

# CONTINUING EDUCATION

CAREER  
PROFESSIONAL  
PERSONAL

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# IOWA WESTERN CONTINUING EDUCATION

## Welcome!

I'm Harold Sargus and started as the Director of Continuing Education last November. I have over 20 years of successful experience working with individuals and organizations seeking to improve. Adding my 20 years to the decades of experience of my team, gives me confidence that we will continue to meet and exceed the needs of our community. I look forward to the time when I can get out of my office and meet people and hear what is on your minds. I believe people are always improving. We read, attend workshops, watch online videos and volunteer for a variety of reasons. If one of our classes can help you improve, we have fulfilled our mission.

My question to you is, who are you becoming? Visit us at [iwcc.edu/ce](http://iwcc.edu/ce).

Warm Regards, Harold.

## Registration is Easy @ [iwcc.edu/ce](http://iwcc.edu/ce)

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

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, Education 2 Employment is an option available to you based on eligibility.

This program offers **FREE** financial assistance to eligible Iowa residents. See page 10 for more information!



## ABOUT THE COVER

Catrina is a full-time mother of four and part-time waitress. She's enrolled in the Paramedic program and wants to help others who need a paramedic or even just someone to hold their hand. Will she stop at Paramedic or continue on to Critical Care Paramedic or take the bridge to Nursing? Only time will tell, she is leaving her mind and heart open to different options. Catrina said, "Life has taught me that we are never too young or too old to follow our dreams." A quote that helps her through is, "What if I fail? Oh, but my darling, what if you fly?" by Erin Hanson.

712.325.3256 / [iwcc.edu/ce](http://iwcc.edu/ce)

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## GENERAL INFORMATION

# BUSINESS AND TECHNOLOGY

## BUSINESS AND LEADERSHIP

### **NEW!** Managing With Purpose

Come join us for our leadership course focusing on management development, facilitated by Carol Horner an experienced management consultant. With this course, you will gain the knowledge to advance people management skills in the areas of influence, feedback, productive conflict, and accountability. This course is also designed to raise self-awareness and awareness of others' work styles. You will complete the Everything DiSC Management Assessment online prior to the first session of the program. This is definitely a course you do not want to miss!

\$299 / 4 sessions Carol Horner

4367 Feb 26 – Mar 19 F 2 pm - 4 pm Live via Zoom

### Grant Writing

This course is perfect for anyone wanting to learn the essentials of writing or acquiring grants for private, public, or government use. If you are thinking of starting a business that utilizes grants, learning the essentials of writing, researching, obtaining, maintaining, operations and strategies within the grant system is imperative. This course covers the diverse types of grants that are available. It will cover corporate, non-profit, education, and government grants that are available. You will learn the basics on how to research for and find available grants as well as how to begin the grant process. All necessary materials included.

\$2,295 ProTrain

4456 Online: 24/7 ONL

### Grant Writing Fundamentals

Are you (a student, parent, teacher or school administrator) hoping to find 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. Learn to write successful letters and grant proposals. Researching and approaching funders for grant money can help you develop new services, (strengthen your operating budget) and support existing programs.

\$275 ProTrain

4458 Online: 24/7 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 focuses on everyday writing, professional presentations, and interpersonal communication.

\$225 ProTrain

4465 Online: 24/7 ONL

### Technical Writing Fundamentals

In this course students will be introduced to the basics of technical writing through hands-on writing projects. Students will learn the process of technical writing including identifying the audience, organizing the content, and document revision. Students will practice their skills on various kinds of documents and writing types, including writing for the web, definitions, descriptions, instructions, reports, and basic business communications.

\$375 ProTrain

4477 Online: 24/7 ONL

### Fundamentals of Accounting

This course will provide an introduction to the concepts and uses of accounting in a business environment. 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 preparation and analysis of basic financial statements.

