FALL 2020 CLASSES

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Emergency Medical Technician 13  
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Dental 18  
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Registration is Easy @ iwcc.edu/ce

Explore our website and discover your class or certificate program. The redesigned website makes it convenient to register online.

- Create and update your own account 24 hours a day
- View and print your own transactions
- Manage accounts and registrations for family members or employees

We welcome your questions! Please give us a call at 712.325.3256 if you have questions or need assistance. For more information, see page 31.

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 (E2E): This program offers FREE financial assistance to eligible Iowa residents. See page 4 for more information!

Workforce Innovations and Opportunity Act (WIOA): The purpose of WIOA is to increase access and opportunities for employment, education, training, and support services. For more information, call 712.352.3480.

For more information, contact Continuing Education at ce@iwcc.edu.

712.325.3256 / iwcc.edu/ce

PROFESSIONAL

Substitute Authorization 10

PERSONAL

Welding Introductory Workshop 21
ADULT EDUCATION

Expand your opportunities for college or a better career.

Earning a high school equivalency diploma or improving English language skills can help open doors to higher education or a better-paying job. Iowa Western Community College can help you on your journey with HSED and ESL classes.

HSED (High School Equivalency Diploma)
Registration Fee: $25
Council Bluffs Campus / 712.325.3266
IWCC Kinney Hall (top floor)

Morning and evening orientations available. Call to schedule orientation.

CLASS SESSIONS    CLASS SCHEDULE
August 31 – October 15  M - Th, 9 am – 1 pm
October 26 – December 10 M - Th, 5 – 8 pm
January 11 - February 25

Center Locations / see addresses on page 31
Orientation held first day of class.

CLASS SESSIONS
August 24 – November 19
January 19 – April 15
  • Clarinda Center / 712.542.5117
    Classes: M, 5 – 7 pm,
    T & Th, 8:30 – 11:30 am and 5 – 7 pm
  • Cass County Center / 712.243.5527
    Classes: T & Th, 1 – 4 pm and 5 – 8 pm
  • Shelby County Center / 712.755.3568
    Classes: T & Th, 1 – 4 pm and 5 – 8 pm
  • Page/Fremont County Center / 712.246.1499
    Classes: M & W, 1 – 4 pm and 5 – 8 pm

ESL (English as a Second Language)
Registration Fee: $25
Council Bluffs Campus / 712.325.3266
IWCC Kinney Hall (top floor)

Morning and evening orientations available. Call to schedule orientation.

CLASS SESSIONS    CLASS SCHEDULE
August 31 – October 15  M - Th, 9 am – noon
October 26 – December 10 M & W, 6 – 8:30 pm
January 11 - February 25

Onsite ESL Classes
• Iowa Western’s Adult Education program can partner with local employers to offer ESL classes in the workplace.
• Onsite ESL classes are conducted at your location to help teach your non-English speaking employees critical language skills.
• Your commitment to helping employees learn English increases loyalty and improves teamwork.

For more information, contact:
Libby Woods, Director of Adult Education
712.325.3266 / adulted@iwcc.edu

Contact us today!  adulted@iwcc.edu / 712.325.3266 / iwcc.edu/ce/adult_education

Grow Your Career Skills with Free Training

Education 2 Employment (E2E) provides FREE tuition assistance to residents of Iowa to grow their career skills and further their education.

Get started and apply today:

1 See if you’re eligible.
Along with being 18 years of age or older, a resident of Iowa and having your high school diploma, your household income, household size and skill level will be assessed.

2 Apply for the program.
We’ll walk you through the application process.

3 Come with questions. Leave with a plan.
Your Pathway Navigator will be your one-on-one advisor to help you along the way and to ensure the program you choose is the best fit for you.

4 Enroll in your chosen path.
There are four career pathways to choose from (Health, Education, Manufacturing/Logistics, IT/Business). Upon completion, we’ll help you find employment to utilize your new career skills.

For help, contact Rachel:
Rachel Jensen, Pathway Navigator / 712.256.8800 / rjensen@iwcc.edu

CHOOSE YOUR PATH:

BUSINESS & TECHNOLOGY
• Administrative Assistant
• Certified Bookkeeper
• Network+
• PC Technician Comp TIA A+

EDUCATION
• Paraeducator Generalist

HEALTH & PUBLIC SERVICES
• Activity Coordinator
• Certified Medication Aide (CMA)
• Certified Nurse Aide (CNA)
• Advanced CNA
• Medical Billing and Coding Specialist
• Pharmacy Technician
• Phlebotomy
• Rehabilitation/Restorative Aide
• Sterile Processing Technician

EMS & EMT
• Emergency Medical Technician (EMT)
• Paramedic
• Critical Care Paramedic

MANUFACTURING/LOGISTICS
• Construction Technology: Carpentry
• HVAC/R Maintenance
• Industrial Technology
• Solar Installation Technician

EDUCATION
• High School Equivalency Diploma (HSED)
• English as a Second Language (ESL)

EMPLOYMENT
Opportunity awaits you.
edu2employ.com

TUITION ASSISTANCE
CAREER TRAINING
ONE-ON-ONE ADVISING
**BUSINESS AND TECHNOLOGY**

**BUSINESS**

Voice- Overs

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

$35 / 1 session

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<th>Course #</th>
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<td>3125</td>
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**COMPUTERS & IT**

**COMING SOON!**

**Leadership Series**

A brand new Leadership Series will be rolling out this fall!

We plan to have two tracks for individuals and businesses to choose from.

Topics include:

- Transitioning into Management
- Accountability & Performance Management
- Running Effective Meetings

Please reach out to Stephanie Schuster at sschuster@iwcc.edu or 712.325.3252.

**Microsoft Office for the Workplace**

Essential workplace skills include the ability to create, edit, and manage files in Microsoft (MS) Word, Excel, and PowerPoint.

- Microsoft Word: Learn document navigation, formatting, and using graphics.
- Microsoft Excel: Explore Excel worksheets, formatting, creating formulas, and using tables and charts.
- Microsoft PowerPoint: Learn to work with slides, tables, charts, graphs, and more.

$99 / 3 sessions

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<td>Oct 13 – 15</td>
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**Bookkeeping Certificate**

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you!

$495

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<td>Sep 8 – Nov 17</td>
<td>Online: Self-Paced</td>
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**Advanced Income Tax Preparation Level 1**

Students will study Earned Income Tax Credit (EITC or EIC), clergy income and investments. The course includes a more in-depth study of employee business expenses, Schedules C and E, at-risk rules and passive activities. Upon completion the student will be able to assist individual taxpayers with more in-depth tax preparation.

$4.99

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**Legal Office Administration**

In this course, acquire the necessary knowledge and skills needed toward the goal of becoming an exceptional legal practitioner in an administrative capacity. It is a bridge course designed to provide students with the tools to develop a thorough understanding of legal office procedures including database management, the preparation of legal documentation including research, legal accounting methods, legal analysis, communications and ethics. You will also get a better understanding of the importance of competency, confidentiality and the administration of ethics in a legal office environment. Instructions will be given through a blend of lectures, discussions, presentations, class exercises and quizzes.

$245

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**Fundamentals of Accounting**

The primary areas of study in this course include analysis of business transactions, recording procedures and the use of ledgers and journals, accounting for sales and purchases, managing cash, payroll, accruals and deferrals, and the preparation and analysis of basic financial statements. After completing this course, students will have solid understanding of business and financial accounting and its role in bookkeeping administration.

