Short-Term Career Training

A growing number of people are turning to short-term career training programs to quickly enter the workforce and enjoy jobs with long-term growth potential.

- 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 for Iowa residents who qualify through our Education 2 Employment program. The program offers FREE financial assistance to eligible Iowa residents who would otherwise not be able to afford job training. For more information, see page 4.

Earn college credit after completing several of our short-term programs! Be career ready in just weeks and earn college credit for your Continuing Education certificates!

Welcome to Continuing and Career Education!

Iowa Western's Continuing and Career Education Department hosts an exciting variety of professional and personal lifelong learning opportunities. We are excited about the opportunities we provide to individuals in our communities throughout Southwest Iowa.

We offer:

- Short-term career training certificate programs
- Non-credit classes
- CEUs and Certifications
- HiSET (High School Equivalency Test)
- ESL (English as a Second Language)
- And much more!

Whether you are looking to update your skills or prepare for a new career, we offer a wide range of programs and courses that will enrich your life!

Short-Term Career Programs
iwcc.edu/continuing_education/careers/index.asp

Business
- Administrative Assistant
- Certified Bookkeeper

Computer/IT
- Certified Microsoft Office Specialist
- Help Desk Support
- IT Specialist
- Network +
- PC Technician/Comp TIA A+
- Web Design

Education
- Coaching Authorization
- Early Childhood Concentration for Paraeducators
- Paraeducator Generalist
- Substitute Authorization

Emergency Services
- Advanced EMT
- EMT
- Paramedic

Health Occupations
- Activity Coordinator
- Certified Medication Aide
- Certified Nurse Aide (CNA)
- Expanded IV Therapy for the LPN
- Home Health Aide
- Medical Billing Specialist
- Medication Manager
- Patient Registration Specialist
- Phlebotomy
- Pharmacy Technician
- Professional Medical Coding
- Rehabilitation Aide/Restorative Aide
- Sterile Processing Technician

Manufacturing/Trades
- Combination Welding
- Open Welding I and II
- NEW! Construction Technology: Carpentry
- NEW! CNC Machinist
- NEW! HVAC/R Maintenance
- Home Inspection
- NEW! Industrial Technology
- NEW! Process Technician
- Solar Energy Certificate
- Sustainable Energy Technology

Welcome to Continuing and Career Education!

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

REDEFINE YOUR SUCCESS
EARN YOUR HIGH SCHOOL EQUIVALENCY DIPLOMA

Your Future Begins Here.
Iowa Western’s Adult Literacy Program
www.iwcc.edu/continuing_education/adult_education/

Whether it is for a personal or career-oriented reason, Iowa Western’s Adult Literacy program can help!

HiSET (High School Equivalency Test)
HiSET Prep: Mar 12 - Apr 27 & 28, 2018
HiSET Career Week activities: Jan 3, 4, 5, 2018

HiSET Prep: Jan 8 - Feb 23, 2018
HiSET Career Week activities: Jan 3, 4, 5, 2018

HiSET Prep: Oct 30 - Dec 14 & 15, 2017
HiSET Career Week activities: Jan 3, 4, 5, 2018

HiSET Prep: Sep 5 - Oct 19 & 20, 2017
HiSET Career Week activities: Aug 29, 30, 31, 2017

HiSET Prep: May 7 - June 22, 2018

Visit us at www.iwcc.edu/continuing_education/ for up-to-date information. | 2

CEUs and Certifications
Short-term career training certificate programs
Non-credit classes
CEUs and Certifications
HiSET (High School Equivalency Test)
ESL (English as a Second Language)
And much more!

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Medical Administrative Assistant with EHR 18
Medical Billing Specialist ...................... 18
Medical Transcription and Editing .......... 18
Medication Manager ........................... 18

MEDICAL ASSISTANT
Activity Coordinator ............................ 17
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Short-Term Career Training

Help Desk Support
Help Desk Support is a solid career field with many opportunities for employment. Develop the skills to problem-solve, network, navigate through operating systems, and troubleshoot computer systems. Program to include:

- Intro to Networking
- Intro to Troubleshooting Methodology

Successful completion of the course earns a voucher to test to become IC3 certified. Average pay is $11.40-$29.82/hour. Entry level positions will allow further training within companies or industries. Fee $600

*Approved for financial assistance and VA benefits!

COMPT 402*01 F, Oct 20 - Nov 10 8 am-4:30 pm
Council Bluffs

Network+
Learn the technical skills and industry knowledge to begin an exciting career installing, configuring, and troubleshooting computer networks. Voucher given at successful completion of course to test for Network+ Certification. Program to include:

- Networking and Data Transporting
- Captioning 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 6.8%, national increase of 7.8%. Median hourly wage $23-$37/hour. Fee $1150

*Approved for financial assistance and VA benefits!

COMPT 403*01 TTh, Apr 24 - Jun 14, 2018 5:30-9 pm
Council Bluffs

NEW! IT Specialist
This new program will be offered Spring 2018 on the Iowa Western Campus in Council Bluffs and leads to CompTIA A+ Certification. You will develop the skills required to problem solve, network, and troubleshoot computer systems. 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.
- CompTIA A+ Certification.

PC Technician CompTIA A+
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.
- CompTIA 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

*Approved for financial assistance and VA benefits!

COMPT 404*01 TTh, Jan 23 - Apr 4, 2018 5:30 pm-9 pm
Council Bluffs

Web Design Certificate
The Web Design Certificate program allows you to develop and maintain a company website or upgrade a current website. The course progresses from introductory work on web design to a culminating project in which students design and develop a comprehensive website consisting of multiple pages. Learn how to create, design, publish and maintain a website. Additionally, focus will be put on how to critically evaluate website quality, create and maintain quality web pages, assess web design standards, and manipulate images. Program to include:

- Introduction to HTML, CSS
- Java Script
- Website fundamentals
- Dreamweaver
- Use of audio, video, and images
- Customer management

This program is well suited for those individuals with professional experience and/or a degree, especially IT related, that may want to upgrade their skills to include Web Design. Entry-level in an office setting median wage is $15-$17/hour. Textbook included! Fee $800

*Approved for financial assistance!

COMPT 406*01 S, Sep 9 - Nov 4 8 am-4:30 pm
Council Bluffs

Certified Bookkeeper
This course prepares you for the national Certified Bookkeeper (CB) examination. The course includes adjusting entries, balance sheet, accountancy, internal controls, fraud prevention, and correction of accounting errors. Textbooks included. Fee $1195

*Approved for financial assistance!

COMPT 405*01 MW, Aug 21 - Dec 18 5:30-9 pm
Council Bluffs

Certified Microsoft Office Specialist
Develop new skills and earn two national certifications: Microsoft Office Word Specialist, Microsoft Office Excel Specialist; as well as a Customer Service Certification. This program will prepare you for the high-tech business environment. Master the tools of the desktop business environment while earning industry recognized certifications in Microsoft Word, Microsoft Excel, and Customer Service. Fee $1050

*Approved for financial assistance!

