or sglover@iwcc.edu

www.iwcc.edu/ce | ce@iwcc.edu | 16
**Career Certificates**

**Activity Coordinator E2E**
Approved for Education 2 Employment financial assistance!
Activity Coordinators plan activities and outings, participate with residents in music, art and physical movement. Do you have a positive, upbeat personality with a strong desire to keep senior citizens occupied and energetic? This job is for you!

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

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 $525

Visit us online for 2019 dates! www.iwcc.edu/ce/health_occupations/activity.asp

**Certified Medication Aide E2E**
The 50-hour medication aide course prepares Nurse Aides and Residential Attendants who meet course guidelines to administer oral medications in long-term care facilities. Fee $535

MEDAD 01*01 MTWThF, Sep 4 - 13 9 am-3:30 pm
Council Bluffs 5 times

MEDAD 01*02 MTWThF, Dec 5 - 14 9 am-3:30 pm
Council Bluffs 5 times

**Advanced Certified Nursing Assistant (CNA)**
A continuation of the traditional the CNA course, designed to provide additional skills and clinical hours, to ready students for the hospital work environment.

Pre-requisites include the traditional CNA certificate, documentation of vaccination/immunizations, CPR certification, and current flu vaccination.

Visit us online for class dates and details: www.iwcc.edu/ce/health_occupations/advcna.asp

**Certified Nurse Aide (CNA) E2E**
Approved for Education 2 Employment financial assistance and VA benefits!
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. The course is a prerequisite to the IWCC Nursing program. The course consists of classroom, lab and clinical time.

Additional state testing fee of $150 is due when tests are scheduled. Fee $575 (Handouts and book included.)

Visit us online for prerequisites, policies and schedule: www.iwcc.edu/ce/health_occupations/cna.asp

NEW this Fall!
Certified Nurse Aide (CNA) Hybrid Class!
Email rcasson@iwcc.edu for details!
Career Certificates

Medical Billing and Coding Specialist E2E
Approved for Education 2 Employment financial assistance!

Medical professions are growing, do you want to be a part of this expanding industry? 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. Complete this short-term career training program to gain the skills needed to begin a career in medical billing and coding.

Topics covered include insurance, billing, coding, and preparation to take the Certified Professional Coder (CPC) exam. Most medical billing and coding specialists work in hospitals, clinics, or physician offices. Some find employment with long-term care facilities, home health services, private medical billing and coding companies, or with the government. Medical billing and coding careers are expected to grow 21% by 2020. Expected wage range is $14-$20 per hour. Registration deadline is 10/18/18. Must provide copy of transcript showing successful completion of anatomy and medical terminology courses with registration. Fee $2995

HLTH 22*01 Oct 25, 2018 - May 18, 2019

Pharmacy Technician E2E
Approved for Education 2 Employment financial assistance and VA benefits!

Pharmacy technicians perform pharmacy-related functions, working under the direct supervision of a licensed pharmacist. Our program offers you both theoretical and practical training. Upon completion of the program, you will take the PTCB (Pharmacy Technician Certification Board) exam.

Topics covered include history and foundation, legal and ethical considerations, anatomy and physiology, safety and standards, memorizing pharmacology, pharmacy environments, PTCB exam review, and a 40-hour externship.

Pharmacy technicians are employed in community settings such as chain or independent pharmacies, hospitals, home health care, long term care, nuclear pharmacy and managed health care facilities. According to EMSI, pharmacy technician starting wage is $12-$14/hour. Classes starting soon! Fee $2599

Visit us online!

Student Spotlight: Shyenne Tack

Shyenne applied for the Education 2 Employment program in December of 2017 and started the Pharmacy Technician class in February of 2018. Her primary goal when enrolling was to gain the knowledge and skills for a good, stable job and to provide a better future for herself and her children.

What Shyenne liked most about the class was the teacher Cindy. "She was fantastic and had a lot of faith in her students. This class made me feel motivated to get up everyday and want to go learn," she said.

Before the program, Shyenne had little to no money and was living in a toxic environment with a lot of tension. After completing the program, Shyenne got a job working in a pharmacy, making good money. "I'm in a better living situation which is positive for me and my kids. There's no tension and we are all thriving finally," she said.
Career Certificates

Instructor Spotlight

Hollie Hanash has worked in the health-care field for 20 years. Holly is a Certified Phlebotomist and licensed practical nurse with intravenous certification. She is currently working as a laboratory specialist at an Omaha lab.

Phlebotomy E2E
Approved for Education 2 Employment financial assistance!

This course provides an overall review of 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. Students will be given an opportunity to participate in selecting clinical sites; however, the program instructor and continuing health coordinator reserve the right to make the final decision for student assignments to clinical sites.

Employment of phlebotomists is projected to grow 25% from 2014 to 2024, much faster than the average for all occupations. Median hourly earnings $14.74 per hour. Source Bureau of Labor Statistics.