$1,499

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**Certified Administrative Professional with Microsoft Office Master 2019**

Test vouchers included! Learn the fundamentals of workplace administration, including organizational communication, records management, and human resources. Also learn advanced skills for using programs in the Microsoft Office 2019 suite. This course will prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP), and Microsoft Master certification.

$3,195

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**Microsoft Office Master 2019**

In-depth study of employee business expenses, Schedules C and E, at-risk rules and passive activities. Upon completion the student will be able to assist individual taxpayers with more in-depth tax preparation.

$4.99

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**Consulting - Managing Your Own Business**

This course will provide vital information and pragmatic steps for starting, developing, and marketing a successful consulting practice. The course is designed to help those who wish to set up a consulting practice and for those examining the potential for his or her professional consulting services in the marketplace. We’ll explore and discuss how consultants deliver services and interact with clients, managing the consulting process and consulting deliverables, staffing for consulting projects, and more.

$139.95

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**Legal Office Administration**

This course will provide vital information and pragmatic steps for starting, developing, and marketing a successful consulting practice. The course is designed to help those who wish to set up a consulting practice and for those examining the potential for his or her professional consulting services in the marketplace. We’ll explore and discuss how consultants deliver services and interact with clients, managing the consulting process and consulting deliverables, staffing for consulting projects, and more.

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**Find your class online today!**

We are always adding new classes. Search by Topic or Class Title.

[Current Info @ iwcc.edu/ce](http://iwcc.edu/ce)
**Grant Writing**
The Certificate in Grant Writing course is perfect for anyone wanting to learn the essentials of writing or acquiring grants for private, public, or government use. Books included.

$2,295 ProTrain

2536 Online: 24/7 Open-Ended ONL

**Grant Writing Fundamentals**
Are you a student, parent, teacher or school administrator? Finding a way to pay for research or services we all used to take for granted, which are no longer funded? This course provides a step-by-step approach to preparing winning grant proposals.

$275 ProTrain

2538 Online: 24/7 Open-Ended ONL

**Legal Court Interpreter – Spanish (Basic)**
The basic course has been designed for those aspiring interpreters who are preparing to start their career in the field of legal interpretation. To achieve a necessary level of qualification to practice the profession, further training is highly recommended. The large portion of the course is dedicated to stages of criminal procedures.

$1,195 ProTrain

2539 Online: 24/7 Open-Ended ONL

**Professional Communication**
Communication is the ultimate key to your success in relationships, in the workplace, in personal matters, as a family member, team member and across your lifetime. The course also focuses on everyday writing, professional presentations, and interpersonal communication.

$225 ProTrain

2545 Online: 24/7 Open-Ended ONL

**Sales and Marketing Professional**
This course is designed to prepare you to successfully working in the sales and marketing industry. Topics will include sales strategies and best practices, marketing strategies and best practices, understanding the customer, producing, marketing, and sales of goods and services, and the global marketplace.

$2,165 ProTrain

2496 Online: 24/7 Open-Ended ONL

**Project Management Professional (PMP)**
This prep course will provide experienced project managers with the knowledge and skills necessary to successfully complete the Project Management Institute’s nationally recognized Project Management Professional (PMP) exam.

$2,375 ProTrain

2638 Online: 24/7 Open-Ended ONL

**Technical Writing Fundamentals**
This course will focus on skills that employers demand in today’s workplace-thinking, listening, composing, revising, and editing. At the completion of this course students will have acquired many workplace skills through integrated and applied instruction so that mastering technical writing is relevant and exciting.

$375 ProTrain

2557 Online: 24/7 Open-Ended ONL

**Sarbanes-Oxley Act Training**
The law was intended to bolster public confidence in the nation’s capital markets and imposes new duties and significant penalties for non-compliance on public companies and their executives, directors, auditors, attorneys and securities analysts.

$325 ProTrain

2504 Online: 24/7 Open-Ended ONL

**Six Sigma Black Belt Certification Prep**
This course provides unique insight for Black Belts, Six Sigma leaders, and all Six Sigma practitioners for how to apply the wide variety of tools and methods that sit inside of the Six Sigma tool set.

$2,295 ProTrain

2547 Online: 24/7 Open-Ended ONL

**Investing in Stocks and Bonds**
This course will provide the beginning investor with the skills and knowledge necessary to begin investing in stocks and bonds. As a new investor, it is important to understand how the stock market works, types of investments and where and how to begin.

$139.95 ProTrain

2708 Online: 24/7 Open-Ended ONL

**Introduction to SQL**
This course will provide a working knowledge of the basic forms of SQL, including how to select and update data from common table formats. Learners will create a database and use SQL to manipulate the data within it.

$375 ProTrain

2720 Online: 24/7 Open-Ended ONL

**Introduction to Adobe Photoshop CC**
If you are a graphic/web designer, digital artist or a photographer, with little or no working knowledge of Photoshop, or even if you are already familiar with Photoshop, this course is for you! Students will need a copy of Adobe Photoshop CC in order to do coursework.

$750 ProTrain

2497 Online: 24/7 Open-Ended ONL

**Introduction to iDesign CC**
Learn how to create professional-quality letterhead, brochures, forms, eBooks, business materials and more. The course uses hands-on exercises and expert instruction.

$115 Ed2Go

2889 Online: 24/7 Starts Monthly ONL

**Certification in Basic Game Design**
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certification provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment.

$995 Moses Wolfenstein

2418 Sep 8 – Oct 30 Online: Self-Paced ONL

**Microsoft Office 2019: New Features**
This course will introduce students to the new features in Microsoft Office 2019, including updates to Word, Excel, PowerPoint, Outlook, and Access.

$129 ProTrain

2744 Online: 24/7 Open-Ended ONL

**Java Programming**
You will be introduced to the concepts of object-oriented programming using Java 9.0. You will create applications that use variables, conditional statements, looping statements, arrays and functions, and learn to create your own classes and modules. No programming background is required for this course.

$475 ProTrain

2877 Online: 24/7 Open-Ended ONL

**Coding Certificate**
Coding is becoming one of the most in-demand skills in the workplace today. Learn all the basics of HTML and CSS, the relationship between these two industry-standard web page coding languages and the step by step process of hand coding, building web pages and advanced features.

$995 Andy Helmi

2446 Sep 8 – Nov 27 Online: Self-Paced ONL

**WordPress Certificate**
Learn how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP; know necessary regular WordPress maintenance; create WordPress website backup; and apply SEO techniques in WordPress.

$495 Andy Helmi

2439 Sep 8 – Nov 27 Online: Self-Paced ONL
COACHING AUTHORIZATION

Coaching Authorization/Ethics (ONLINE)
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. Renewal due after five years; renewal offered at IWCC online.

This online class consists of one week pre-homework, one week Zoom Webinar (1 hour per day from 6 pm - 7 pm) and one week post-homework.

You must register at least one week prior to start date of class. You must order and have the required textbooks prior to the course start date.

Required welcome session is Oct 13 from 6 pm - 7 pm.

$495

2885 Oct 9 – 31 Online: Self-Paced ONL
Oct 19 – 23 M–F 6 pm - 7 pm ONL

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.

$60

2884 Start Anytime Online: Self-Paced ONL

Coaching Authorization 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.

$89

2883 Start Anytime Online: Self-Paced ONL

SUBSTITUTE AUTHORIZATION

Substitute Authorization
Substitute teachers are needed in Iowa!