\$1,499 ProTrain

4569 Online: 24/7 ONL

### Advanced Income Tax Preparation Level 1

Students will study Earned Income Tax Credit (EIC or EITC), clergy income and investments. The course continues with 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 details.

\$499 ProTrain  


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**2529** Online: 24/7 ONL

### Introduction to QuickBooks 2019

Introduction to QuickBooks 2019 is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables, and generate reports.

\$129 Ed2Go  


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**4359** Online: 24/7 Starts Monthly ONL

### Intermediate QuickBooks 2019

This online course will help you build on previous skills to gain an intermediate-level proficiency of the QuickBooks 2019 software. You will learn how to use QuickBooks in many common scenarios that small business owners encounter, such as creating customer statements and assessing finance charges. By the time you complete the course, you will know how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

\$129 Ed2Go  


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**4360** Online: 24/7 Starts Monthly ONL

### QuickBooks Online Series

Learn to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more. Includes Introduction to QuickBooks Online and Intermediate QuickBooks Online.

\$199 Ed2Go  


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**4362** Online: 24/7 Starts Monthly ONL

### Six Sigma Black Belt Exam 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  


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**4467** Online: 24/7 ONL

### Six Sigma: Total Quality Applications

Learn apply the elements and methods of Six Sigma to achieve the highest possible quality. This course will help you prepare for the internationally recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality (ASQ).

\$115 Ed2Go  


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**4364** Online: 24/7 Starts Monthly ONL

### Six Sigma: Total Quality Fundamentals

Learn the basics of total quality management. You will find out how to use teamwork to make the most of your employees' abilities and potential. You will learn to manage the process of change, reduce customer complaints, and increase customer service.

\$115 Ed2Go  


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**4363** Online: 24/7 Starts Monthly ONL

## CAREER



### NEW! CompTIA Security+

Test Voucher Included! Learn the fundamentals of network security concepts, threats and vulnerabilities, access control, identity management, cryptography and much more. Security+ is a globally recognized certification that validates the baseline skills in order to pursue careers in IT. Students should have at least 2 years of IT experience and broad knowledge of computers. This course will prepare you for the Security+ Exam offered by CompTIA. This Certification meets US DoD 8570 requirements required for most Government positions. One test voucher available after successful completion of class. Valid only at IWCC testing location for up to one year.

The course will be live via Canvas on Tuesdays and in-person in the computer lab at Loofft Hall on Thursdays.  
 \$1,699 / Connor Weiss

**3791** Mar 2 – Jun 10 TuTh 4:30 pm - 7:30 pm CB

### Bookkeeping Certificate

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! It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business. Three one-month courses.

\$495	Sharon DeFonteny		
<b>4324</b>	Feb 1 – Apr 30	Online: Self-Paced	ONL
<b>4325</b>	Apr 5 – Jul 2	Online: Self-Paced	ONL
<b>4326</b>	Jun 7 – Aug 27	Online: Self-Paced	ONL

### Sales and Marketing Professional

This course is designed to prepare you to successfully work 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		
<b>4419</b>	Online: 24/7		ONL

### Certified Administrative Professional with Microsoft Office Master 2019

Certified Administrative Professional (CAP) is one of the most valuable credentials an administrative professional can hold. This course will prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP), and Microsoft Master certification. You will learn the fundamentals of workplace administration, including organizational communication, records management, and human resources. You will then learn advanced skills for using programs in the Microsoft Office 2019 suite. Upon course completion, you will receive prepaid vouchers to take the CAP exam and the MO-201 (Excel), MO-101 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams.

\$3,195	Ed2Go		
<b>2908</b>	Online: 24/7	Starts Monthly	ONL

### Legal Court Interpreter - Spanish (Basic)

This course prepares aspiring bilinguals to approach the career of legal interpretation equipped with fundamental skills and knowledge. Students are expected to be fully bilingual in both languages. To achieve a necessary level of qualification to practice the profession, further training is highly recommended.