PHLEB 01*01 MWF Sep 24 - Nov 14 4-10 pm Council Bluffs

Visit us online for prerequisites and course policies: www.iwcc.edu/ce/health_occupations/phlebotomy.asp

Medication Manager
This class will prepare you to safely administer nonparenteral medication in 15 bed or less MR residential facility, child care 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.

Fee $125
MEDMN 01*02 TW, Aug 28 - 29
8:30 am-3:30 pm Council Bluffs 2 times
MEDMN 01*03 WTh, Oct 3 - 4
8:30 am-3:30 pm Council Bluffs 2 times
MEDMN 01*04 MT, Nov 19 - 20
8:30 am-3:30 pm Council Bluffs 2 times
MEDMN 01*05 MT, Dec 17 - 18
8:30 am-3:30 pm Council Bluffs 2 times

Medication Manager Lab
Lab meets in Council Bluffs. Fee $65
MEDMN 03*02 Th, Aug 30 8:30-10:30 am
Council Bluffs 1 time
MEDMN 03*03 F, Oct 5 8:30-10:30 am
Council Bluffs 1 time
MEDMN 03*04 W, Nov 21 8:30-10:30 am
Council Bluffs 1 time
MEDMN 03*05 W, Dec 19 8:30-10:30 am
Council Bluffs 1 time

Medication Manager (Online)
It's easy and convenient to earn your certification!

More information online at: www.iwcc.edu/ce/health_occupations/med-manager.asp

Rehabilitation Aide/Restorative Aide E2E
Approved for Education 2 Employment financial assistance!

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 prerequisite to this course because the information and skills being taught are based on the basic skills acquired when providing nurse aide services. Fee $665

Visit us online for prerequisites: www.iwcc.edu/ce/health_occupations/rehab.asp

REHAB 01*01 MTTh, Aug 27 - Sep 7 8 am-4:30 pm Council Bluffs 9 times

Quick. Affordable. Effective
ONLINE Classes

Medical Office Basics Suite
Fee $395

Work Yourself Happy
Fee $100

Visit our website to register and for program details.

www.ed2go.com/iwcc

www.iwcc.edu/ce | ce@iwcc.edu
Sterile Processing Technician \textit{E2E}  
Approved for Education 2 Employment financial assistance!

The Sterile Processing Technician (SPT) role is essential to the successful operation of both inpatient and outpatient surgical facilities. These medical professionals carry out duties that include reprocessing various surgical instruments and equipment. During the reprocessing phase SPTs decontaminate, package, and sterilize items. Upon sterilization, these technicians proceed to stock and track sterile items. As healthcare continues to evolve, so does the demand for highly trained professionals.

Sterile Processing Technicians are a critical component in the team of professionals ensuring the safety of all surgical patients. Their main duty is to insure that instruments used by medical personnel are contaminant-free. In the Sterile Processing Technician 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.

After successful completion of this program and documented work hours, students will be eligible to take the exam for national certification as a Sterile Processing Technician. Students will be awarded 5 credits upon completion of this course. Fee $755

Visit us online for prerequisites: \url{www.iwcc.edu/ce/health_occupations/sterile_processing.asp}

SPDO 05*01  
TTh, Sep 4 - Nov 15  3-6 pm  
Council Bluffs  22 times

Dental

Radiography Renewal Seminar for Dental Assistants

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 $59

DENED 01*01  Th, Oct 11  7-9 pm  
Council Bluffs  1 time

Infection Control Renewal for Dental Assistants

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 Cathy VanWinkle, CDA, RDA, BS. Approved for 2.0 continuing education contact hours for dental professionals. Fee $59

DENED 01*02  Th, Oct 25  6-8 pm  
Council Bluffs  1 time

Jurisprudence for Iowa Dental Personnel

Join Jill Day, RDA, CDA, CPFDA, CRFDA, as she presents on dental assisting 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). It will fulfill the Iowa Administrative Code 650–Chapter 25 requirement for dental personnel for one (1.0) contact hour of Jurisprudence continuing education for the 2019/2020 dental assistant and dental hygienists renewal and 2020-2021 dentist renewal. Fee $29

DENED 01*03  Th, Oct 11  5:30-6:30 pm  
Council Bluffs  1 time

Soft Skills for Health Occupations

Health professionals get jobs because of their hard skills–their clinical skills and their knowledge of the profession. They KEEP jobs because of their soft skills. Whether 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. Fee $49 or $45 in groups of 2 or more.