Iowa Western offers the Board of Educational Examiner’s approved Substitute Authorization course, which allows an individual to substitute in a K-12 institution for no more than five consecutive days in one job assignment. An individual who holds a paraeducator certificate without a Bachelor’s Degree and completes the substitute authorization program is authorized to substitute only in the special education classroom in which the individual paraeducator is employed. All students must complete two classroom observations after the two-day course is complete. Students are responsible for arranging the observations with the school of their choice.

$260 / 2 sessions

3066 Aug 22 & 23 Sa 8 am - 5 pm CB
541 Sep 12 & 13 Sa 8 am - 5 pm CB
542 Oct 17 & 18 Sa 8 am - 5 pm CB
543 Nov 14 & 15 Sa 8 am - 5 pm CB

Find your class online today!

We are always adding new classes. Search by Topic or Class Title.

CURRENT INFO @ iwcc.edu/ce

IWCC CERTIFICATE PROGRAM

Paraeducator Generalist E2E
This 90 hour course is open to all paraeducators needing certification or anyone looking to become a paraeducator.

The training covers the vital skills needed for a paraeducator to be successful in the classroom.

This is a hybrid course with face-to-face sessions and online work. Successful completion of this course will lead to Paraeducator Generalist Certification from the Iowa Board of Educational Examiners.

$600 / 15 sessions

2350
LeaAnn Bradley

FIND YOUR SUCCESS AT IWCC.EDU/CE

ONLINE

GRE Exam Prep Part I
This course will provide you with test-taking techniques and methods for improving your score and saving time on the GRE (Graduate Records Examinations).

$139.95

2699 Online: 24/7 Open-Ended ONL

Find your class online today!

We are always adding new classes. Search by Topic or Class Title.

CURRENT INFO @ iwcc.edu/ce

GRE Exam Prep Part II
You will review the types of questions you will see on the test and learn how you can tackle concepts that may be new to you. You will review verbal lessons as well as quantitative lessons. You will review actual GRE questions from previous years which are an excellent way to prepare for your own test.

$139.95

2700 Online: 24/7 Open-Ended ONL

Students with ASD (Autism Spectrum Disorder)
Take away strategies for working effectively with Asperger’s students and parents to create positive learning environments.

$145

2352 Oct 5 – 30 Online: Self-Paced ONL

Register online today! | iwcc.edu/ce | 712.325.3256

Find your class online today!

We are always adding new classes. Search by Topic or Class Title.

CURRENT INFO @ iwcc.edu/ce

IWCC CONTINUING EDUCATION | FALL 2020

Gender in the Classroom
Take away 10 top tips for helping students learn and succeed more. Get information about research not available anywhere else.

$145

2402 Oct 5 – 30 Online: Self-Paced ONL

Teaching Students With Autism: Strategies for Success
This course will help you develop the knowledge and strategies you will need to ensure your students with autism succeed in the classroom and beyond.

$115

2899 Online: 24/7 Starts Monthly ONL

Empowering Students With Disabilities
Teaching students with disabilities is a rewarding challenge, and this course gives you the tools you need to succeed. No matter what grade you teach, learn powerful strategies you can put to work immediately in your classroom.

$115

2900 Online: 24/7 Starts Monthly ONL

Teaching High School Students
Learn about the latest teaching strategies and techniques that can help your secondary students achieve academically and behave responsibly.

$115

2901 Online: 24/7 Starts Monthly ONL

Teaching Preschool: A Year of Inspiring Lessons
Learn over 100 circle-discussion, art, literacy, fine and large motor skill, science, and music activities.

$115

2902 Online: 24/7 Starts Monthly ONL

Students with ASD (Autism Spectrum Disorder)
Take away strategies for working effectively with Asperger’s students and parents to create positive learning environments.

$145

2352 Oct 5 – 30 Online: Self-Paced ONL
HEALTH & PUBLIC SERVICES

CPR & FIRST AID

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

$80 / 1 session Rita Pierson
2069 Aug 14 F 9 am - 3 pm CB
2073 Sep 3 T 5 pm - 10 pm CB
2985 Oct 14 W 9 am - 3 pm CB
2986 Nov 14 Sa 9 am - 3 pm CB
2987 Dec 3 Th 9 am - 3 pm CB
2988 Jan 8 F 9 am - 3 pm CB

Pediatric First Aid and CPR/AED
This course provides instruction for adults, children and infants, following the current AHA guidelines. This course includes the topics to fulfill the needs and requirements for a Child Care Provider or Foster Parent. It is also a great course for new parents, grandparents, babysitters and guardians.

$80 / 1 session Rita Pierson
2072 Aug 18 Tu 9 am - 4 pm CB
2989 Sep 9 W 9 am - 4 pm CB
2990 Oct 16 F 9 am - 4 pm CB
2991 Nov 19 Th 9 am - 4 pm CB
2992 Dec 12 Sa 9 am - 4 pm CB
2993 Jan 13 W 9 am - 4 pm CB

BLS Instructor
This course will enable individuals to instruct AHA BLS and Heartsaver courses according to AHA standards. Prerequisites:
• Have a current AHA BLS Provider card good for 6 months after date of instructor course.
• Be proficient in skills of CPR/AED.
• Complete the online BLS Instructor Essentials course. You must register at least 2 weeks prior to start date.

$425 / 1 session Rita Pierson
3000 Oct 21 W 9 am - 5 pm CB
3001 Dec 10 Th 9 am - 5 pm CB

CPR/AED for Adult-Child-Infant
This course is for individuals who are not healthcare providers. This course is an excellent choice for both the community and workplace setting and meets the needs for employers, coaches, law enforcement and family members.

$60 / 1 session Rita Pierson
2071 Aug 18 Tu 9 am - 12:30 pm CB
2994 Sep 9 W 9 am - 12:30 pm CB
2995 Oct 16 F 9 am - 12:30 pm CB
2997 Nov 19 Th 9 am - 12:30 pm CB
2998 Dec 12 Sa 9 am - 12:30 pm CB
2999 Jan 13 W 9 am - 12:30 pm CB

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

$85 / 1 session Rita Pierson
2070 Aug 12 W 6 pm - 9 pm CB
3002 Sep 16 W 6 pm - 9 pm CB
3003 Oct 22 Th 6 pm - 9 pm CB
3004 Nov 17 Tu 6 pm - 9 pm CB
3005 Dec 15 Tu 6 pm - 9 pm CB
3006 Jan 22 F 6 pm - 9 pm CB

CPR Online
Start Anytime!
eLearning courses do not require separate skills testing:
• Heartsaver Bloodborne Pathogens $30
• Opioid Education for Healthcare Providers $30
• Opioid Education for Non-Clinical Staff and Lay Responders $20

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

After you complete the online course, register for your skills demonstration at IWCC and bring your certificate to the session. If you did not take our online course but need to prove your skills, the cost is $35.

Contact us for more information! 712.325.3255 I ctc@iwcc.edu

EMERGENCY MEDICAL TECHNICIAN

EMERGENCY MEDICAL TECHNICIAN E2E
The EMT hybrid course emphasizes the development of student skills in a patient assessment-based program, along with recognition of signs and symptoms regarding illness or injury and the proper procedures when rendering emergency care to the sick or injured.

The course is hybrid and taught online and in the lab. Morning, afternoon, evening and Saturday lab options are available. Students will be required to demonstrate competencies through simulations throughout the course. See online for course prerequisites and register for one of the lab options listed in the schedule below.