\$1,195	ProTrain		
<b>4459</b>	Online: 24/7		ONL

### Project Management Professional (PMP) Exam Prep

This 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. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the PMP exam.

\$2,375	ProTrain		
<b>4554</b>	Online: 24/7		ONL

### Consulting - Managing Your Own Business

The course will help in project planning and development, managing and organizing a consulting practice, proposal delivery, and marketing a successful consulting practice with accompanying management, financial and business development issues and concerns.

\$139.95	ProTrain		
<b>4594</b>	Online: 24/7		ONL

## Pearson Vue Testing

Testing is available in Loft Hall.

We deliver certification and licensure exams for leading organizations in virtually every industry.

To schedule your exam go to  
[home.pearsonvue.com/](https://home.pearsonvue.com/)

For more information or questions regarding scheduling, please contact Stephanie Schuster.  
**712-325-3252 | [sschuster@iwcc.edu](mailto:sschuster@iwcc.edu)**

## GRAPHIC DESIGN

### NEW! Introduction to Canva

Have you tried producing your own graphic designs that just don't look professional? This course is for you! Canva is a tool that makes it possible to design anything with its user-friendly drag and drop tool and thousands of customizable templates. The tool is free and you will be on your way to making infographics, social media graphics, and more. This course will cover how to use Canva efficiently and effectively. You will learn how to use the tools and elements available to you and cover topics such as text and typography; using shapes and lines; adding icons and illustrations; working with pictures and filters; adjusting color, alignment and transparency; and exporting your work. We'll also cover stock photography websites that are free to use!

\$49 / 1 session		Amy Dillard	
4374	Apr 28	W 5 pm - 9 pm	CB
4375	May 26	W 5 pm - 9 pm	CB

### Adobe Photoshop CC

Learn the basics and much more in this online program. 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 is the course for you! Take the plunge and sign up today to learn how to master the world's number one image editing software! Students will need a copy of Adobe Photoshop CC in order to do coursework.

\$750		ProTrain	
2497	Online: 24/7	ONL	

### Introduction to Adobe Photoshop CC

This class will introduce the new user to the basics of working with Photoshop for retouching images and drawing. Students will be able to use various techniques for selecting in order to edit and retouch images. Students will be able to prepare images for including in a web site or for including in printed documents. Students will be able to create new images using the pen tool and the drawing and painting tools. You will need a copy of Photoshop. A 30-day trial version is available. Book Included.

\$375		ProTrain	
4430	Online: 24/7	ONL	

### Introduction to InDesign CC

Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, eBooks, business materials and more. This course uses hands-on exercises and expert instruction to help you discover how the program features relate to producing actual usable documents.

\$115		Ed2Go	
2889	Online: 24/7	Starts Monthly	ONL

## MICROSOFT OFFICE

### 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			
3724	Mar 8 - 10	MTuW 5 pm - 8 pm	CB
3725	Apr 12 - 14	MTuW 5 pm - 8 pm	CB

### 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	
4654	Online: 24/7	ONL	

### Introduction to Microsoft Word 2019/Office 365

This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job.

\$129		Ed2Go	
4354	Online: 24/7	Starts Monthly	ONL

### Intermediate Microsoft Word 2019/Office 365

Through hands-on lessons and modules, you will learn how to use a number of shortcuts and time-saving techniques to create complex documents. By the end of the course, you will know how to create and organize tables, manipulate graphics, and merge spreadsheets, amongst other functions, to turn Word into a simple desktop publishing tool.

\$129 Ed2Go

**4355** Online: 24/7 Starts Monthly ONL

### Introduction to Microsoft Excel 2019/Office 365

Most workplaces require that new employees have a basic level of understanding of Microsoft Excel. If you want to learn the 2019 version of Microsoft Excel, this course will introduce you to the program's basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons.