HLTH 01*03  Th, Oct 18 - Nov 15  8:30 am-4:30 pm  
Council Bluffs

Classes updated often! Visit us online for more classes and to register: \url{www.iwcc.edu/ce/health_occupations/dental.asp}
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 certificate given upon completion of classroom and sponsoring facility clinical portion. Skill required for the clinical portion will be the responsibility of the student and their sponsoring facility. MUST request and take a Math test prior to class start date and obtain a 90% or better. Registration and Math test completion 2 weeks prior to start date. Email ce@iwcc.edu for information on prerequisites and expectations. Fee $725

LPN IV Basics Didactic

This 8-hour course meets the didactic portion for Nebraska LB 88 legal aspects, central and peripheral IV lines. www.iwcc.edu/ce/health_occupations/iv.asp

Food Safety (ServSafe ®)

Certified Food Protection Manager

The 8-hour class is followed by the national certification exam. Topics 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 for food handlers working in restaurants, assisted living, long-term care, school food service programs. Test is from 5:30-7:30 pm. You MUST register at least 5 business days prior to class. Class meets at IWCC in Council Bluffs from 8 am-7:30 pm. Fee $135

VFODS 12*02 M, Aug 27 8 am-7:30 pm
VFODS 12*03 M, Oct 8 8 am-7:30 pm
VFODS 12*04 M, Nov 26 8 am-7:30 pm

Food Safety (ServSafe ®)

Funeral Directors

Iowa Funeral Law Review and OSHA Training

Join Kevin Patterson for the Iowa Funeral Law Review, discussing current Iowa laws and rules relating to the practice of funeral directing. Kevin will then be joined by Travis Carrico to discuss the "Big Three" standards that affect funeral service: hazard communication, formaldehyde, and bloodborne pathogens. Check-in at 2:30 pm, program begins at 3 pm. Preregistration is required and deadline is Monday, 10/8/18, at noon. Payment due at time of registration. Program is approved for 4 hours continuing education. Fee $79

FUNDR 01*01 T, Oct 9 3-7:30 pm
Council Bluffs, Louft Hall 1 time

Visit us online for class updates: www.iwcc.edu/ce/health_occupations/funeral.asp

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 Sheri Splichal at ssplichal@iwcc.edu or visit us online at www.iwcc.edu/ce/health_occupations/csp.asp
HEALTH

Mandatory Reporting

**Dependent Adult/Child Abuse Identification and Reporting**
This workshop fulfills the training requirement for mandatory reporters within six months of their hire date or self-employment in a specific occupation. Approved for 3.0 continuing education contact hours for nurses, Iowa Board of Nursing Provider #6. Fee $59
ABUSE 03*01 Th, Sep 27 6-9:15 pm
Council Bluffs 1 time

**Child Abuse Identification and Reporting for the Mandatory Reporter (Online)**
Fee $30  ABUSE 20, Approval #2301
Approved through 11/29/2019 for 2.0 Contact Hours.

**Dependent Adult Abuse Identification and Reporting for the Mandatory Reporter (Online)**
Fee $30  ABUSE 2, Approval #2300
Approved through 11/29/2019 for 2.0 Contact Hours

**Child/Dependent Adult Combined Abuse Identification and Reporting for the Mandatory Reporter (Online)**
Fee $50  ABUSE 22, Approval #2302
Approved through 11/29/2019 for 3.0 Contact Hours

Visit us online for course details and to register: www.iwcc.edu/ce/health_occupations/reporting.asp

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Nursing/Social Workers

**Opioid Crisis: What You Need to Know**
Join us as professionals from the Iowa Department of Public Health, the Governor’s Office of Drug Control Policy, the Iowa Board of Pharmacy and the Iowa Healthcare Association provide an overview of the opioid epidemic; discuss opportunities and resources to reduce opioid misuse; explain Medication Assisted Treatment for opioid use disorders; and the Prescription Monitoring Program. Pending continuing education contact hour approval for nursing, dental professionals, allied health professionals, and social workers. Check-in at 7:30 am, program begins promptly at 8 am. Fee $79
HLTH 01*01 F, Oct 5 7:30 am-12:30 pm
Council Bluffs 1 time

**What Health Professionals Need to Know About Medical Marijuana and Medical Cannabidiol**
Join us as professionals from the Iowa Department of Public Health and the Governor’s Office of Drug Control Policy discuss how marijuana-related public policy is evolving, review the Medical Cannabidiol Act, and what you need to know as a health professional. We will conclude by having a discussion about how this will impact us locally. Pending continuing education contact hour approval for nursing, dental professionals, allied health professionals, and social workers. Fee $69
HLTH 01*02 F, Oct 5 1:30-4:30 pm
Council Bluffs 1 time

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2018 Southwest Iowa Trauma Conference

October 26
8 am - 4 pm

Please join us for the third annual Southwest Iowa Trauma Conference! A full day of learning for EMS and Nursing! 7 continuing education contact hours.
Registration begins at 7:30. Conference starts at 8.
Topics include burns, penetrating chest trauma, multi-system trauma, and much more!
Corpus Christi: Queen of the Apostles Parish Activity Center, 3304 4th Ave, Council Bluffs
Register online at www.eventbrite.com
Fee $25
Sponsored by CHI, Methodist and IWCC

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**ed2go**
Iowa Western partners with ed2go for completely online classes. Many of them are approved by the ANCC and can be used for continuing education contact hours in Iowa.
Visit www.ed2go.com/iwcc and search for "nursing" for classes.