$895 Christopher Loftus

August Class Schedule
Mandatory Orientation is August 17, 6 pm - 10 pm

Lab Schedule (Register for 1 lab option)
2812 Sep 5 - Oct 31 Sa 8 am - 5 pm CB
2813 Aug 31 - Nov 9 M 6 pm - 10 pm CB
2814 Sep 19 - Nov 14 Sa 8 am - 5 pm CB
2815 Sep 2 - Nov 11 W 6 pm - 10 pm CB
2816 Aug 31 - Nov 9 M 12 pm - 4 pm CB
2817 Sep 2 - Nov 11 W 12 pm - 4 pm CB

January Class Schedule
Mandatory Orientation is January 1, 6 pm- 10 pm

Lab Schedule (Register for 1 lab option)
2858 Feb 6 - Apr 3 Sa 8 am - 5 pm CB
2859 Feb 20 - Apr 17 Sa 8 am - 5 pm CB
2860 Feb 1 - Apr 12 M 12 pm - 4 pm CB
2861 Feb 1 - Apr 12 M 6 pm - 10 pm CB
2862 Feb 3 - Apr 14 W 12 pm - 4 pm CB
2863 Feb 3 - Apr 14 W 6 pm - 10 pm CB

FIND YOUR SUCCESS AT IWCC.EDU/CE

E2E = eligible for tuition assistance; see page 4
Register online today! Iiwcc.edu/ce | 712.325.3256
HEALTH & PUBLIC SERVICES

PARAMEDIC

Advanced Cardiac Life Support (ACLS)
This course builds on the foundation of Basic Life Support (BLS), emphasizing the importance of continuous, high-quality CPR.
$250 / 2 sessions
2951 Jan 8 & 9 F 8 am - 5 pm CB

Advanced Medical Life Support (AMLS)
Students learn to recognize and manage common medical crises through realistic case-based scenarios and apply their knowledge to highly critical patients.
$250 / 2 sessions
2952 Apr 23 & 24 F 8 am - 5 pm CB

Pediatric Advanced Life Support (PALS)
Students learn to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.
$250 / 2 sessions
2953 May 21 & 22 F 8 am - 5 pm CB

Pre-Hospital Trauma Life Support (PHTLS)
This course is recognized as the leading continuing education program for prehospital emergency trauma care. This course builds on the foundation of Basic Life Support (BLS), emphasizing the importance of continuous, high-quality CPR.
$250 / 2 sessions
2954 Jul 9 & 10 F 8 am - 5 pm CB

Human Anatomy and Physiology I
This online course provides in-depth knowledge of the principles of genetics and how the body’s systems work together.
$115 Ed2Go
2887 Online: 24/7 Starts Monthly ONL

Human Anatomy and Physiology II
In this online course, you’ll cover some more advanced topics. Register online at ed2go.com/iwcc.
$115 Ed2Go
2888 Online: 24/7 Starts Monthly ONL

IWCC CERTIFICATE PROGRAM

Paramedic Certificate E2E
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. Our new instructors are first-rate and each student will receive the most up-to-date education with emphasis on real-world application.

Course Sequence:
- Foundations of Advanced Emergency Care
- Paramedic Pharmacology/Pathophysiology
- Advanced Patient Assessment
- Treatment in Advanced Emergency Care
- Advanced Medical Life Support (AMLS)
- Cardiology for the Paramedic
- Pediatric Advanced Life Support (PALS)
- Medical Emergencies I
- Pre-Hospital Trauma Life Support (PHTLS)
- Medical Emergencies II
- Special Populations for the Paramedic
- Traumatic Emergencies for the Paramedic
- Advanced EMS Operations
- Paramedic Review Module

Paramedics provide the highest level of pre-hospital emergency care in a variety of settings. Settings include ground and air ambulances, emergency departments, critical care units or cardiac cath labs. All textbooks, fees, and the NREMT psychomotor examination fees are all included in the tuition for the paramedic. The complete class schedule can be found online.
$7,495
EMTEC Aug 20, 2020 - Aug 29, 2021 CB

Critical Care Paramedic E2E
This hybrid course provides students with in-depth education on advanced-level ground and flight patient care, as well as preparing the student to sit for the national FF-CC/CECP-C certification examinations.

Upon successful completion, Iowa paramedics may apply for Iowa critical care paramedic endorsement. Iowa critical care paramedic endorsement scope of practice includes chest tube placement (assisted), surgical cricothyrotomy, impedance threshold device, enhanced ventilator management, arterial blood sampling, hemodynamic monitoring (including arterial lines), ICP monitoring, intra-aortic balloon pump monitoring/timing, and urinary catheterization.
This program meets requirements for Iowa critical care paramedic endorsement as outlined in Iowa Administrative Code 64 I - 131. Tuition includes textbook and fees.
Mandatory Orientation is August 24, 6 pm - 10 pm.
$1,250 / 132 sessions
2019 Aug 24 - Dec 31 Hybrid CB

Health R&R: A Career NC and Statewide Training E2E
Find your success with this opportunity to train and learn the skills employers need! Available programs include:
- Computer Technician
- Hemodialysis Technician
- Importer Auditing
- Medical Administrative Assistant (SHR)
- Medical Billing
- Medical Coding and Billing
- Medical Transcription Editor
- Microsoft Office 2019
- Patient Care Technician
- Pharmacy Technician

Join us for a free webinar October 7, 2020 @ 6pm
RSVP: dnorman@iwcc.edu or 712-325-3415
More info: partner.careerstep.com/iwcc

HEALTH CERTIFICATES/CAREERS

Critical Care Paramedic E2E
This 56 hour course prepares nurse aides and residential attendants to administer nonparenteral medications in Long Term Care facilities. This course is approved by the Iowa Department of Inspections and Appeals and Nebraska Health and Human Services regulations governing medication aides. Nebraska requires the participants pass the Nebraska State Exam after completing this course.
$545 / 9 sessions
1464 Oct 26 - Nov M-F 9 am - 3:30 pm CB

IWCC CERTIFICATE PROGRAM

Certified Medication Aide E2E
This 56 hour course prepares nurse aides and residential attendants to administer nonparenteral medications in 15 Bed or less MR residential facility, child care facility, supervised apartment living or community supported living arrangements.
$199 / 4 sessions
618 Aug 24 – 27 M-Th 8:30 am - 4:30 pm CB
1439 Sep 22 – 25 Tu-F 8:30 am - 4:30 pm CB
1441 Oct 19 – 22 M-Th 8:30 am - 4:30 pm CB
1443 Nov 30 – Dec 3 M-Th 8:30 am - 4:30 pm CB

Medication Manager Lab
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.
$65 / 1 session
619 Aug 28 F 8:30 am - 10:30 am CB
1440 Sep 29 Tu 8:30 am - 10:30 am CB
1442 Oct 23 F 8:30 am - 10:30 am CB
1444 Dec 4 F 8:30 am - 10:30 am CB

Needed for New Career?
Train 100% online and learn the skills employers need!

FIND YOUR SUCCESS AT IWCC.EDU/CE
**Certified Nursing Assistant (CNA) E2E**

This 79-hour 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 non-credit and a prerequisite to the IWCC Nursing program. The course consists of 34 hours of classroom, 15 hours of lab and 30 hours of clinical.