COMPT 407*01 S, Sep 9 - Oct 28 8:30 am-4 pm
Council Bluffs

Free computer courses
Are you looking to learn computer skills? Check out these free courses offered by different institutions:

**Windows 10**
- **Course:** Learn how to use Windows 10 features and applications.
- **Duration:** 2 weeks
- **Platform:** Online

**Excel Intermediate**
- **Course:** Advanced Excel skills, including formulas, functions, and pivot tables.
- **Duration:** 1 month
- **Platform:** Online

**HTML Basics**
- **Course:** Introduction to HTML, CSS, and JavaScript.
- **Duration:** 8 weeks
- **Platform:** Online

**Networking Fundamentals**
- **Course:** Understanding network concepts and technologies.
- **Duration:** 4 weeks
- **Platform:** Online

**CompTIA A+ Certification**
- **Course:** Covers hardware, software, network, and security concepts.
- **Duration:** 12 weeks
- **Platform:** Online

**Cybersecurity Basics**
- **Course:** Introduction to cybersecurity principles and practices.
- **Duration:** 6 weeks
- **Platform:** Online

To enroll in these courses, visit the respective websites or contact the institutions directly. Each course offers comprehensive learning materials, expert instructors, and practical exercises to help you gain valuable computer skills. Whether you're a beginner or looking to enhance your existing knowledge, these courses provide a flexible and convenient way to learn at your own pace.

**Additional Resources**
- **Free Computer Training Websites:** Coursera, Udemy, Khan Academy, Codecademy
- **Local Community Colleges:** Often offer computer courses with affordable fees and hands-on learning opportunities.
- **Online Courses:** LinkedIn Learning, Pluralsight, edX

By participating in these free computer courses, you can start building your skills, opening doors to new career opportunities, and staying ahead in today's fast-paced technology-driven world. Don't miss out on the chance to improve your computer proficiency and set yourself apart in your professional path.
Universal Life
Universal life has truly evolved into a Rube Goldberg machine, a very complicated machine designed to do one very simple thing. Today’s product is much different than what was offered in the 80’s. IA: 3 general and NE: 3 life. Fee $45
INSUR 99*52  M, Nov 6 8-11 am
Harlan
Basic of the Reverse Mortgage
Be introduced to an increasingly popular financial device heavily advertised by commissioned celebrity spokespersons. The message in the advertising is but the tip of the proverbial iceberg as 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. This course will break the ice and afford financial professionals the information they need to answer customer questions. IA: 3 general and NE: 3 life. Fee $45
INSUR 99*53  M, Nov 6 12-3 pm
Harlan
Business Insurance
This class is an overview of business insurance arrangements. Discussion includes: cross purchase, entity, stock purchase and stock redemption models. Additionally we will discuss IRS section 162 setups. IA: 3 general and NE: 3 life. Fee $45
INSUR 99*54  M, Nov 6 3-6 pm
Harlan
Conduct Becoming
This course discusses ethical practices specifically at the state level. State regulations are often the most difficult to comprehend. Topics such as rebating, twinning, and churning and how to avoid them and in the near future be discussed. IA: 3 ethical. Fee $45
INSUR 99*08  W, Nov 8 8-11 am
Council Bluffs
The Five O’clock Whistle
Learn how to incorporate IRS Publications 950 and 990 in your daily business. This course takes the rules from these publications and applies them to the various types of retirement income arrangements, both qualified and non-qualified. This class will not only help individuals who sell insurance but small business individuals as well. IA: 6 general and NE: 6 life. Fee $90
INSUR 99*05  W, Nov 8 12-6 pm
Council Bluffs
Affordable Health Care Act
This class will review parts already in force and any new implementation. IA: 4 general and NE: 4 health. Fee $60
INSUR 99*06  W, Dec 6 8-12 pm
Council Bluffs
Suitability of Product Selection
An analysis of the suitability of the products we commonly sell. The course studies whole life, term life, and several forms of annuities and annuities of which are or could be suitable financial vehicles under the right conditions. IA: 4 general and NE: 4 life. Fee $50
INSUR 99*07  W, Dec 6 1-5 pm
Council Bluffs
Marketing Series
Social Media Marketing Made Simple
Social Media is the most effective set of marketing tools for B2B that we have ever seen. While marketing using social media tools is different than conventional marketing, using social media to bring business to business is different again. The one constant that remains the same is people connecting with people. Fee $35
MANAG 99*13  Th, Sep 28 5:30-8:30 pm
Council Bluffs
They’ve Got Mail, You’ve Got Customers: The Power of Email
As a small organization, your passion for what you do and the quality of your customer relationships are what separate you from the big guys. And when you use email marketing, you’ll be able to reinforce those relationships and connect with your customers in a way no one else can - every single time you hit “Send”. Fee $35
MANAG 99*15  Th, Oct 12 5:30-8:30 pm
Council Bluffs
Grow Your Business through Digital Marketing
How do small business owners make sense of the digital marketing landscape? From social media, email, ad words, and mobile phones, there is a lot of ground cover. We will take you through the basics and help you discover what works for best for your small business. Fee $35
MANAG 99*16  Th, Oct 26 5:30-8:30 pm
Council Bluffs
From Likes to Clients with Social Campaigns
Your business has a Facebook page, right? Now it’s time to go from just posting updates to getting new and more engaged fans. The end result: measurable business growth for your small business. Fee $30
MANAG 99*17  Th, Nov 9 5:30-7:30 pm
Council Bluffs
Retirement Series
Foundations of Investing for Retirement
This course looks at the features, benefits and risks associated with mutual funds as well as guidance to help empower investors as they explore the multitude of funds available. Fee $19
MANAG 99*22  Th, Nov 2 6-7 pm
Council Bluffs
An Investor’s Tour of Mutual Funds
This course looks at the features, benefits and risks associated with mutual funds as well as guidance to help empower investors as they explore the multitude of funds available. Fee $19
MANAG 99*23  Th, Nov 2 7-8 pm
Council Bluffs
Know Your Employer Retirement Plan Options
Leave It, Move It, Roll It, Take It: Know your employer retirement plan options and what you should do in various retirement plan situations. Fee $19
MANAG 99*24  Th, Nov 6 6-7 pm
Council Bluffs
Stocks: The Nuts and Bolts
This course addresses how stocks may fit into an overall investment strategy and covers the differences between common and preferred stock, dividends, investment strategy and different ways to own stock. Fee $19
MANAG 99*25  Th, Nov 16 7-8 pm
Council Bluffs

Spanish Online Classes

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

You can complete any course entirely from your home or office, any time of the day or night. Courses run for six weeks.

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

A new online session opens each month, allowing you to enroll whenever your busy schedule permits!