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**REGISTER EARLY!**
Sadly we have to cancel some classes because of low enrollment. Please help us in offering more classes by registering early, at least one week prior.
Career Training

Need help paying for career training?
The Education 2 Employment program offers financial assistance to eligible Iowa residents who would otherwise not be able to afford job training. Financial assistance may include training tuition and books, required fees, materials and other services. Look for E2E after the title.

Contact us. We're here to help you.
712.325.3268 | rjensen@iwcc.edu
www.edu2employ.com

Construction Technology: Carpentry E2E
August 20 - December 14
Approved for Education 2 Employment financial assistance and VA benefits!

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. Textbooks and required tools not included.

Fee $3186
Visit us online! www.iwcc.edu/ce/trades/carpentry.asp

HVAC/R Maintenance E2E
August 20 - December 14
Approved for Education 2 Employment financial assistance and VA benefits!

The program provides the basic skills necessary to gain meaningful employment as an entry-level Heating, Ventilation & Air Conditioning (HVAC) apprentice or assistant. You will learn to troubleshoot and service HVAC/R systems. The certificate does not qualify graduates for the State of Iowa's specialty license.

Choosing a career as an HVAC technician presents you with an exciting professional path that promises job security and excellent earnings potential. Median earnings for Heating, Air Conditioning, and Refrigeration Mechanics and Installers is $21.75/hr. Textbooks and required tools not included. Fee $2832

Visit us online! www.iwcc.edu/ce/trades/hvacr.asp

Combination Welding E2E
Approved for Education 2 Employment financial assistance and VA benefits!

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:

- Advanced Welding Techniques
- 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. Materials and protective gear provided. Textbooks included! Fee $2995

TRADE 36*01 TTh, Oct 2 - Mar 7  5-8 pm
Council Bluffs  44 times

Need your high school diploma AND a job?
Earn your high school diploma and welding certificate at the SAME TIME! Email ce@iwcc.edu or call 712.325.3415 to get started.

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! 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. Class meets in Kinney Hall 071. Fee $149

TRADE 36*02 S, Oct 27 - Nov 3  8 am-12 pm
Council Bluffs  1 time

Email ce@iwcc.edu to join our mailing list for updates on future welding workshops.
Career Training

Home Inspection (Online)
The Home Inspection Online Training Program covers the principal components of home inspection procedures and processes. 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 www.careertraining.ed2go.com/iwcc/training-programs/home-inspection

Industrial Technology E2E
August 20 - December 14
Approved for Education 2 Employment financial assistance!
Lead a comfortable life with a job that doesn’t make you take your work home. The 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. Textbooks not included. Once you choose a sector to go into, there are plenty of options for your career path. From fabrication and welding to research and distribution, the possibilities seem endless. There is always room to grow and advance your career. Textbooks and required materials not included. Fee $2832
Visit us online! www.iwcc.edu/ce/trades/elec.asp

Maintenance Technician (Online)
Maintenance requires a thorough understanding of how machines and systems function to keep them running without breakdowns and in service for their expected lifespan and beyond. The Maintenance Technician program provides an intensive overview of skills necessary for manufacturing maintenance, including workholding, math, inspection, safety, machining, quality, grinding, electrical systems, automation, mechanical systems, motor controls, rigging, fluid systems, and joining, helping prepare you for a career as a Maintenance Technician.
This program is entirely online and is completed at your own pace. When you register, you're given eighteen (18) months to complete this program. Fee $1695
Register online at www.careertraining.ed2go.com/iwcc/training-programs/maintenance-technician

Process Technician (Online)
A Process Technician is involved throughout the manufacturing process. They operate equipment, oversee processes, document results and adhere to strict protocols. The Process Technician program provides an intensive overview of skills necessary to become a Process Technician, including math, inspection, safety, machining, quality, electrical systems, automation, mechanical systems, motor controls, fluid systems, and joining. This program is entirely online and is completed at your own pace. When you register, you're given twelve (12) months to complete this program. Fee $1995
Register online at www.careertraining.ed2go.com/iwcc/training-programs/process-technician

Solar Power Professional (Online)
Get the renewable energy training you need as you learn the basics of solar systems, their benefits, and their many applications. Examine the history of photovoltaic solar power, and gain a sense for where the PV industry is headed. We'll start with basic safety, including how to avoid potential accidents and how to create a safe work environment as well as the use of protective equipment. You'll master the fundamentals of electricity and solar energy, including how to calculate simple circuit values and predict solar position using solar path diagrams. Upon completion of this program, you'll have a thorough understanding of PV applications, working safety as it pertains to this field, basic electricity, and PV module fundamentals. Upon registering, you're given three (3) months to complete this program. Fee $1895
Register online at www.careertraining.ed2go.com/iwcc/training-programs/solar-power-professional-course