\$129 Ed2Go

**4356** Online: 24/7 Starts Monthly ONL

### Intermediate Microsoft Excel 2019/Office 365

If you use Excel regularly and want to learn more advanced functions in this powerful software, this course is for you. You will learn how to harness the power of Excel's data analysis tools and AutoFilter commands and how to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX and MATCH, and other intermediate functions to your professional skill set. In addition, you will learn to create macros that let you manipulate data with the push of a button. You'll also discover how to use Goal Seek and Solver and apply them to real-world problems.

\$129 Ed2Go

**4357** Online: 24/7 Starts Monthly ONL

### Advanced Microsoft Excel 2019/Office 365

Most organizations rely heavily on Microsoft Excel to consolidate, analyze, and report financial information and other important data. This course will help you master many features in Microsoft Excel 2019/Office 365 that most users don't know exist. You will learn the secret to using formula-based conditional formatting as a creative solution to common issues. You will also learn how to leverage Excel's Power Query tool to import and transform data from about any data source. By the time you finish this course, you will have mastered Microsoft Excel 2019/Office 365 and will be able to better serve your company's data management needs.

\$129 Ed2Go

**4358** Online: 24/7 Starts Monthly ONL

## WEB DESIGN AND PROGRAMMING

### Certificate in Basic Game Design

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate 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.

\$395 Moses Wolfenstein

**4279** Feb 1 – Mar 26 Online: Self-Paced ONL

**4280** Apr 5 – May 28 Online: Self-Paced ONL

**4281** Jun 7 – Jul 30 Online: Self-Paced ONL

### Certificate in Web Design

Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. After the first course you will have the info you need to plan and design effective web pages. Then find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. Plus explore CMS frameworks and industry standard technologies and frameworks.

\$595 Tonya Wright

**4298** Feb 1 – Apr 30 Online: Self-Paced ONL

**4299** Apr 5 – Jul 2 Online: Self-Paced ONL

**4300** Jun 7 – Aug 27 Online: Self-Paced ONL



## Coding Certificate

Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one’s chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language. Three one-month courses.

\$595			Andy Helmi
<b>4314</b>	Feb 1 – Apr 30	Online: Self-Paced	ONL
<b>4315</b>	Apr 5 – Jul 2	Online: Self-Paced	ONL
<b>4316</b>	Jun 7 – Aug 27	Online: Self-Paced	ONL

## Introduction to SQL

Structured Query Language (SQL) is the language used to work with databases and the information stored within them. 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
<b>4632</b>	Online: 24/7		ONL

## Java Programming

You will be introduced to the concepts of Object-oriented programming using Java 9.0. Students will learn the fundamentals of Java programming as they create Java applications. 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. You can use Java SE 9.0 and NetBeans 9.0 to follow along with the course content.

\$475			ProTrain
<b>4639</b>	Online: 24/7		ONL

## WordPress Certificate

Topics include Introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimization (SEO) techniques that improve your website ranking, and much more. Three one-month courses.

\$495			Andy Helmi
<b>4308</b>	Feb 1 – Apr 30	Online: Self-Paced	ONL
<b>4309</b>	Apr 5 – Jul 2	Online: Self-Paced	ONL
<b>4310</b>	Jun 7 – Aug 27	Online: Self-Paced	ONL

## Teaching Online

Become a more effective online teacher!

### Certificate in Online Teaching

This Certificate is for those new to teaching online or those already teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business.

\$495			William Draves
<b>4165</b>	Feb 1 – Apr 30		ONL
<b>4166</b>	Apr 5 – Jul 2		ONL
<b>4167</b>	Jun 7 – Aug 27		ONL

### Certificate in Teaching Adults

Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. Your lead instructor is author of How to Teach Adults. The ebook version is included!