Visit us online at www.ed2go.com/iwcc for hundreds of classes to choose from and to register.

Speed Spanish Series

Learn shortcuts to help you engage in conversational Spanish as you build your language skills and develop fluency. Cost $261 SAVE $39 taking the Series!

• Speed Spanish I: You'll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation.
• Speed Spanish II: Master your ability to speak, understand, and read Spanish.

Register online at www.ed2go.com/iwcc

Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations. Cost $100

Register online at www.ed2go.com/iwcc

Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. Cost $100

Register online at www.ed2go.com/iwcc

Medical Spanish Series

Communicate more effectively with Spanish-speaking patients after taking this discounted series of courses that teach Spanish for medical professionals. Cost $174 SAVE $29
• Spanish for Medical Professionals
• Spanish for Medical Professionals II

Register online at www.ed2go.com/iwcc

Coaching

Coaching Authorization is for anyone interested in becoming authorized to coach in Iowa. We have 2 different options to get your authorization:

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 campus of Iowa Western in Council Bluffs. Then, there are three more face to face meetings Tuesday nights from 6:30-9:30 pm at IWCC in Council Bluffs or at an ICN location as close to you as possible (ICN rooms are usually located at a local Iowa high school). You must be computer literate, with easy access to a computer and email.

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 9-5 pm Monday/Tuesday/Wednesday on the campus of IWCC in Council Bluffs. There will be extensive online work before and after the face to face sessions. You must be computer literate, with easy access to a computer and email.

Coaching Authorization/ Ethics

This course leads to a coaching authorization for the State of Iowa and will allow you to be a head or assistant coach in any sport. The first class is an on-line assignment, thereafter it is classroom delivery. Fee $395

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 (5) 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 (5) issues, you will be awarded a certificate of completion. Fee $89

Visit us online for more information and to register:

Real Estate

Registration for Real Estate classes is completed online at:

www.iowarealtors.com/education/class-schedule

Council Bluffs Classes

Law Update

Tuesday, Nov 14 from 8 am-5 pm

Topics include: Agency Update, Commission Problem Areas, Disciplinary Process, Risk Management, Trust Accounts, Property Management, Environmental Legislation, Civil Rights Legislation. Fee is $90 for members; $115 for non-members. $90 if registered before 11/12/17. $100 after 11/12/17

Ethics

Tuesday, Nov. 28 from 8-noon

Licensees will identify the major ethical issues and problems within their industry. They will then design and apply a method to deal with those issues. Fee: $50 for members; $75 for non-members.

Real Estate Safety Matters

Tuesday, Nov 28 from 1-5 pm

Developed in partnership with NAR’s REALTOR Safety program, Real Estate Safety Matters: Safe Business-Smart Business is an essential primer on how real estate professionals can limit risk to preserve safety, their safety, their clients’ safety—and for positive business outcomes. Students will learn how to assess risk in the current practice and create safety systems, scripts, and tools for listing appointments, showing property, and conducting open houses. Fee: $40 if registered on/before 11/26/2017. $50 after 11/26/2017. Non-Member $65 if prior to 11/26/2017. $75 if after 11/26/2017.

Atlantic Classes

Law Update

Monday, Oct 16 from 8 am-5 pm


Spanish Online Classes
Paramedics Program (Hybrid)

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 materials 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. Fee $6495
*Approved for financial assistance and VA benefits! EMTEC 620702 Aug 24, 2017 - Sep 7, 2018 Council Bluffs

Emergency Medical Technician

Hands-on skills and lecture prepare you to properly assess, treat, and transport ill and injured patients in emergency pre-hospital settings. An excellent foundation for Firefighters and required for Paramedic education. Credit: 17.2 CEUs for EMT’s and Iowa Nurses (IBN Program 2016); 172 Contact Hours for Nebraska Nurses.

Iowa Western’s EMT program on the Council Bluffs campus is approved 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).

Traditional Format (32 - 4 hour sessions)

The standard face-to-face format with lectures and labs done in the classroom six to eight hours per week on weekdays, weekends, or Saturdays. Thirty-six hours of internship are completed, outside of class, in the last half of the course. Fee $895

Hybrid Format (16 Weeks)

All of the lecture is done online. It is not a self-paced course, the weeks assignments are due on Monday by midnight. However, you can do your work, watch and listen to the lectures, take your quizzes and exams, etc. at your convenience during the week. The class will get meet in person for 32 hours worth of skills labs (usually four Saturdays for eight hours each), these dates and times are decided in the first week of the course. Students must have access to high-speed internet and be comfortable using a computer! Students should also be highly motivated and able to manage their time well. 32 hours of internship are completed in the last half of the course. Fee $895

EMTEC 211*01 MTh, Aug 14 - Dec 7 6-10 pm Council Bluffs

Emergency Services

Start a New Job

Visit us at www.iwcc.edu/continuing_education/ for up-to-date information. l Register Early! www.ed2go.com/iwcc

For EMT, Advanced EMT and Paramedic prerequisites and program schedules, visit us online at: www.iwcc.edu/continuing_education/emergency_services/

EMS Online Instructor-Facilitated Courses

Ed2go online courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. A new online session opens each month. Register online at www.ed2go.com/iwcc

Human Anatomy and Physiology

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 $100 Register online at www.ed2go.com/iwcc

Human Anatomy and Physiology II

Advance your Career

Start a New Job

Advance your Career

Start a New Job

EMERGENCY SERVICES
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, offer updates on techniques and equipment, to reinforce changes in certification standards, and to increase the quality of patient care in our communities. We provide the most updated and pertinent courses for these changes in certification standards and to increase the quality of patient care in our communities.

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.
c@iwcc.edu or 712.325.3446

Mental Health First Aid

Mental Health First Aid is a course that teaches you how to help someone who is developing a mental health problem or experiencing a mental health crisis. The training helps you identify, understand, and respond to signs of addictions and mental illnesses. Approved for 8.6 continuing education contact hours for nursing, EMS, and social workers. EMS 17-1300-101 FE Fee $99

HLTH 01*02 Th, Sep 21, 2018 8 am-4:30 pm Council Bluffs

CPR, First Aid and AED

All classes follow American Heart Association guidelines and are offered online or face-to-face. Classes can be customized for your business or group. Email ce@iwcc.edu or call 712.325.3255 for details.