At the end of the course, you will be prepared to take the State Skills Test and the State Written Exam in order to be placed on the Direct Care Worker's Registry in the state of Iowa.

Tuition includes textbook and handouts. Clinical dates and times will be assigned by IWCC.

- $575 / 11 sessions
- Jan 31 – Sep 9
- 9 am - 1 pm
- CB

**Certified Nursing Assistant (CNA) HYBRID E2E**

This is a 75-hour hybrid course consisting of 30 hours of didactic, an additional 4 for orientation, 15 hours of lab and 30 hours of clinical. Tuition includes textbook and handouts. Clinical dates and times will be assigned by IWCC.

- $675 / 13 sessions
- Aug 8 – Nov 24
- 3 pm - 6 pm
- LAB-CB

**Medical Billing and Coding Specialist E2E**

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.

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 Academy of Professional Coders).

Requirements are working knowledge of Microsoft Office and access to a computer with Internet. You must provide copy of recent transcript showing successful completion of Anatomy and Medical Terminology classes (online options are available) to process the registration.

- $3,599 / 52 sessions
- Oct 19 – May 12
- 9 am - 1 pm
- CB

**Pharmacy Technician E2E**

Pharmacy technicians perform pharmacy-related functions, working under the direct supervision of a licensed pharmacist. Our program offers both theoretical and practical training. With successful classroom participation, you will complete a 60-hour externship in a retail pharmacy, as well as two, 8-hour shifts in an acute/hospital pharmacy. Hours and days will vary. After the externship, you return to the classroom for final exams. Upon completion of the program, you will take the PTCB (Pharmacy Technician Certification Board) exam.

Tuition includes textbook and handouts.

- $755 / 23 sessions
- Sep 8 – Nov 24
- 3 pm - 6 pm
- CB

**Sterile Processing Technician E2E**

Learn the 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 to understand the essential knowledge and understanding of the 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.

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 Academy of Professional Coders).

Requirements are working knowledge of Microsoft Office and access to a computer with Internet. You must provide copy of recent transcript showing successful completion of Anatomy and Medical Terminology classes (online options are available) to process the registration.

- $3,599 / 52 sessions
- Oct 19 – May 12
- 9 am - 1 pm
- CB

**Spanish for Medical Professionals**

Learn the basics, gain an understanding of the culture, and what questions are crucial to quality healthcare.

- $290
- Cristna Sempã
- Sep 8 – Oct 30
- Online: Self-Paced

**Substance Abuse Counseling Career Prep**

Learn about assessment and diagnosis, treatment settings and strategies, sobriety and relapse prevention, and general substance abuse prevention education. This course will provide an initial educational foundation for students preparing to take state licensing or certification exams.

- $3,425

**Food Safety**

Iowa Western’s Food Safety course is an 8 hour class followed by the national certification exam. Learn the essential knowledge and understanding of the fundamental food safety practices to carry out your work. The course is designed for individuals working in restaurants, assisted living, long-term care, school food service programs. Test is from 5:30 pm - 7:30 pm. You must register at least 5 business days prior to class.

- $139 / 1 session
- Jane Tremel
- Aug 24
- 8 am - 7:30 pm
- CB

**Iowa Western’s Food Safety course is an 8 hour class followed by the national certification exam. Learn the essential knowledge and understanding of the fundamental food safety practices to carry out your work. The course is designed for individuals working in restaurants, assisted living, long-term care, school food service programs. Test is from 5:30 pm - 7:30 pm. You must register at least 5 business days prior to class.**

- $139 / 1 session
- Jane Tremel
- Aug 24
- 8 am - 7:30 pm
- CB

**Sterile Processing Technician E2E**

Learn the 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 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 exams for National Certification as a Sterile Processing Technician.

- $755 / 23 sessions
- Paula Dangerfield
- Sep 8 – Nov 24
- 3 pm - 6 pm
- CB

**Iowa Western’s Food Safety course is an 8 hour class followed by the national certification exam. Learn the essential knowledge and understanding of the fundamental food safety practices to carry out your work. The course is designed for individuals working in restaurants, assisted living, long-term care, school food service programs. Test is from 5:30 pm - 7:30 pm. You must register at least 5 business days prior to class.**

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- $3,425

Register online today!

- iwcc.edu/ce
- 712.325.3256

**FIND YOUR SUCCESS AT IWCC.EDU/CE**
Dental Assistant Expanded Functions Day 2
Topics include:
- Taking occlusal registrations
- Placement and removal of gingival retraction material
- Applying cavity liners and bases, desensitizing agents and bonding systems, to include the placement of orthodontic brackets, following the determination of location by the supervising dentist
- Removal of adhesives using nonmotorized hand instrumentation

$230 / 1 session  
Jill Day

1553  Sep 26  Sa 8 am - 5 pm  
CB

Dental Assistant Expanded Functions Day 3
Topics include:
- Monitoring of patients receiving nitrous oxide inhalation analgesia
- Taking final impressions
- Placement of class 1 temporary filling materials

$230 / 1 session  
Jill Day

1554  Oct 10  Sa 8 am - 3 pm  
CB

Dental Assistant New 2020 Expanded Function (for Past Students)
This 1-hour class is for Dental Assistants who have previously completed the Expanded Function training and need to update to the new 2020 requirements: Placement of class 1 temporary filling materials.

$99 / 1 session  
Jill Day

1623  Oct 10  Sa 8 am - 9 am  
CB

Disability by Social Security
3 hour insurance renewal. Since 1958 Disability benefits have been part of Social Security. There is a lot of misinformation as to how to go about applying for it and what can be expected to happen in the application process. Also, many people make critical mistakes in both understanding how disability works thru Social Security and how to maximize their chances of a quick approval.

$45 / 1 session  
Lawrence Battaglia

2970  Dec 15  Tu 8 am - 11 am  
CB

Consumer Guide to Long Term Care
3 hour insurance renewal. Consumers are encouraged to ask questions with regard to any insurance arrangement, none are more important than long-term care insurance, but don't know what questions to ask. It becomes the responsibility of the Professional to know the more common questions and concerns the consumer has and effectively address them before selling anything.

$45 / 1 session  
Lawrence Battaglia

2970  Oct 27  Tu 1 pm - 4 pm  
HRLN

Dental Assistant New 2020 Expanded Function (for Past Students)
This 1-hour class is for Dental Assistants who have previously completed the Expanded Function training and need to update to the new 2020 requirements: Placement of class 1 temporary filling materials.

$99 / 1 session  
Jill Day

1623  Oct 10  Sa 8 am - 9 am  
CB
**Trades & Transportation**

**Auto Dealer**

**Dealer 101 - Bustin' Bugs on the Highway of Compliance**

This course is the basic course on understanding dealer responsibilities. This class will serve as a refresher course and will teach the requirements of being an auto dealer in Iowa and how to maintain a dealer's license. Updates of changes to state and federal law, rule and regulation will be provided. An updated manual or a USB/flash drive will be provided to all attendees.

$179 / 1 session Clay Winterboer

811 Sep 29  Tu  8 am - 1 pm  CB
812 Dec 11  F  12 pm - 5 pm  CB

**Dealer 102 - The 3 R's of Buy Here Pay Here Operations—Rules, Regulations and Responsibilities**

Updates of state and federal law, rule and regulation will be shared with dealers. The trainer will provide an overview of regulations, policies and procedures for complaint buy here pay here dealerships. New laws impacting Iowa auto dealers enacted during the most recent Iowa legislative session will be reviewed. An updated 5 hour dealer education manual and/or a USB/flash drive will be provided to all attendees.