\$295			William Draves
<b>4175</b>	Feb 1 – Mar 26		ONL

# EDUCATION (K-12)

## 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. Must register at least one week prior to start date of class. You will need to order and have the following books prior to the course start date: Successful Coaching, Ranier Martens, ISBN 978-1-450-0051-0. Sports First Aid, Melinda Flegel, ISBN 978-1-4505-6890-9. Purchase books through many online sources such as Amazon, Barnes & Noble, and Ebay.

\$495 / 27 sessions Mike Wulbecker

3153	Feb 5 – 14	Pre-Homework	ONL
	Feb 9	Welcome 6 pm - 7 pm	Zoom
	Feb 15 – 19	Class Instruction	Zoom
	Feb 20 – 26	Post-Homework	ONL

3154	Apr 23 – May 2	Pre-Homework	ONL
	Apr 28	Welcome 6 pm - 7 pm	Zoom
	May 3 – 7	Class Instruction	Zoom
	May 8 – 14	Post-Homework	ONL

3156	Jul 2 – 11	Pre-Homework	ONL
	Jul 6	Welcome 6 pm - 7 pm	Zoom
	Jul 12 - 16	Class Instruction	Zoom
	Jul 17 - 23	Post-Homework	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. This is a four (4) step course.

\$60

4738 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.

\$89

4737 Online: Self-Paced ONL

## CAREER CERTIFICATE

### Paraeducator 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. A sign language interpreter will be available for the class. Class meets in Looft Hall.

\$1,200 / 12 sessions LeeAnn Bradley

3454	Apr 10 & 24	Sa 8 am - 12 pm
	May 8 & 22	Sa 8 am - 12 pm
	Jun 14 – 18	M–F 8 am - 12 pm
	Jun 21 – 23	MTuW 8 am - 12 pm

FREE for eligible Iowa residents through Education 2 Employment. Contact Rachel to apply.

712.325.3268 | [rjensen@iwcc.edu](mailto:rjensen@iwcc.edu)

## SUBSTITUTE AUTHORIZATION

### Substitute Authorization

This is a Board of Educational Examiner's approved Substitute Authorization course, which allows you to substitute in a K-12 institution for no more than 5 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 paraeducator is employed. You must complete 2 classroom observations after the 2-day course is complete. You are responsible for arranging the observations with the school of your choice.

\$260 / 2 sessions Wayne Norman

3600	Feb 13 & 14	SaSu 8 am - 5 pm	CB
3601	Mar 13 & 14	SaSu 8 am - 5 pm	CB
3602	Apr 3 & 4	SaSu 8 am - 5 pm	CB
3604	May 15 & 16	SaSu 8 am - 5 pm	CB
3605	Jun 12 & 13	SaSu 8 am - 5 pm	CB
3606	Aug 7 & 8	SaSu 8 am - 5 pm	CB
3607	Sep 11 & 12	SaSu 8 am - 5 pm	CB

## E2E = Tuition Assistance

FREE for eligible Iowa residents through Education 2 Employment. See page 12.

### PROFESSIONAL DEVELOPMENT

#### Gender in the Classroom

Take away 10 top tips for helping girls and boys learn and succeed more.

\$145 Julie Coates

4252 Mar 1 – 26 Online: Self-Paced ONL

4253 May 3 – 28 Online: Self-Paced ONL

#### Creating the Inclusive Classroom: Strategies for Success

Learn creative strategies for making your inclusive classroom a nurturing, supportive learning environment.

\$115 Ed2Go

2903 Online: 24/7 Starts Monthly ONL

#### Empowering Students With Disabilities

From preschool through high school, you will learn powerful strategies to use in your classroom.

\$115 Ed2Go

2900 Online: 24/7 Starts Monthly ONL

#### GRE Exam Prep Part I

This course will provide you with test-taking techniques and methods for improving your score.

\$139.95 ProTrain

4611 Online: 24/7 ONL

#### GRE Exam Prep Part II

A continuation of Part 1.

\$139.95 ProTrain

4612 Online: 24/7 ONL

#### Moving a Course from the Classroom to Cyberspace

You will learn how to build online interactions and to make your courses more student-centered.