Sustainable Energy Technology E2E
January 7 - May 10, 2019
Approved for Education 2 Employment financial assistance!
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. Includes: Introduction to Renewable Energy; Introduction to Solar Energy; Introduction to Wind Energy; Introduction to Alternative Fuels; Mechanical Power Transmission; Fundamentals of Lean Process. Fee $3186
www.iwcc.edu/ce/trades/sustainable.asp
**Auto Dealers**

**A Major Tuneup: Buy Here Pay Here Operations**
Regulations, policies and procedures for a compliant buy here pay here dealership. Course will provide updates to laws, rules and regulations.  
**Fee $179**  
AUTO 99*02 M, Sep 24  12-5 pm  
Council Bluffs  1 time

**Under the Hood**
Refresher course - The Basics - Understanding Dealer Responsibilities. Course will go over requirements of being an Iowa auto dealer and provide updates to laws, rules and regulations.  
**Fee $179**  
AUTO 99*03 T, Sep 25  8 am-1 pm  
Council Bluffs  1 time
AUTO 99*04 F, Dec 7  12-5 pm  
Council Bluffs  1 time

**Cosmetology**

**Cosmetology Home Study**
An independent home-study course consisting of a booklet and test. You will have three weeks to study the booklet and send the completed test back to us for grading. Upon passing, you will be sent a certificate awarding two hours of Law and Rules.  
**Fee $39**  
www.iwcc.edu/ce/trades/cosmetology.asp

**Drones**

**Commercial Drones: FAA Part 107 Test Prep**
Get prepared for the FAA test to operate a drone to operate an unmanned aerial vehicle (UAV) commercially for hire, the FAA Part 107 regulation requires the operator to obtain a Remote Pilot Airman Certificate with a small UAS rating. Includes the new regulation, airspace classifications, flight restrictions, aeronautical chart study, airport operations, radio communication, weather, human factors and more. Sample test questions will be reviewed. Instructor David Silchman holds Private Pilot and sUAS Certificates.  
**Fee $129**  
TRADE 91*01 TTh, Oct 30 - Nov 8  6-9 pm  
Council Bluffs  4 times

**Electrical**

**Residential Circuits**
Topics covered include all aspects of residential circuits including required outlets, circuit sizing, over current protection, GFCI and AFCI requirements as well as conductors and their required ampacity adjustments. In addition it covers the rules for required disconnects and their location. 3 CEUs for Electrician Relicensing for Iowa or Nebraska awarded after successful completion.  
**Fee $99**  
ELEC 91*01 Th, Oct 11  5:30-8:30 pm  
Council Bluffs  1 time

**Grounding and Bonding**
Article 250 including service and equipment grounding and bonding, grounding electrode systems, intersystem bonding, conductor sizing from table 250.66, 250.102C and 250.122 will be covered. Step and touch potential dangers are covered as well as many other obscure rules regarding grounding and bonding. 4 CEUs for Electrician Relicensing for Iowa or Nebraska awarded after successful completion.  
**Fee $139**  
ELEC 91*02 F, Oct 12  8 am-12 pm  
Council Bluffs  1 time

**Residential Wiring**
All the aspects and rules for residential electrical work including service calculations, conductor sizing, grounding and bonding of service equipment and devices, box fill calculations, ground fault rules, arc fault rules and rules for switch and receptacle locations and type will be covered. It also covers the use of NM cable and the associated rules and uses in accessory buildings. 6 CEUs for Electrician Relicensing for Iowa or Nebraska awarded after successful completion.  
**Fee $199**  
ELEC 91*03 F, Oct 12  2-8:30 pm  
Council Bluffs  1 time

**2017 NEC Code Changes**
The major changes that effect most electricians including MAJOR CHANGES in Residential, Commercial and Industrial installations will be covered. 6 CEUs for Electrician Relicensing for Iowa or Nebraska awarded after successful completion.  
**Fee $199**  
ELEC 91*04 S, Oct 13  7 am-1:30 pm  
Council Bluffs  1 time

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FIND US ON Facebook!  
Facebook.com/iwccce
Technical Skills

Training for the Manufacturing Workforce!