ACLS - Renewal

This program is intended to refresh and update healthcare providers in the skills and principles of ACLS as defined by the American Heart Association. Current ACLS certification is required. Fee $125
EMTCE 810R*02 S, Aug 19 8 am-5 pm Council Bluffs

Basic Life Support Instructor

Prerequisite: Current AHA CPR Certification. Become proficient in teaching CPR and First Aid classes to all levels of students. Instructor manuals are included with the cost of the class. Manuals can be picked up in Looft Hall or mailed prior to start of class. Morning class and conducting your own class while being monitored will be arranged with the Training Center as part of the requirements. Fee $400
BLSC 03*04 Th, Sep 21 9 am-5 pm Council Bluffs
BLSC 03*05 W, Nov 15 9 am-5 pm Council Bluffs
BLSC 03*01 Th, Jan 25, 2018 9 am-5 pm Council Bluffs

BLS Instructor Renewal

Prerequisites for recertification: Current AHA instructor card; written verification of status from training center, if not IWCC, documentation of at least four classes taught during certification period. You must provide a personal mask and bring instructor manuals to class. Fee $85
BLSC 08*03 Th, Aug 24 6-9 pm Council Bluffs
BLSC 08*04 Council Bluffs
BLSC 08*05 W, Dec 13 6-9 pm Council Bluffs

Heartcare Provider CPR

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. You will participate in simulated clinical scenarios and learning stations. You will work with an AHA BLS instructor to complete BLS skills practice and skills testing. You will also complete a written exam. Fee $70
BLSC 01*07 F, Aug 18 9 am-3 pm Council Bluffs
BLSC 01*12 Council Bluffs
BLSC 01*13 Council Bluffs
BLSC 01*14 Council Bluffs
BLSC 01*15 Council Bluffs
BLSC 01*01 F, Jan 5, 2018 9 am-3 pm Council Bluffs
BLSC 01*02 Council Bluffs

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/continuing_education/emergency_services/healthcare_provider_cpr.asp

Online Classes

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

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

EMERGENCY SERVICES

EMERGENCY SERVICES

Heartsaver Pediatric 1st 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 $65
BLSC 02*04 T, Sep 26 9 am-4 pm Council Bluffs
BLSC 02*05 S, Nov 18 9 am-4 pm Council Bluffs
BLSC 02*01 T, Jan 30, 2018 9 am-4 pm Council Bluffs

CEU Certificate for Arrangements

The course is for up-to-date information. Visit us at www.iwcc.edu/continuing_education/emergency_services/training.asp

We can bring a number of classes to your fire department. Everything from building construction to water supply. Visit us online for a complete list of classes. Contact Galen Barrett for arrangements.
712.325.3246 or gbarrat@iwcc.edu.
**Certified Medication Aide**
This course prepares Nurse Aides and Residential Attendants who meet course guidelines to administer oral medications in long-term care facilities. Fee $495

*Approved for financial assistance!

MEDAD 01*01 MTWTHF, Aug 21 - 30 9 am-3:30 pm Council Bluffs

**Certified Nurse Aide (CNA)**
The 75 hour course is offered monthly in a variety of locations and taught by registered nurses. This course is designed to provide 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. You will earn 3 credit hours when you successfully complete the course! The course consists of 30 hours of classroom, 15 hours of lab and 30 hours of clinical. Prerequisites are results of 2 negative TB tests and criminal background check. Additional state testing fee $150 is due when tests are scheduled. Textbooks included. Fee $525

Visit us online for schedules and to register: www.iwcc.edu/early_access/health_occupations/cna.asp

*Approved for financial assistance and VA benefits!

**Home Health Aide**
Visit us online for more information and future dates: www.iwcc.edu/education继续/health_occupations/home

**Expanded 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 aged 12 or older and weighing 80 pounds or more. LPN-C certificate given upon completion of classroom and sponsoring facility clinical portion. Prerequisite: unrestricted LPN or RN license; 6 mos nursing experience; currently working in hospital, skilled nursing or end stage dialysis unit. Skills required for the clinical portion will be the responsibility of the student and their sponsoring facility. You MUST take a Math test prior to class start date and obtain an 90% or better; Registration and Math test completion date August 25. Please request Math exam upon registration. Fee $650

HLTH 13*01  S, Sep 9 - Oct 28 8 am-5 pm Council Bluffs

*Approved for financial assistance!

ACTCO 01*01 MTWTHF, Oct 10 - 23 8 am-5 pm Council Bluffs

**Medical Billing Specialist**
Medical Billing Specialists translate a healthcare service into a billing claim. They take the medical codes, enter them into the billing software, and then submit the claim to the payer (insurance company) to be paid. Medical billing specialists have daily interaction with both patients and insurance companies to ensure claims are paid on time. This class is taught in a hybrid format, incorporating classroom and online learning. Class meets 2 evenings a week and students should expect to spend at least 8 hours of work outside the classroom. Upon completion of the class, students will sit for the Certified Professional Biller (CPB) exam from AAPC (American Academy of Professional Coders).

Program to include:
- Anatomy & medical terminology
- Principles of medical billing
- Health insurance models
- Introduction to medical coding
- Process for filing a physician-based insurance claim
- Follow-up process for denials

Most medical billing specialists work in hospitals, clinics, physician offices, long-term care facilities, home health services, private medical billing and coding companies, or with the government. Medical billing careers are expected to grow 21% by 2020. Expected wage range is $13-$20/ hour. Fee $2195

Visit us online for future dates: www.iwcc.edu/education继续/health_occupations/billing.asp

*Approved for financial assistance!

**Medication Manager**
This class will prepare the individual 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. Classes meet in Council Bluffs. Fee $105

MEDMN 01*02 WTh, Aug 16 & 17 8:30-3:30 pm
MEDMN 01*03 TW, Sep 19 & 20 8:30-3:30 pm
MEDMN 01*04 WTh, Oct 18 & 19 8:30-3:30 pm
MEDMN 01*05 TW, Nov 14 & 15 8:30-3:30 pm
MEDMN 01*06 TW, Dec 12 & 13 8:30-3:30 pm

**Online Options**
It's easy and convenient to earn your certification! Register online at: www.iwcc.edu/education继续/health_occupations/med-manager.asp

Visit us at www.iwcc.edu/education继续/ for up-to-date information.
Short-Term Career Training

Pharmacy Technician Training
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. Program to include:

• History and foundation of pharmacy
• Legal and ethical considerations
• Anatomy and physiology
• Safety and standards
• Memorizing pharmacology
• Pharmacy environments
• 80 hour externship and PTCB exam review

Pharmacy technicians are employed in community settings such as chain or independent pharmacies, hospital pharmacies, long-term care facilities, nuclear pharmacy, and managed health care facilities. According to EMSI, pharmacy technician careers are expected to grow 16% through 2025 and expected earnings $12-$14/hour. Current immunizations required for registration. Registration deadline is 8/17/17. Fee $2795

*Approved for financial assistance!