\$225 ProTrain

4460 Online: 24/7 ONL

#### Online Safety for Teachers and Students

Learn how to use Internet and online resources safely and effectively for both teachers and their students.

\$139.95 ProTrain

4617 Online: 24/7 ONL

#### Students with ASD (Autism Spectrum Disorder)

The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested.

\$145 Julie Coates

4163 Mar 1 – 26 Online: Self-Paced ONL

4164 May 3 – 28 Online: Self-Paced ONL

#### Teaching High School Students

You'll learn about the latest teaching strategies and techniques that can help your students achieve academically and behave responsibly.

\$115 Ed2Go

2901 Online: 24/7 Starts Monthly ONL

#### Teaching Online

This course introduces best practices for teaching online and tools to help support the learning process.

\$225 ProTrain

4702 Online: 24/7 ONL

#### Teaching Preschool: A Year of Inspiring Lessons

You will learn over 100 circle-discussion, art, literacy, fine and large motor skill, science, and music activities.

\$115 Ed2Go

2902 Online: 24/7 Starts Monthly ONL

# 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@iowcc.edu](mailto:rjensen@iowcc.edu)

## CHOOSE YOUR PATH:

### IT/BUSINESS

### EDUCATION

- Paraeducator Generalist

### HEALTH

- Certified Medication Aide (CMA)
- Certified Nurse Aide (CNA)
- Advanced CNA
- Medical Billing and Coding Specialist
- EMT
- Paramedic
- Critical Care Paramedic
- Pharmacy Technician
- Phlebotomy
- Sterile Processing Technician

### MANUFACTURING/LOGISTICS

- Construction Technology: Carpentry
- HVAC/R Maintenance
- Industrial Technology
- Residential Plumbing Certificate
- Solar Installation Technician

EDUCATION  
**2** EMPLOYMENT

Opportunity awaits you.

TUITION ASSISTANCE  
CAREER TRAINING  
ONE-ON-ONE ADVISING

[edu2employ.com](http://edu2employ.com)

# HEALTH & PUBLIC SERVICES

## CAREER/CERTIFICATES

### 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. You should expect to spend at least 12 hours of work outside the classroom. Upon completion of the class, you will sit for the Certified Professional Coder (CPC) exam from AAPC (American Academy of Professional Coders). You must provide copy of recent transcript showing successful completion of Anatomy Medical Terminology classes to process registration.

\$3,599 / 60 sessions

**3765** Oct 18 – May 11 MW 9 am - 1 pm CB

### Phlebotomy **E2E**

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 lectures, discussions, 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 the confidence to work as a Phlebotomist. Students will be given an opportunity to participate in selecting clinical sites; however, the Program Instructor and Continuing Health Coordinator reserve the right to make the final decision for student assignments to clinical sites.

\$1,549 / 35 sessions Hollie Hanash

**3635** Mar 17 – Apr 16 MWF 4 pm - 10 pm CB  
 Apr 19 – May 8 Su–Sa 8 am - 4:30 pm Clinical  
 May 10 & 12 MW 4 pm - 10 pm CB

### Medical Terminology

Using graphics and study tips you will learn definitions, root terms and their application in the medical world.

\$115 Ed2Go

**4366** Online: 24/7 Starts Monthly ONL

**E2E** = eligible for tuition assistance; see page 12

### Pharmacy Technician **E2E**

Pharmacy technicians perform pharmacy-related functions, working under the direct supervision of a licensed pharmacist. Our 196-hour 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. Please plan for some flexibility for the required 76 hours of externship. The hours of participation are established in conjunction with the hosting 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.