Fluid Power Systems
Fluid Power Systems covers fluid power and pneumatic systems, basic circuits, and properties of both fluid and compressed air. Storage, connections, valves, fittings, and pressure area volume are examined and explained. Actuating devices and controlling devices used in common automated systems are also covered. Fee $354
TRADE 99*07C T, Aug 20 - Dec 14 2:30-4:30 pm
Council Bluffs 17 times

Introduction to CNC Machining
Requirement: Equipment Safety & Operation class. Introduces basic operations of CNC machines. The course covers basic and advanced tooling, programming, and CAM software. Students work as a team, use critical thinking skills and problem solve through hands-on experience and practical applications. Fee $531
TRADE 99*08C M, Aug 20 - Dec 14 5:30-9:30 pm
Council Bluffs 17 times

Machine Operations I
Machine Operations I teaches students the basic operations on lathes, horizontal and vertical milling machines, drilling machines, saws, various types of grinders, and precision measuring equipment. Fee $708
Trade 99*09C W, Aug 20 - Dec 14 5:30-9:30 pm
Council Bluffs 17 times

Predictive Maintenance
Predictive Maintenance covers all facets of predictive maintenance, including thermal imaging vibration analysis and trend analysis, tool and equipment operation. This course reinforces concepts and theory covered in lecture and online material with hands-on labs. Fee $354
TRADE 99*10C M, Aug 20 - Dec 14 2:30-5:20 pm
Council Bluffs 17 times

Preventative Maintenance
Preventative Maintenance covers all facets of preventative maintenance including scheduling, data collection, administration and actual performance of PMs. This course reinforces concepts and theory covered in lecture and online material with hands-on labs. Students will review production components of material storage, inventory, and standard operating procedures. Fee $354
TRADE 99*11C F, Aug 20 - Dec 14 2:30-5:20 pm
Council Bluffs 17 times

Forklift

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 $95
TRADE 99*12 Th, Oct 4 8 am-12 pm
Council Bluffs 1 time

OSHA

10 Hour OSHA Construction
Includes the following 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. Meets Monday, 9-4 pm and Tuesday, 9-1:45 pm. Fee $199
TRADE 99*13 MT, Oct 22 - 23 9 am-4 pm
Council Bluffs 2 times

10 Hour OSHA General
TRADE 99*14 ThF, Oct 25 - 26 9 am-4 pm
Council Bluffs 2 times

Pesticide Testing

Pesticide Testing
Online pesticide applicator testing is available at Iowa Western. Call ahead to schedule testing. Fee $20
Council Bluffs Atlantic
712.325.3256 712.243.5527
Harlan Shenandoah
712.755.3568 712.246.1499

Water/Wastewater

Details online at: www.iwcc.edu/ce/trades/ww.asp
**Craft Club**

Each month, the participants of Craft Club decide what we make the following month. Ideas are posted to our Pinterest page [www.pinterest.com/iwccce](http://www.pinterest.com/iwccce). Supplies are provided the night of class, in exchange for an additional supply fee, but students can bring any embellishments or special materials they would like. You bring your creativity, and the results are that no students make exactly the same craft. Email ce@iwcc.edu for details!

**Dance**

**Swing Dancing 1.5**

This versatile class is for those with a little experience wanting to gain confidence on the dance floor. Tuition is per person. Registering as a couple is recommended. Fee $49

RECRE 99*01  W, Sep 12 - Oct 17  6:15-7:45 pm  Council Bluffs  6 times

**Beginning Swing Dancing**

For the beginner. No experience necessary, just a fun attitude! You'll learn the jitterbug and east coast dances, along with enough patterns to "move to the groove" and "be hep to the jive." Tuition is per person. Registering as a couple is recommended. Fee $49

RECRE 99*02  W, Sep 12 - Oct 17  7:45-9:15 pm  Council Bluffs  6 times

**Beginner Ballroom**

Learn the basic techniques and elements to move gracefully around the floor as a couple. Includes foxtrot, waltz, merengue, rumba, etc. Tuition is per person. Registering as a couple is recommended. No class 10/19. Fee $34

RECRE 99*03  F, Oct 5 - Nov 2  6-7 pm  Council Bluffs  4 times

**Intermediate/Advanced Ballroom**

Are you ready for a challenge? Designed to teach patterns in several dances beyond the basics. Includes foxtrot, waltz, merengue, rumba, etc. Get ready to wow your friends on the dance floor! Tuition is per person. Registering as a couple is recommended. No class 10/19. Fee $34

RECRE 99*04  F, Oct 5 - Nov 2  7-8 pm  Council Bluffs  4 times

More dance classes will be available later in the fall. Visit us online for current classes! [www.iwcc.edu/ce/personal_enrichment/rec.asp](http://www.iwcc.edu/ce/personal_enrichment/rec.asp)

**Finance**

Instructor Linda Arena, CFP, and CSA, has been helping individuals plan their retirement for over 30 years. Take 3 or more and get a $5 discount!