PHARM 01*01 TTh, Sep 5 - Dec 5  9 am-3 pm
Council Bluffs

Phlebotomy Training
This course provides an overall review of the most current phlebotomy practices and procedures with an emphasis on the most important competencies in this field. We provide a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam. There will be lab time and 120 hours of clinical time to provide you with the opportunity to become skilled and gain confidence to work as a phlebotomist. Program to include:

• Health care delivery
• Medical terminology
• Infection control and safety
• Anatomy and Physiology
• Specimen collection and integrity

Phlebotomists draw blood for tests, transfusions, research, or blood donations. Some explain their work to patients and provide assistance when patients have adverse reactions after their blood is drawn. A career in phlebotomy is exciting and rewarding. Employment is projected to grow 25 percent from 2014 to 2024, much faster than the average for all occupations. Median hourly earnings $14.74/hour. Source BLS. Fee $1295

*Approved for financial assistance!

PHLEB 01*01 MWF, Aug 28 - Oct 18  4-10 pm
Council Bluffs

Please be prepared to register. Many health occupations have pre-requisites to register. Please visit us online for requirements for enrollment.

www.iwcc.edu/continuing_education/health_occupations/

Professional Medical Coding
Medical Coding professionals transform healthcare diagnosis, procedures, and medical services into universal medical codes. They help ensure the codes are applied correctly during the medical billing process, which includes taking the information from the patient’s medical record, assigning the appropriate codes, and creating a claim to be paid by insurance companies. This class is taught in a hybrid format, incorporating classroom and online learning. Upon completion of the class, you will sit for the Certified Professional Coder (CPC) exam from AAPC (American Association of Professional Coders).

Most medical coding professionals work in hospitals, clinics, physician offices, long-term care facilities, home health services, private medical billing and coding companies, or with the government. Medical Coding careers are expected to grow 22% through 2022. Expected wage range is $16-$24/hour. Registration deadline is 8/29/17. Fee $2795

*Approved for financial assistance!

PHLM 10*01 TTh, Aug 24 - Dec 16  5-9 pm
Council Bluffs

Rehabilitation Aide/Restorative Aide
This 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

Check online for future dates: www.iwcc.edu/ continuing_education/health_occupations/rehab.asp

*Approved for financial assistance!

PHEL 01*01 MWF, Aug 28 - Oct 18  4-10 pm
Council Bluffs

Sterile Processing Technician
The Sterile Processing Technician (SPT) role is essential to the successful operation of both inpatient and outpatient surgical facilities. They carry out duties that include reprocessing various surgical instruments and equipment. In the program, you will be instructed on proper techniques to clean and sterilize medical instruments and to understand microbiology and infection control methods. You will learn the proper nomenclature of medical instruments and show how to properly transfer and store instruments to keep them contaminant-free.

After successful completion of this program, you will be eligible to take the exam for National Certification as a Sterile Processing Technician. You will be awarded 5 credits upon completion of this course. Current immunizations required for registration. Textbook and workbook included. The fee for the national exam is not included. Fee $755

SPDO 05*01 TTh, Sep 12 - Nov 28  3-6 pm
Council Bluffs

Dental
Silver diamine fluoride (SDF) has shown in clinical trials to arrest and prevent dental caries. SDF has been recently cleared by the Food and Drug Administration for reducing tooth sensitivity. Dr. Ryan Hajek will explore all aspects of this agent: indications, techniques, benefits, risks, and alternatives. Approved for 2.0 hours of continuing education contact hours for dental professionals. Fee $59

DENED 01*01 Th, Sep 14  6-8 pm
Council Bluffs

Prevention and Treatment for Wear and Tear on Oral Tissues
This course will provide a comprehensive look at prevalent oral conditions and concerns. Included in this program is information to help your patients achieve oral health and understand the connection to their systemic health. Based on current scientific evidence, this course will present assessment strategies and therapies to manage xerostomia, erosion, caries and dentin hypersensitivity. Approved for 2.0 hours of continuing education contact hours for dental professionals. This course is sponsored through an educational grant provided by Colgate Oral Pharmaceuticals, Inc. Fee $29

DENED 01*06 M, Sep 18  6-8 pm
Council Bluffs

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 radiological education for dental assistants. Presented by Jill Day, CDA, CPFDA. Approved for 2.0 continuing education contact hours for dental professionals. Fee $59

DENED 01*01 Th, Oct 12  6-8 pm
Council Bluffs

Expanded Functions for Dental Assistants
This program expands the scope of practice for a dental assistant. It includes initial assessment to determine the base entry level of all participants; didactic component; lab component if necessary; didactic component; and post-course competency assessment at the conclusion of the program. The program meets on Saturday, Oct. 14, 21, and 28 from 8 am-6 pm. Presented by Jill Day, CDA, CPFDA. The class meets the Iowa Dental Board requirements. Approved for 28 continuing education contact hours for dental professionals. Fee $699

DENED 01*01 S, Oct 14 - 28. 8 am-6 pm
Council Bluffs

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, DA, BS. Approved for 2.0 continuing education contact hours for dental professionals. Fee $59

DENED 01*03 Th, Oct 26  6-8 pm
Council Bluffs

Effective Use of Electronic Cigarettes and Other Irritants
Join Dr. Hardeep Chehal as she presents on some of the effects of electronic cigarettes and other irritants in the general dentist practice. She will review real-life clinical scenarios, followed by discussion on the importance and significance of the pathology presented. Approved for 2.0 hours of continuing education contact hours for dental professionals. Fee $59

DENED 01*02 Th, Nov 2  6-8 pm
Council Bluffs

Visit us at www.iwcc.edu/continuing_education/ for up-to-date information.
**Funeral Directors**

Funeral Director training programs are meeting in Looft Hall again!

**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. Pre-registration is required and deadline is 10/2/17, at noon. Payment due at time of registration. Program is approved for 4 hours continuing education and will be held in the Looft Hall Auditorium.

Fee $79

**FUNDR 01*02 T, Nov 7 3-7:30 pm**
Council Bluffs

**Nebraska Anatomical Board and Our Vision**
Join Benjamin Hall from the Nebraska Anatomical Board as he presents the information needed to advise clients and their families if whole body donation is a consideration as well as the guidelines expected for funeral directors by the anatomical board in relation to procurement. Then Ellie Engelbrecht from the Iowa Lions Eye Bank will discuss the process of donation from the time of consent to transplantation, causes for corneal transplant, and common facts and misconceptions about the donation process. Check-in at 2:30 pm, program begins at 3 pm. Pre-registration is required and deadline is 11/6/17 at noon. Payment due at time of registration. Program is approved for 4 hours continuing education and will be held in the Looft Hall Auditorium.

Fee $79

**FUNDR 01*01 T, Oct 3 3-7:30 pm**
Council Bluffs

**HLTH 01*03 Th, Oct 5 9-11 am**

**HLTH 01*01 Th, Aug 17 1-4 pm**

Continuing education contact hours for nurses.