$179 / 1 session Clay Winterboer

813 Sep 28  M  12 pm - 5 pm  CB

**Forklift**

**Forklift Certification**

Training consists of a combination of formal classroom and practical, hands-on training driving a forklift. 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.

$249 / 1 session Kevin Meador

3092 Oct 13  Tu  9 am - 12 pm  CB

**Lead Safety**

**Lead Renovator - 8 hr Initial Training**

This 8 hour course focuses on working safely with lead-based painted surfaces. This course is required by the State of Iowa and the EPA for anyone (for profit, or non-profit) working in or on pre-1978 housing and child-occupied facilities. This course is approved by the Iowa Plumbing & Mechanical Systems Board for 8 hours of continuing education credit. To register, call the Iowa Lead Safety County at 515.331.1690.

$165 / 1 session

2882 Sep 1  Tu  8 am - 5 pm  CB

**Welding**

**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 G71. 

$169 / 2 sessions Tim Branam

764 Oct 17 & 24  Sa  8 am - 12 pm  CB

**Career Certificates**

**HVAC Series Certificate E2E**

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

This career certificate is offered through our Education 2 Employment (E2E) tuition assistance program eligible Iowa residents. If you don’t qualify for the program, you can apply to Iowa Western for enrollment as a credit student. 

Aug 17 - Nov 25

Contact Rachel to apply for the program. 712.326.B800 rjensen@iwcc.edu

**Industrial Technology Certificate E2E**

This program of study 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.

This career certificate is offered through our Education 2 Employment (E2E) tuition assistance program eligible Iowa residents. If you don’t qualify for the program, you can apply to Iowa Western for enrollment as a credit student. 

Aug 17 - Nov 25

Contact Rachel to apply for the program. 712.326.B800 rjensen@iwcc.edu

**Driver Education**

**High School Driver Education**

NOTE: The class will be in person but may be switched to remote situation for part of the class or the rest of the class based on CDC, IA Public Health, local health departments and IWCC guidelines. This class meets the requirements of Iowa Code for high school driver education, with a focus on the first time teen driver 14-17 years old. Drive sessions can be expected to continue 30 days after the end of classroom sessions. Student’s Iowa Learners Permit number required for registration. Textbook included.

$450 / 10 sessions Rob Roane

2828 Aug 29 – Oct 31  Sa  8 am - 11 am  CB
3152 Jan 16 – Mar 20  Sa  8 am - 11 am  CB

*E2E = eligible for tuition assistance; see page 4

Register online today!  |  iwcc.edu/ce |  712.325.3256

20 IWCC Continuing Education  |  Fall 2020  |  iwcc.edu/ce

21
**Mandated Driving Programs**

**OWI/DUI 12 Hour Program (Online)**

Due to COVID-19 restrictions, the Drinking Driver course is temporarily being offered online in a collaborative effort with the Iowa Department of Education. NOTE: You will need a computer to access the online program. It will not work on a smartphone or a tablet.

$180

2872 Start Anytime 30 days to complete ONLINE

**SH - Home Entertainment Systems**

The course includes complete instruction on the possibilities, benefits, technology, design, and installation of whole house music systems for residential installers/integrators, builders, developers, contractors, and real estate professionals.

$465 ProTrain

2483 Online: 24/7 Open-Ended ONLINE

**SH - Home System Automation and Integration**

The course discusses how to bring all the home subsystems together and create a fully integrated home. The course describes the process of setting up and programming automation controllers for complete home automation. Students learn to troubleshoot and identify technical problems with system user interfaces or control processors. They also identify integration standards and learn about the organizations responsible for defining these standards.

$465 ProTrain

2524 Online: 24/7 Open-Ended ONLINE

**SH - Home Technology Tools, Products, and Services**

The course presents the major commercial participants, common practices, and prevalent consumer perception of DHTI benefits. The course discusses the concept of an Integrated Home Network (IHN) and the tools, equipment, and expertise required to build it.

$465 ProTrain

2548 Online: 24/7 Open-Ended ONLINE

**OWI/DUI 12 Hour Program**

The OWI/DUI 12 Hour Program is for those arrested for an OWI over the age of 18. The driving unimpaired class is designed to help each person reduce risk for any type of alcohol or drug problem by helping them understand and accept the need to make necessary changes to reduce the risk for future problems.

$180 2 sessions Paul Jameson

798 Sep 25 F 6 pm - 10 pm CLAR

798 Sep 26 Sa 8 am - 5 pm CLAR

2331 Dec 4 F 6 pm - 10 pm CLAR

2331 Dec 5 Sa 8 am - 5 pm CLAR

**Driver Improvement Program (DIP)**

The Driver Improvement (DIP) class is for someone that has either received three moving traffic convictions during a 12-month period, have been convicted of a serious (e.g., homicide, accident involving death, or injury), or have been required to attend by order of the Driver Improvement Hearing Officer of the Iowa Department of Transportation (DOT). The Iowa Department of Transportation assigns people to this class. BRING A PEN TO WRITE WITH TO CLASS! Please note, cancellations must follow the IWCC Policy. If not followed, a rescheduling fee will be applied.

$105 1 session Rob Roane

3121 Sep 15 & 17 Tu 6:30 pm - 10:30 pm CB

3122 Oct 13 & 15 Tu 6:30 pm - 10:30 pm CB

3123 Nov 17 & 19 Tu 6:30 pm - 10:30 pm CB

3124 Dec 12 Sa 8 am - 4:30 pm CB

**Pesticide Testing**

Online pesticide applicator testing is available at Iowa Western.

Testing is available in Council Bluffs, Shenandoah, Harlan and Atlantic. Please contact the location nearest you to schedule an appointment.

The fee for testing is $20 per test.

Council Bluffs Campus, Looff Hall
712.325.3256

Atlantic Cass County Center
712.243.3527

Harlan Shelby County Center
712.755.3568

Shenandoah Page/Fremont County Center
712.246.1499

**Certificado de Conocimiento de los Principios de la Ciencia de la Construcción (BPI)**

Ganarse el certificado de los Principios de la Ciencia de la Construcción es su primer paso hacia el mundo del desempeño holístico energéticamente eficiente. La ciencia de la construcción demuestra el cómo varios componentes del hogar interactúan para afectar el desempeño total de la casa. Entienda la relación entre la envoltura de la construcción, calefacción, refrigeración, aislamiento, ventilación mecánica, iluminación, electrodomésticos, y otros sistemas del hogar. Aprenda cómo estos sistemas afectan la comodidad, salud y seguridad de los habitantes y la durabilidad de la casa. Descubra por qué mejorar la eficiencia energética de la casa es el primer paso hacia energía solar, geotermal, u otra mejora a energía renovable. La segunda edición presenta una sección de renovables extendida, un capítulo completo dedicado a la Calificación de Energía del Hogar, y estará disponible en Español.

$198 ProTrain

2655 Online: 24/7 Open-Ended ONLINE

Register online today! | iwcc.edu/re | 712.325.3256
Household Hazardous Waste Operations
This 18-hour Moderate Risk awareness course for those in the solid waste field at landfills, recycling centers, and household hazardous waste facilities. The course includes online text, interactive exercises, web links, self-grading quizzes, final exam, and job specific hands-on training.

$245

Landfill Operations
This course will gain a vast array of knowledge concerning the many aspects of landfill operations. This course will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals.