**Ages 62, 65 or 70 - What's Your Optimal Claiming Age?**

How does Social Security work? What is your own benefit? Married, widowed or divorced, how does your status impact your benefit? Will Social Security be there for me and how much can I expect to receive? When should I apply for Social Security? How can I maximize my benefits? Social Security is one of the few guaranteed benefits you can count on in retirement. Visit ssa.gov to print out your personal Social Security estimate report and bring to class. Fee $35

PERFI 12*02  T, Sep 11  6-9 pm  Council Bluffs  1 time

**What Women Need to Know About Social Security and Retirement**

Find out how much Social Security you will receive over your lifetime and how the decisions you make in your 60’s can determine the amount of income you’ll have in your 80’s. Learn how to take advantage of spousal benefits, survivor benefits and divorced-spouse benefits. Visit ssa.gov to print out your personal social security estimate report and bring to class. Fee $35

PERFI 65*01  T, Sep 18  6-9 pm  Council Bluffs  1 time

**Managing Health Care Expenses in Retirement**

According to a recent survey by Bankers Trust, 57% of baby boomers said they had a poor understanding or knew almost nothing about Medicare. Only 14% knew Medicare does not cover long term care. Learn how enrollment periods work; how much you can expect to pay in health care costs; how Medicare works with private insurance; why most people pay too much for private insurance and why you must plan for higher health care costs.  Fee $35

PERFI 12*01  Th, Sep 27  6-9 pm  Council Bluffs  1 time

**Managing the New Tax Law**

Learn how it’s different and how it works, as well as what you can do to maximize the new tax law. There will be major changes and what you can do to handle any surprises before the end of 2018. Guarding against gaps in their retirement plans.  Fee $35

PERFI 12*03  T, Oct 2  6-9 pm  Council Bluffs  1 time
Mandated

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. 30 hours of classroom instruction and 6 hours of behind the wheel instruction are provided. Textbook included. Class meets in Council Bluffs. Fee $450

DRIVE 16*02 S, Sep 8 - Nov 17  8-11 am
(Parent's meeting August 25 from 9-11 am)
DRIVE 16*01 S, Jan 26 - Apr 6  8-11 am
(Parent's meeting January 19 from 9-11 am)

Moped Safety
This course is required for anyone under 16 wanting a moped license. Instruction is classroom only.
Visit us online for class schedule!
www.iwcc.edu/ce/transportation/moped.asp

Music
A Key of C Major Diatonic harmonica is needed and available for purchase the night of class from the instructor for $13. Instructional CD and handouts included in the course fee. Register for both classes for only $70!

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. Fee $39
MUSIC 99*01 M, Oct 15  6-7:30 pm
Council Bluffs  1 time

Beginning Blues Harmonica
This exciting workshop will get you jammin’ to 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. Fee $39
MUSIC 99*02 M, Oct 15  7:45-9:15 pm
Council Bluffs  1 time

Personal Development

Coffee & Conversation
Join us for a cup of coffee and lively discussion of current topics and happenings around southwest Iowa. Fee $15
PERDV 41*40 M, Sep 17 - Nov 19  9:30-11 am
Atlantic  10 times

Library and Lunch
Discuss favorite writers and books over lunch in the Community room of your local library in Harlan. Check with the library for specifics. Bring a sack lunch. FREE
PERDV 15*51 T, Aug 14  12-1 pm
PERDV 15*52 T, Sep 11  12-1 pm
PERDV 15*53 T, Oct 9  12-1 pm
PERDV 15*54 T, Nov 13  12-1 pm
PERDV 15*55 T, Dec 11  12-1 pm

Dutch Oven Cooking
At Nishna Bend Nature Center. $10 Adults/$5 Children.
RECRE 99*50 T, Sep 25  5:30-7:30 pm
Harlan  1 time

NEW! Pinterest for Business
Instructor Nicole McDonald will show you the basics of Pinterest for business, including how to set up your boards, add save buttons and widgets to your content, and create pin codes to engage consumers. Learn how to optimize your Pinterest business accounts and drive traffic to your content and products using keywords, search engine optimized descriptions and strategic pinning strategies. Fee $34
FAMLI 99*07 M, Nov 19  6-9 pm
Council Bluffs  1 time

Blogging for Beginners
Are you considering starting a blog or are you a new blogger? Nicole McDonald, a full-time blogger, will discuss the basics. Walk through the basic steps of creating a new blog and posting valuable content that will attract new readers. Discover which tools are essential. Fee $34
FAMLI 99*05 M, Nov 5  6-9 pm
Council Bluffs  1 time

Blogging for Profit
Are you a blogger? Are you ready to transform your blog into a business and start earning money? Instructor Nicole McDonald, a full-time blogger with more than eight years of experience, will share blog monetization strategies. Learn how to create content that keeps readers coming back for more, and start making money. Fee $34
FAMLI 99*06 M, Nov 12  6-9 pm
Council Bluffs  1 time

www.iwcc.edu/ce  |  ce@iwcc.edu  |  28
NEW! Mastering Your Instant Pot
Do you have a pressure cooker? Are you ready to learn how to cook amazing and simple meals in your pressure cooker? Instructor Nicole McDonald will provide a step-by-step demonstration on how to use an electric pressure cooker, explain the different cooking modes, offer tips for cooking success, and share simple recipes and resources. Fee $24
FAMI 99*03 Th, Sep 27 6-8 pm
Council Bluffs 1 time