**HLTH 01*04 Th, Oct 5 1-3 pm**

**HLTH 01*02 Th, Nov 7 3-7:30 pm**

**HLTH 01*05 W, Oct 18 9-11 am**

**HLTH 01*03 Th, Oct 5 9-11 am**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Courses run for 6 weeks and a new online session opens each month. We offer more classes and to register. Visit us online at: www.ed2go.com/iwcc

**Mandatory Reporting**

**Online and On-Campus Classes available!** The Abuse Identification and Reporting for the Mandatory Reporter will fulfill the training requirement for mandatory reporters within six months of their hire date or self-employment in a specific occupation. Thereafter, you must complete at least two hours of dependent adult, child abuse or the combined dependent/child abuse training every five years. The certificate is valid for five years.

**On-Campus Classes**

**Dependent Adult/Child Abuse Identification and Reporting**
This workshop will inform mandatory reporters of suspected dependent adult/child abuse and/or neglect of their role and responsibilities. It fulfills the training requirement for mandatory reporters within six months of their hire date or self-employment in a specific occupation.

Approved for 3.6 continuing education contact hours for nurses, Iowa Board of Nursing #6. Fee $59

ABUSE 03*01 Th, Sep 28 6-9:15 pm
Council Bluffs

ABUSE 03*30 Th, Sep 28 6-9:15 pm
Clarinda

ABUSE 03*40 Th, Sep 28 6-9:15 pm
Atlantic

ABUSE 03*50 Th, Sep 28 6-9:15 pm
Harlan

ABUSE 03*60 Th, Sep 28 6-9:15 pm
Shenandoah

**Online Option**
Register online, by phone or in person. We will collect the same data used for a traditional face to face class but we will also need your email address. When you register and pay the course fee, you’ll be emailed the instructions for logging into the course. When you start the online course, you will have 90 days to complete the course. When you fulfill the requirements for the course, you will have access to your certificate immediately.

Online registration is easy as 1, 2, 3...GO!

1. Register for one or more of the following:
   - Child Abuse Identification and Reporting
   - Dependent Adult Abuse Identification and Reporting
   - Child/Dependent Adult Combined Abuse Identification and Reporting
   - Child/Dependent Adult Combined Abuse Identification and Reporting

2. Complete all courses.

3. Pass the test with an 80% or above.

Visit us online to get started! www.iwcc.edu/continuing_education/health_occupations/reporting.asp

**Nursing and Social Workers**

**Inclusion Pumps and Continuous Glucose Monitoring**
As a healthcare professional, do you know what should be aware of if your patient has a pump or CGM? Patients are using insulin pumps and continuous glucose monitoring (CGM) devices a great deal more today to manage diabetes. Join an area diabetes educator to learn about the devices, their function, advantages and disadvantages, and how they help patients maintain and control their diabetes and blood sugars. Approved for 3.6 continuing education contact hours for nurses.

Fee $69

HLTH 01*01 Th, Aug 17 1-4 pm
Council Bluffs

**Mental Health First Aid**
Mental Health First Aid is a course that teaches you how to help someone who is developing a mental health problem or experiencing a mental health crisis. The training helps you identify, understand, and respond to signs of addictions and mental illnesses. Approved for 8.6 continuing education contact hours for nurses. Fee $90

HLTH 01*02 Th, Sep 21 8 am-4:30 pm
Council Bluffs

**Confronting Workplace Bullying**
Workplace bullying, also known as lateral violence, is prevalent in the workplace. Learn how to recognize, react, and respond to lateral violence in the workplace from two professionals who have experienced it firsthand. Approved for 2.4 continuing education contact hours for nurses and social workers.

Fee $59

HLTH 01*03 Th, Oct 5 9-11 am
Council Bluffs

**Ed2go Online Learning**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Courses run for 6 weeks and a new online session opens each month. We offer more classes and to register. Visit us online at: www.ed2go.com/iwcc

**Featured Class! Self-Improvement Suite**
Learn career-enhancing skills, including goal setting, time management, personal organization and creativity. Explore verbal and nonverbal communication and gain practical strategies to improve your communication at home, social situations and work. Discover journaling to ease the stress of unwanted change, to improve your physical and emotional health, and to achieve a greater level of professional success. Fee $261

Visit us at www.iwcc.edu/continuing_education/ for up-to-date information.
Open Welding I and II
Learn to weld to open up new job opportunities, improve your existing skills or do hobby welding. Select between MIG, TIG, & Stick welding. Learn safety procedures, equipment set-up and proper care. Introduces basic math and blueprint reading. Visit us online for more information and future dates: www.iwcc.edu/continuing_education/ manufacturing_logistics_trades/welding.asp
*Approved for financial assistance!

CNC Machinist ONLINE
In this online program you will learn workholding, math, inspection, safety, metal cutting, materials, quality, and grinding to work as a CNC Machinist. This online certificate program is offered in partnership with Ed2go. You can register and take the program at any time and you have 18 months to complete this program. Fee $1995
Register online at https://careertraining.ed2go.com/iwcc/ training-programs/cnc-machinist

Construction Technology: Carpentry
Aug 21 - Dec 15
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. Includes: Residential Print Reading; Principles of Building Construction I and II; Technical Math. Employment of carpenters is projected to grow 6 percent from 2014 to 2024. Most carpenters work in the construction industry. Entry level median hourly wage is $17.51/hour. Source EMSI. Fee $2799 (Textbooks and required tools not included.) For more information, email ce@iwcc.edu or call 712.325.3415.
*Approved for financial assistance!

HVAC/R Maintenance (Aug 21 - Dec 15 Online from 5:30 - 9:30 pm)
Choosing a career as an HVAC technician prepares you with an exciting professional path that promises job security and excellent earnings potential. The program provides the basic skills needed for employment as an entry-level Heating, Ventilation & Air Conditioning (HVAC) technician. The certificate program is designed to train you to assist in becoming HVAC technicians. Students will learn to troubleshoot and service HVAC/r systems. Employment is projected to grow 14 percent from 2014 to 2024. HVAC/R technicians work mostly in homes, schools, hospitals, office buildings, or factories. Entry level median hourly earnings is $17.50/hour. Source EMSI. Fee $2699 (Textbooks not included.) For more information, email ce@iwcc.edu or call 712.325.3415.
*Approved for financial assistance!

Home Inspection ONLINE
The program will cover 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 structure and electrical, the roof and siding, and the framing and foundation. This program is for you if you’re contemplating a career or for those involved in residential appraisals, residential construction, or related businesses. This program is offered in partnership with Ed2go. You can register and take the program at any time and you have 12 months to complete this program. Fee $2295
Register online at https://careertraining.ed2go.com/iwcc/ training-programs/home-inspection

Industrial Technology
Aug 21 - Dec 15
This program prepares you 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. Includes: Motors and Controls; Circuit Analysis I and Lab; Equipment Safety and Operation; Electronic Engineering Technology Orientation and Technical math. Entry level median hourly earnings is $18.36-$18.44/hour for Electrical and Electronics Repairers, Commercial and Industrial Equipment. The program prepares you for entry level jobs in the manufacturing, installation, and maintenance of wind turbines and solar energy systems. Fee $2799 (Textbooks and required tools not included.) Email ce@iwcc.edu or call 712.325.3415. for more information. Starts January 2018!
*Approved for financial assistance!