$245

LEED Green Associate Exam Prep
This course is designed to help students pass the Green Associate exam, certifying their knowledge of the green industry’s preeminent standards: the first step in becoming a LEED Professional.

$1,275

Solar Water Heating Technician Exam Prep
This course covers solar fundamentals, site assessment, system design and sizing, the installation and service of system components, system start-up and maintenance, and worker safety. Solar Water addresses residential and light commercial solar water heating systems for domestic hot water and swimming pool applications.

$995

Solid Waste Operations
This program is important training for homeland security as it relates to solid waste management. This introductory course includes instruction in Landfill operations, Composting operations, Household Hazardous Waste and Wastewater Operations (solids).

$999

Wastewater Treatment Plant Operation Career Prep
This course is designed to train students in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures.

$1,850

Landscaping Design and Business
In this career prep course, explore the art and business of landscaping, from an understanding of plants and foliage, to principles of design, to technology, to business and management considerations.

$1,299

TRADES & TRANSPORTATION

Certified Indoor Air Quality Manager (CIAQM)
Are you a facility manager, building engineer or property owner that is interested in how indoor air quality (IAQ) affects the occupants of your space? This course is designed to help you diagnose indoor environmental problems in your building, correct those problems, and prevent them from ever happening again. The course gives you practical steps to establish an IAQ Management Plan for your facility that will help you collect, log and resolve air quality complaints. The course also prepares you for the certification specifically designed for those that manage indoor air quality problems, sponsored by the American IAQ Council.

$1,125

Certified Indoor Environmentalist (CIE)
The course is an in depth program teaching you the core skills needed to perform indoor environmental assessments of all building types. The course not only provides the fundamentals of indoor air quality, it teaches more advanced topics that will educate even seasoned veterans in the field.

$1,325

Certified Microbial Investigator (CMI)
Take your HVAC or mold inspection services to a new level by learning the latest advances in the industry and get the most recognized microbial certifications, Council-certified Microbial Investigator (CMI) and Council-certified Microbial Consultant (CMC). Learn to perform impressive assessments to set you apart from the competition.

$1,325

Composting Operations
This course will provide you with knowledge in the process of waste decomposition, an array of microorganisms and invertebrates consume the organics and convert them to humus. This class will meet or exceed most state requirements for the educational components of certification and/or licensing required.

$245

Wastewater Treatment Plant Operation Career Prep
This course is designed to train students in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures.

$1,850

Landfill Operations
This course will gain a vast array of knowledge concerning the many aspects of landfill operations. This course will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals.

$245

LEED Green Associate Exam Prep
This course is designed to help students pass the Green Associate exam, certifying their knowledge of the green industry’s preeminent standards: the first step in becoming a LEED Professional.

$1,275

Solar Water Heating Technician Exam Prep
This course covers solar fundamentals, site assessment, system design and sizing, the installation and service of system components, system start-up and maintenance, and worker safety. Solar Water addresses residential and light commercial solar water heating systems for domestic hot water and swimming pool applications.

$995

HazWoper 24-Hour Moderate Risk
This self-paced course meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. The regulation stipulates that employers at hazardous waste sites, and at many other sites as further defined by the regulation, shall ensure that all workers with the potential of chemical exposure will receive a minimum of 24 hours of waste site health and safety training. Content for the course will be provided through text, manuals, web sites, assignments and exercises.

$365

Landscaping Design and Business
In this career prep course, explore the art and business of landscaping, from an understanding of plants and foliage, to principles of design, to technology, to business and management considerations.

$1,299

FIVE CORE AREAS
COST-EFFECTIVE TRAINING:

• Health & Safety
• Industrial/Technical
• Management/Supervision
• Computer Skills
• Basic Skills

CUSTOMIZED TRAINING
The Division of Economic and Workforce Development at Iowa Western Community College is committed to the delivery of customized training and consulting services to southwest Iowa business, governmental agencies and non-profit organizations.

SERVICES INCLUDE:

• Customized courses
• Instructional packages
• Training needs assessment
• Flexible scheduling to meet your operation or production schedule
• Training offered at your facility or at the IWCC campus or one of our centers in Atlantic, Clarinda, Harlan or Shenandoah
• Experienced professional trainers

ECONOMIC AND WORKFORCE DEVELOPMENT

dewd@iwcc.edu | 712.325.3705
Beginning Blues Harmonica
Breathing is the foundation when playing the harmonica; and breathing correctly calms the body, mind and spirit. Join us as we take basic pop, folk and blues melodies and invigorate them with simple but powerful techniques to make any song deeply expressive. No previous ability to read or play music required. A Key of C Major Diatonic harmonica is needed and is available for purchase the night of class from the instructor for $13. Instructional CD and handouts included in the course fee.

$39 / 2 sessions
1379 Oct 6 Tu 6 pm - 7:30 pm CB

Dutch Oven Cooking
Whether you are new to Dutch oven cooking or have been Dutch oven cooking for years and just want some new recipes and to meet up with others that enjoy Dutch oven cooking, this class is for you. We will make and eat eight different recipes. Handouts, along with some one on one coaching, will be available to people new to Dutch oven cooking.
Fees paid directly to the instructor, Christina Roelofs. Adult $10 and Youth $5.
Class is held at the Nishna Bend Recreation Center; 514 Maple Rd., Harlan IA 51537.

$39 / 1 session
3015 Sep 28 M 5:30 pm - 7:30 pm HRLN

Library and Lunch
Discuss favorite writers and books over lunch in the community room of the Harlan Library. Check with the library staff for specifics. Sessions are from 12-1 pm the second Tuesday of every month. Bring a sack lunch.

FREE / 1 session
3132 Sep 8 Tu 12 pm - 1 pm HRLN
3134 Oct 13 Tu 12 pm - 1 pm HRLN
3135 Nov 10 Tu 12 pm - 1 pm HRLN
3136 Dec 8 Tu 12 pm - 1 pm HRLN

Retirement Planning Today
An educational course for adults ages 50 to 70. Learn about Social Security withdrawing options; how to define your core priorities; how to develop reliable retirement income; and common reasons retirees run out of money. Couples may attend for a single tuition cost but must register at the same time.

$49 / 2 sessions
2822 Aug 27 Th 6 pm - 9 pm CB
2824 Sep 1 Tu 6 pm - 9 pm CB

Luscious, Low-Fat, Lightning-Quick Meals
Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You’ll learn how to reduce fat in recipes without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! You will discover tips for grocery shopping, menu planning, food preparation, and quicker cooking. You will have the chance to try out over 50 exciting and easy lower-fat recipes.

$100 / 2 sessions
2906 Online: 24/7 Starts Monthly ONL

Writing the Fantasy Novel
This course is perfect whether you have an idea for a book or even if you don’t know where to start. With the tools you’ll gain in this course, you’ll be ready to tackle your first fantasy novel.

$100 / 1 session
2891 Online: 24/7 Starts Monthly ONL

Writing the Fantasy Novel
This course is perfect whether you have an idea for a book or even if you don’t know where to start. With the tools you’ll gain in this course, you’ll be ready to tackle your first fantasy novel.

$100 / 1 session
2892 Online: 24/7 Starts Monthly ONL

CHECK CLASS DATES
Class schedules are subject to change, and we are always adding new classes.