\$1,695 / 43 sessions Cindy Burbank

**3611** Jan 12 – Mar 16 TuTh 9 am - 3 pm CB  
 Mar 17 – Apr 7 Su–Sa 8 am - 5 pm Clinical  
 Apr 8 – 15 TuTh 9 am - 3 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 how to properly transfer and store instruments to keep them contaminant free. After successful completion of this program and documented work hours, students will be eligible to take the exams for National Certification as a Sterile Processing Technician. Clinical hours are scheduled according to instructor, clinical site, as well as the number of students attending. Please plan for some flexibility for the 30 hours of clinical.

\$769 / 22 sessions Paula Dangerfield

**3787** Apr 6 – Jun 17 TuTh 3 pm - 6 pm CB

## Need a New Career?



Train 100% online and learn the skills employers need!

- Computer Technician
- Contact Tracing and Infection Control
- Hemodialysis Technician
- Infection Control & Barrier Protection Proficiency
- Inpatient Auditing
- Medical Administrative Assistant w/EHR
- Medical Transcription Editor
- Microsoft Office 2019
- Patient Care Technician



Join us for a FREE Webinar

Feb 2nd @ 6pm | Apr 22nd @ 6pm

RSVP: [ce@iwcc.edu](mailto:ce@iwcc.edu)

MORE INFO: [partner.careerstep.com/iwcc](http://partner.careerstep.com/iwcc)



**Certified Nursing Assistant (CNA) E2E**

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 approved for 3 Iowa Western credits and a prerequisite to the IWCC Nursing program. The course consists of classroom, lab and 3 clinical/lab. 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.

\$595 / Number of sessions vary Jane Tremel

3587	Jan 5 – 12	M–F 8 am - 4:30 pm	CB
	Jan 13 – 19	TuWTh 7 am - 3:30 pm	Clinical
3591	Feb 9 – 16	M–F 8 am - 4:30 pm	CB
	Feb 17 – 22	MWThF 7 am - 3:30 pm	Clinical
3592	Mar 3 – 11	M–F 8 am - 4:30 pm	CB
	Mar 12 – 17	MTuWF 7 am - 3:30 pm	Clinical
3593	Apr 5 – 13	M–F 8 am - 4:30 pm	CB
	Apr 14 – 19	MWThF 7 am - 3:30 pm	Clinical
3594	May 11 – 19	M–F 8 am - 4:30 pm	CB
	May 20 – 25	MTuThF 7 am - 3:30 pm	Clinical
	May 26 – Jun 1	Tu–F 7 am - 3:30 pm	TBD

**Hybrid Certified Nursing Assistant (CNA)**

Coming Spring 2021! Email [ce@iwcc.edu](mailto:ce@iwcc.edu) to receive class updates.

**Expanded Intravenous Therapy for the Licensed Practical Nurse (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 certified end-stage renal dialysis unit. IV Therapy for clients age 12 or older and weighing 80 lbs. or more. The certificate will be given upon completion of classroom and sponsoring facility clinical portion.

\$725 / 8 sessions

3318	Feb 15 – Apr 5	M 10 am - 5 pm	CB
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**Certified Medication Aide E2E**

This 60 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.

\$565 / 8 sessions

Jane Tremel

3623	Jan 28 – Feb 8	M–F 9 am - 3:30 pm	CB
3624	Apr 20 – 29	M–F 9 am - 3:30 pm	CB

**Medication Manager**

The purpose of this course is to prepare individuals to safely administer or supervise self-administration of non-parenteral medications in a Residential Care Facility of 15 or fewer beds, an Assisted Living Program, or other community-based settings such as Supervised Apartment Living or Supported Community Living Arrangements.

\$199 / 4 sessions

Jane Tremel

1443	Jan 19 – 22	Tu–F 8:30 am - 3:30 pm	CB
3614	Feb 24 – Mar 1	MWThF 8:30 am - 3:30 pm	CB
3615	Mar 23 – 29	M–Th 8:30 am - 3:30 pm	CB
3616	May 3 – 6	M–Th 8:30 am - 3:30 pm	CB
3617	Jun 23 – 28	MWThF 8:30 am - 3:30 pm	CB

**Medication Manager Lab**

Additional lab, if needed, with prior IWCC approval.