Certified Food Safety/ServSafe
This 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. Fee $2799 (Textbooks and required tools not included.) Email ce@iwcc.edu or call 712.325.3415. for more information. Starts January 2018!
*Approved for financial assistance!

Solar Energy
January 8 - May 11, 2018
Classes meet at IWCC in Council Bluffs and combine classroom instruction and hands-on practical experience. The program will provide you with an overview of the solar energy industry. You will achieve a basic knowledge and fundamentals of solar applications. Learn the application, design, and installation of solar heating and solar PV in a hands-on lab. Program includes: Intro to Solar Energy; Advance Solar Energy: Photovoltaics and Advance Solar Energy: Thermal. You usually will start entry level with most companies and entry level solar is manual labor installations. Median wage for Solar Photovoltaic Installers is $14.30/hour. Source EMSI. Fee $1599 (Textbooks not included in cost.) For more information, email ce@iwcc.edu or call 712.325.3415.
*Approved for financial assistance!

Certified Food Protection Manager
Iowa Western’s Food Safety course is an 8 hour class following the national certification exam. Our food safety classes give a food handler essential knowledge and understanding of the fundamental food safety practices they need to carry out their work. Topics covered in the course include: foodborne illness and contamination, receiving food, storing food, preparing and serving food, personal hygiene, cleaning and sanitation, pest prevention, HACCP and inspections. The course is designed for food handlers working in restaurants, assisted living, long-term care, school food service programs. Test is from 5:30 pm-7:30 pm. Please register at least 5 business days prior to class so that there is time for book to be mailed. Fee $120
VFODS 1202 M, Sep 25 8 am-7:30 pm
Council Bluffs
VFODS 1203 M, Nov 13 8 am-7:30 pm
Council Bluffs
VFODS 1204 M, Dec 11 8 am-7:30 pm
Council Bluffs

For more information on any programs or classes, email ce@iwcc.edu or call 712.325.3415 or visit us at www.iwcc.edu/continuing_education/ manufacturing_logistics_trades/
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*02 T, Sep 26 8 am-12:15 pm Council Bluffs

OSHA
10 Hour OSHA
This course covers general industry safety and health principles, OSHA policies and procedures, and general industry standards. Special emphasis is placed on the most hazardous areas using OSHA standards as a guide. Participants who successfully complete the course will receive a card from OSHA certifying completion of the course. Fee $195
TRADE 99*01 WTh, Sep 27 & 28 8:30 am-4:30 pm Council Bluffs

Pesticide Testing
Pesticide Testing
Web based pesticide applicator testing is available at Iowa Western Community College’s main campus in Council Bluffs and at our centers in Atlantic, Harlan, and Shenandoah. Call ahead to schedule testing. Fee $20

Council Bluffs
(712) 325-3256

Cass County Center, Atlantic
(712) 243-5527

Shelby County Center, Harlan
(712) 755-3568

Page Fremont County Center, Clarinda
(712) 246-1499

Pharmacology

Plumbing and HVAC
Plumbing and HVAC
PHCC of Iowa offers State-approved Plumbing and HVAC Continuing Education. Check online at www.phccia.org/ for future dates.

Arts/Crafts
Craft Club
The Craft Club meets monthly at IWCC in Loft Hall. You don’t have to be a member to attend, but you get benefits if you are! Class tuition is $10 per class, or register for all four for $30. Check our Pinterest page for ideas at Pinterest.com/iwcc. In addition to the class tuition, a supply fee of $10 will be paid to your instructor each night of class.
Email ce@iwcc.edu for more information!

September Craft
ARTCR 99*02 M, Sep 18 6-8 pm

October Craft
ARTCR 99*03 M, Oct 9 6-8 pm

November Craft
ARTCR 99*04 M, Nov 13 6-8 pm

December Craft
ARTCR 99*05 M, Dec 11 6-8 pm

Dance
Tuition is per person. Registering as a couple is recommended, not required.

Beginner Ballroom
Learn the basic techniques and elements to move gracefully around the floor as a couple. Understand the different styles of music and build your confidence! Includes foxtrot, waltz, merengue, rumba, etc. Fee $34

RECRE 99*01 F, Sep 8 - 29 6-7 pm Council Bluffs

Intermediate/Advanced Ballroom
This class is for dancers who are 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! Fee $34

RECRE 99*02 F, Sep 8 - 29 7-8 pm Council Bluffs

Charleston Patterns for Swing Dancing
Learn Charleston patterns from the 1920s, 1930s, and 1940s to kick your dance steps into high gear. These steps can be used in jitterbug, east coast, and lindy hop. If you already know the three dances just mentioned, you’re set to be cool! Fee $49

RECRE 99*03 W, Sep 13 - Oct 18 6:15-7:45 pm Council Bluffs

Personal Enrichment
Classes are added to the calendar throughout the year. Visit us online for current class listings.
www.iwcc.edu/continuing_education/personal_enrichment/

Library & Lunch
Discuss favorite writers and books over lunch in the community room of the local library. Check with the library for specifics. Bring a sack lunch. Meets from 12-1 pm the 2nd Tuesday of every month. FREE

Harlan
Coffee & Conversation
PERDV 41*40
M, Sep 18 - Nov 20 9:30-11 am
Atlantic
Fee $15

Budding 101
Do you want to learn how to create a budget that actually works? This is a basic budgeting class that will help you set up a plan for your money and get you on track with spending. There are ideas to increase income and decrease spending, as well as simple resources you can use to plan a budget. Instructor Nicole McDonald, of www.momsavemoney.net, was trained by the US Navy as a financial counselor for service members and shares her knowledge of basic budgeting with you. Fee $19
FAMIL 99*03
T, Sep 19 6-8 pm
Council Bluffs

Home Organization
Learn how to organize your home and keep it that way! Learn from Michelle Soloth, a professional organizer and closet designer, the benefits of an organized home and how it can help relieve stress in your life. We will discuss the most efficient steps in organizing, from getting started to maintaining the organizational systems you have created. You will learn the best places to purchase organizational products, discuss whether to donate items or dispose of them, and tips and techniques for every room of the house. Bring a picture of any room in your home you would like to see transformed and receive ideas and tips on how to get started. Fee $19
PERDV 99*01
T, Sep 19 6-8 pm
Council Bluffs

Dutch Oven Cooking
Anyone for breakfast? Learn how to start the morning right with a variety of tasty breakfast recipes using the dutch oven. Come see how easy it is to prepare creative cooking techniques while cooking at home using easy to follow recipes and simple ingredients! The class is held at Nisha Bend Nature Center, led by Christina Roeiots. Pay fee to instructor. ($10 adults/$5 children).
RECRED 99*51
T, Sep 19 5:30-7:30 pm
Harlan