CURRENT INFO @ iwcc.edu/ce
BEGINNING WRITER’S WORKSHOP

Like a true writing workshop, you will learn literary techniques, peer review a classmate’s work, and receive constructive criticism on your work. In addition, you will learn how to move your work from the prewriting stage to editing and final revision. You will also learn how to use constructive criticism on your work. In addition, you will learn how to move your work from the prewriting stage to editing and final revision. You will also learn how to use literary devices, meaningful dialogue, and imagery in your different drafts. By the end, you will have a thoroughly developed creative writing piece. You might even be ready for publication!

$115 Ed2Go
2893 Online: 24/7 Starts Monthly ONL

GROWING PLANTS FOR FUN AND PROFIT

Turn your love of plants into an enjoyable and profitable home business. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

$100 Ed2Go
2904 Online: 24/7 Starts Monthly ONL

START YOUR OWN EDIBLE GARDEN

Grow delicious, nutritious fruit and vegetables in your own backyard! Learn how to give your garden a healthy start and keep it growing strong all season.

$115 Ed2Go
2905 Online: 24/7 Starts Monthly ONL

SECRETS OF BETTER PHOTOGRAPHY

Learn to take outstanding photos and get the best results whether you are using a DSLR, a point-and-shoot, or phone camera. Learn how to apply new techniques to your own camera and make a distinctive difference in your photos.

$100 Ed2Go
2896 Online: 24/7 Starts Monthly ONL

SAT/ACT Prep Course - Part 1

This course will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. The ACT verbal sections are called the Reading Test, the English Test, and the Science Test. The Reading Test and the English Test assess your knowledge of English usage, grammar, and reading comprehension.

$100 Ed2Go
2894 Online: 24/7 Starts Monthly ONL

SAT/ACT Prep Course - Part 2

This course provides you with a complete math review of all these subjects. You’ll also learn how to use your time wisely so that you finish as many math questions as possible in the 60 minutes the ACT gives you for the math test. This course will give you pointers in time management, anxiety relief, scoring, and general standardized test-taking.

$100 Ed2Go
2895 Online: 24/7 Starts Monthly ONL

MASTERING DIGITAL PHOTOGRAPHY: PHOTOGRAPHING PEOPLE

This course will make taking beautiful pictures of adults, children, and babies simple. Discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos, make other improvements, and much more!

$100 Ed2Go
2897 Online: 24/7 Starts Monthly ONL

TRAVEL PHOTOGRAPHY FOR THE DIGITAL PHOTOGRAPHER

This course will teach you what you need to capture scenes from around the world and bring them back to your home. You will discover tips for digital photographers, and how to use both traditional techniques, as well as those unique to digital equipment.

$100 Ed2Go
2898 Online: 24/7 Starts Monthly ONL

SPANISH FOR FIREFIGHTERS

This course is designed for firefighters and emergency responders during a fire situation wanting to communicate with the Spanish-speaking public.

$165 ProTrain
2551 Online: 24/7 Open-Ended ONL

SPANISH FOR DOCTORS AND DENTAL HYGIENISTS

The course seeks to bridge the communication gap between English-speaking dental professionals and Spanish-speaking patients.

$165 ProTrain
2646 Online: 24/7 Open-Ended ONL

SPANISH FOR SOCIAL SERVICES

The course is designed for social workers, counselors, non-profit office staff and administrators, ministers, and anyone working in an outreach capacity.

$165 ProTrain
2519 Online: 24/7 Open-Ended ONL

ONLINE - SPANISH

Contact us for more information about this exciting opportunity.

712.325.3256 | ce@iwcc.edu

Spanish for Construction

The course is designed for construction workers, contractors, foreman, and anybody who works with Spanish-speaking employees and co-workers in the construction industry.

$165 ProTrain
2500 Online: 24/7 Open-Ended ONL

Spanish for Food Service

The course is designed for restaurant managers, wait staff, cooks, and anyone working with Spanish-speaking employees and co-workers.

$165 ProTrain
2499 Online: 24/7 Open-Ended ONL

Spanish for Housekeeping

The course seeks to bridge the communication gap between English and Spanish-speaking supervisors, co-workers, and guests.

$165 ProTrain
2552 Online: 24/7 Open-Ended ONL

Spanish for Manufacturing and Warehousing

The course is designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers.

$165 ProTrain
2553 Online: 24/7 Open-Ended ONL
The Center of Excellence for Advanced Manufacturing (CEAM) is a demand-driven 2 year certificate program established by Iowa Western and its industry partners. CEAM is designed to meet and sustain the needs of current and emerging advanced manufacturing companies in our region. Training is held on the Clarinda Campus.

% YET 1 / CORE: The CEAM certificate program includes a core year, when all students study machine trades, electricity, and mathematics. In the second year, students choose one of two specialized tracks.

% YET 2 / Choose Your PATH:  
• ELECTRO-MECHANICAL Students will study blue print reading, machine tooling, CNC, and CAD/CAM.  
• TOOL & DIE Students will study robotics, motor controls, and PLC.

Scholarships & Sponsorships: Contact us to learn more about CEAM scholarships and available company sponsorships.

Apprenticeships: Participating companies have options to enroll you in an apprenticeship which will result in a National Journeyman’s License.

Benefits:  
• Higher Wages: Average Increase is 4.2%.  
• In-Demand: Need to fill these positions in local companies is growing at 21.4%.  
• Hot Tech: 45% of Manufacturing Tech is considered “Hot Technology” by O’Net.  
• Expert Training: 70% of classes taught by senior employees from leading companies.  
• Convenience: Classes are scheduled in the evening, and students have summers off.

Online Account Benefits:  
• Create and update your own account 24 hours a day  
• View and print your own transactions  
• Create and manage accounts and course registrations for family members or company employees  
• View the history of the courses you’ve taken (For course information before August 6, 2019, contact our office at 712.325.3256.)

Online Account Benefits:  
• Create and update your own account 24 hours a day  
• View and print your own transactions  
• Create and manage accounts and course registrations for family members or company employees  
• View the history of the courses you’ve taken (For course information before August 6, 2019, contact our office at 712.325.3256.)

Locations:  
CB Council Bluffs Campus  
CLAR Clarinda Campus  
ATL Cass County Center  
HRLN Shelby County Center  
SHEN Page Fremont County Center  
OC Off Campus

General Information:  
How to Register:  
ONLINE @ iwcc.edu/ce  
Self-register anytime at our secure registration website.  
1 Log in if you already have a profile or create a new account.  
2 When you find the class or classes you want to take, add to your shopping cart and checkout.  
PHONE — 712.325.3256  
Call our office Monday — Friday, 8 am — 4:30 pm.  
IN PERSON  
Register in person at one of our convenient locations. (See list to right. Please call ahead to check office hours.)

Online Account Benefits:  
• Create and update your own account 24 hours a day  
• View and print your own transactions  
• Create and manage accounts and course registrations for family members or company employees  
• View the history of the courses you’ve taken (For course information before August 6, 2019, contact our office at 712.325.3256.)

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

Equal Opportunity and Non-Discrimination: It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices, as required by Iowa Code sections 216.6 and 216.8, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IV Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Questions or complaints? Contact Title III and Equal Opportunity Coordinator, Reanna Heim at (712) 325-3207 or rheim@iwcc.edu. Inquiries and complaints may also be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1745, Chicago, Il, 60606, (312)-730-1560, OCR.Chicago@ed.gov.
CRITICAL CARE PARAMEDIC
Begin a new career.
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