Smartphone Apps That Pay
Save big and earn free gift cards and cash using cellphone and tablet apps! Instructor Nicole McDonald will share her top 20+ apps that pay. Fee $24
FAMI 99*01 Th, Sep 13 6-8 pm
Council Bluffs 1 time

Slow Cooker Freezer Meals
Do you love home cooked meals, but don’t find the time to cook every day? Slow cooker freezer meals are the solution. Learn how to stock your freezer with simple and delicious meals that can be started in your slow cooker in the morning and ready in time for dinner. Instructor Nicole McDonald will share tips for freezer meal success (and her failures to avoid), her favorite recipes, and how to quickly stock your freezer with amazing slow cooker meals that your whole family can enjoy. Fee $24
FAMI 99*02 Th, Sep 20 6-8 pm
Council Bluffs 1 time

Couponsing
Join us for a class all about coupons and finding the best deals for beginners and experienced coupon users. Some topics that will be discussed include how to shop for FREE using coupons, getting organized, maximizing savings at the grocery store, figuring out the drug store game and scoring lots of freebies, coupon anatomy and common coupon abbreviations, stacking coupons, price matching, and double coupon events, as well as where to find the best coupons! Fee $24
FAMI 99*04 Th, Oct 4 6-8 pm
Council Bluffs 1 time

Photography
Learn more about these photography classes at www.iwcc.edu/ce/personal_enrichment/photography.asp or call 712.325.3256. Classes meet in Council Bluffs.

Understanding Basic Photography
This course covers the fundamental principles of photography and the basics of 35 mm and adjustable digital cameras. Bring your camera! Fee $69
PHOTO 1*01 S, Sep 8 8:30 am-4:30 pm

Outdoor Portraits for Beginners
Take better portraits by learning about posing, backgrounds, using props and how to make the most of outdoor light. Bring your camera and its USB cord! Fee $59
PHOTO 99*01 S, Oct 13 9 am-3:30 pm

Getting Better Nature Photos
Do you like to take photos of animals and nature, either in your own backyard or elsewhere? Learn basic techniques for both wildlife and landscapes. Fee $49
PHOTO 1*05 S, Nov 3 9 am-1:30 pm

Wellbeing

Introduction to Mindfulness
What is mindfulness, what are its benefits, and how do you practice it? Join Dr. Annette Jordan to explore this life-enhancing topic. Includes its definition and purpose, how it relates to our everyday living, the core components of the practice, the primary methods for practicing, and ways to establish a practice. Fee $85
WELBE 4*02 F, Oct 19 9-11 am
Council Bluffs 1 time

Introduction to Mindful Self-Compassion
Join Dr. Annette Jordan for this empirically-supported training program designed to cultivate the skill of self-compassion. MSC teaches core principles and practices to enable emotional strength and resilience, allowing us to motivate ourselves with kindness, forgive ourselves when needed and relate wholeheartedly to others. Fee $85
WELBE 4*01 F, Nov 16 9-11 am
Council Bluffs 1 time
Nondiscrimination: Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment. Iowa Western Community College does not discriminate on the basis of disability, gender, age, race, religion, marital status, or national origin in educational programs, activities, employment practices or admissions procedures.

Disability Accommodation: If you are an individual with a disability who requires an accommodation to fully participate in credit or non-credit academic programs or campus activities, please contact the Coordinator of Student Assistance as soon as possible. Call 712.325.3299.

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.

REGISTRATION FORM

Easy to Register! Payment is required at time of registration. Use your credit/debit card to register online at www.iwcc.edu/secure_page/ce.asp. Call or stop by any of our campus locations. Mail or fax registration form with credit/debit card information. Thank you for choosing IWCC to pursue your educational goals.

STUDENT INFORMATION

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CLASS REGISTRATION

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AUTHORIZED SIGNATURE

We look forward to seeing you soon!

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

Clarinida 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 Fax: 712.243.5547
705 Walnut Street, Atlantic, IA 50022

Shelby County Center
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1901 Hawkeye Ave., Suite 102, Harlan, IA 51537

Page Fremont County Center
Ph: 712.242.1499 Fax: 712.246.1513
1001 W Sheridan, Shenandoah, IA 51601

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What's Trending?

Pinterest For Business  28
Optimize your Pinterest business accounts and drive traffic to your content and products using keyword, search engine optimized descriptions and strategic pinning strategies.

Technical Business Skills  5
Data backup, computer security, website creation, social media communication and much more!

Adult Education/HiSET/ESL  3
Earn your High School Equivalency Diploma (HiSET). Learn English. Train for employment.
adulted@iwcc.edu  I  712.325.3266

CPR/1st Aid/AED  15
IWCC classes follow American Heart Association guidelines and are offered online or face-to-face. Classes can be customized for your business or group.

Phlebotomy  19
A career you can 'stick' with.

Welding Introductory Workshop  23
A hands-on experience to try welding. All materials and protective gear provided! No experience needed!

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