Paper Decluttering
This hands-on workshop will help you find solutions for your various paper clutter. We will work together to implement and use sorting systems to organize current paper and develop plans to deal with future paper influx. We will also discuss using zones and systems in helping organize paper and other items in the home, as well as the options for you to decide how and where to use your sorted files. A supply fee of $8 will also be paid to the instructor the night of class. Sign up and get that paper pile organized! Fee $19
PERDV 99*02
T, Sep 26 6-8 pm
Council Bluffs

The options for you to decide how and where to use your organize paper and other items in the home, as well as paper and develop plans to deal with future paper influx. Discover how to make your home less cluttered and how it can help relieve stress in your life. We will discuss the most, and how you can them in your backyard.
PERDV 99*06
Th, Sep 28 6-8 pm
Council Bluffs

Successful Meal Planning
Learn how to construct a meal plan that is best for your family and tastes great. Discover how to use recipes you already cook, add some new recipes and make a plan for at least one week of meals. Minimize food waste by learning how to preserve your fresh produce and food and spend less time in the kitchen with time-saving cooking tips. Also, learn how to use store sales and seasonal specials to save time and money. Fee $19
FAMIL 99*04
W, Sep 27 6-8 pm
Council Bluffs

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. Topics will include determining if blogging is right for you, choosing a domain name and domain and theme, creating a blog platform and domain name. We’ll walk through the basics of creating a new blog and posting valuable content that will attract new readers. Discover which tools are essential for every blogger. Fee $29
FAMIL 99*05
T, Oct 3 6-9 pm
Council Bluffs

You’re on the Air: Webinar
In what could be one of the most enlightening 2 hours you’ve ever spent, this online class will show 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, inside of the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! Fee $39
MANAG 99*14
W, Oct 11 8-10 pm
MANAG 99*18
T, Nov 14 7-9 pm

How to Blog for Profit
Are you a blogger? Are you ready to transform your blog into a source of income and start earning money? Instructor Nicole McDonald, a full-time blogger with more than eight years of experience, will share blog monetization strategies. Discover how to monetize your blog using affiliates, selling ad space, creating products, joining ad networks and securing sponsored posts. Learn how to create content that keeps readers coming back for more, and start making money.
FAMIL 99*06
Th, Oct 19 6-9 pm
Council Bluffs

Concealed Carry Training
This class is presented to introduce you to the knowledge, skills, and attitudes necessary to safely and responsibly own, possess, and carry a firearm for personal protection, focusing on handgun. This in turn will allow you to successfully apply for and receive a non-professional weapon permit in the State of Iowa, per Iowa Code Chapter 724. Taught by an NRA Certified Instructor. This is a lecture-based class only. Firearms are not permitted on the IWCC campus. Fee $79
PERDV 99*04
W, Oct 25 6-9 pm
Council Bluffs

Music
Register for both Harmonica classes for a discounted tuition of $70. Instructional CD and handouts included!

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 incorporate techniques that make your playing musical. Begin creating beautiful music to make any song deeply expressive. No previous ability to read or play music required. A Key of C Major Diatonic harmonica is needed, and is available for purchase the night of class from the instructor for $13. Fee $39
MUSIC 99*01
T, Oct 10 6-7:30 pm
Council Bluffs

Beginning Blues Harmonica
This exciting workshop will get you jammin’ the blues immediately! Play and have fun as you are introduced to many of the tricks and techniques used to make the harmonica a unique and versatile instrument. No previous musical experience is required – only a love of the blues and a desire to play the harmonica. A Key of C Major Diatonic harmonica is needed and is available for purchase the night of class from the instructor for $13. Fee $39
MUSIC 99*02
T, Oct 10 7-4:9-15 pm
Council Bluffs

Photography
Understanding Basic Photography
Do you have a new digital camera and you’re not quite sure how to operate it? Or perhaps you had a digital camera for sometime and you feel stuck on automatic. Well, then this seminar is for you and for all those who want to grow in their understanding of basic photography skills. In this seminar designed to adjustable cameras, we start with concepts like shutter speed and f-stops and moved into discussing lenses, composition and such topics on how to better photograph kids, landscapes, and more. The simplest pocket point and shoot cameras will not be discussed, although photographers with those cameras are welcomed. Lunch from 12:30-1:30 pm.
PHOTO 1*01
S, Sep 9 8:30 am-4:30 pm
Council Bluffs

Photography: Photoshop
Learn how to alter, crop, fix colors, and add effects to your images! This course teaches the correct way to use Photoshop so that you can capture the very best moments you wish to keep! Instruction led by Megan Mattson of Shensandoah.
PHOTO 99*60
Th, Sep 21 6-7:30 pm
Shensandoah

Getting Better Nature Photos Here and Elsewhere
Do you like nature photography and want to learn more about it? Join us for this fun and unique class in learning from the experiences of nature photographer Pasquale Mingarelli. In this seminar you’ll discover how to capture images of birds and wildlife in your own backyard, local nature areas and in more distant locations. You will also learn how to better capture our beautiful Midwest landscapes and majestic landscapes elsewhere. Fee $39
PHOTO 4*01
S, Oct 19 9 am-1:30 pm
Council Bluffs

Personal Enrichment
PERSONAL ENRICHMENT
PERSONAL ENRICHMENT
State Mandated

Driving Unimpaired (DUI)
This course is required for anyone convicted of driving under the influence. Classes held in Council Bluffs, Atlantic, Clarinda and Red Oak at various times. Iowa Code requires that students must be 18 years of age to take this class. Fee $115

Visit us online for class schedule! www.iwc.edu/continuing_education/court_ordered-state_recognized/drive.asp

Youth

Driver Education
This class meets the requirements of Iowa Code for driver education, with a focus on the first time teen driver 14-16 years old. A minimum of 30 hours of classroom instruction and 6 hours of behind the wheel instruction are provided. Fee $450

Council Bluffs
Drive 16’02 S, Sep 9 - Nov 11 8-11 am
Drive 16’01 S, Jan 20 - Mar 24, 2018 8-11 am

Moped Safety
It’s essential that beginning Moped riders learn and use the proper techniques and safe practices. This course is required for anyone under 16 wanting a moped license. Students must be at least 14, or within 6 months of 14, at class date to enroll. The class satisfies the Iowa Department of Transportation requirement for riders under age 16. Instruction is classroom only. Students are asked to bring a sack lunch. Preregistration is required; no walk-ins allowed. Fee $35

Council Bluffs
RECRE 27’01 S, Sep 30 9 am-3:30 pm

Select your class! www.iwcc.edu/continuing_education/court_ordered-state_recognized/drive.asp