\$69 / 1 session

Jane Tremel

3618	Jan 26	Tu 8:30 am - 11:30 am	CB
3619	Mar 2	Tu 8:30 am - 11:30 am	CB
3620	Mar 30	Tu 8:30 am - 11:30 am	CB
3621	May 7	F 8:30 am - 11:30 am	CB
3622	Jun 29	Tu 8:30 am - 11:30 am	CB

## CPR & FIRST AID

### CPR/AED for Adult-Child-Infant

This course is for individuals who are not healthcare providers but desire or are required to be certified in CPR and the use of an AED.

\$60 / 1 session		Rita Pierson	
2999	Jan 13	W 9 am - 12:30 pm	CB
3737	Feb 18	Th 9 am - 12:30 pm	CB
3738	Mar 17	W 9 am - 12:30 pm	CB
3739	Apr 20	Tu 9 am - 12:30 pm	CB
3741	May 26	W 9 am - 12:30 pm	CB
3740	Jun 25	F 9 am - 12:30 pm	CB
3742	Jul 17	Sa 9 am - 12:30 pm	CB

### BLS Instructor

This course will enable individuals to instruct AHA BLS and Heartsaver courses according to AHA standards. Prerequisites are: Have a current AHA BLS Provider Certification valid for 6 months after date of instructor course; Be proficient in skills of CPR/AED; Complete the BLS Instructor Essentials online course and bring certificate to class. Contact Sue at swiese@iwcc.edu or 712.325.3255 at least 2 weeks prior to start date of class to register.

\$425 / 1 session		Rita Pierson	
3743	Mar 25	Th 9 am - 5 pm	CB
3744	Jun 15	Tu 9 am - 5 pm	CB

### 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 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	
2988	Jan 15	F 9 am - 3 pm	CB
3715	Feb 11	Th 9 am - 3 pm	CB
3726	Mar 23	Tu 9 am - 3 pm	CB
3727	Apr 10	Sa 9 am - 3 pm	CB
3728	May 14	F 9 am - 3 pm	CB
3729	Jun 9	W 5 pm - 10 pm	CB
3730	Jul 7	W 9 am - 3 pm	CB

### Pediatric First Aid and CPR/AED

This course is designed to help people recognize emergencies and provide first aid, CPR, and use an AED. 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	
2993	Jan 13	W 9 am - 4 pm	CB
3731	Feb 18	Th 9 am - 4 pm	CB
3732	Mar 17	W 9 am - 4 pm	CB
3733	Apr 20	Tu 9 am - 4 pm	CB
3734	May 26	W 9 am - 4 pm	CB
3735	Jun 25	F 9 am - 4 pm	CB
3736	Jul 17	Sa 9 am - 4 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	
3006	Jan 22	F 1 pm - 4 pm	CB
3745	Feb 23	Tu 6 pm - 9 pm	CB
3746	Mar 18	Th 6 pm - 9 pm	CB
3747	Apr 14	W 1 pm - 4 pm	CB
3748	May 4	Tu 6 pm - 9 pm	CB
3749	Jun 23	W 6 pm - 9 pm	CB
3750	Jul 22	Th 6 pm - 9 pm	CB

**Find your class online today!**

Search by Class ID # or Class Title or Topic.  
For registration information, see page 31.

**REGISTER @ [iwcc.augusoft.net](http://iwcc.augusoft.net)**

## EMS & PARAMEDIC

### Human Anatomy and Physiology

Gain a greater appreciation and understanding of the complexity of the human body.

Register online at [ed2go.com/iwcc](http://ed2go.com/iwcc).

\$115 Ed2Go

**3808** Online: 24/7 Starts Monthly ONL

### Human Anatomy and Physiology II

In this course, you'll cover some more advanced topics that weren't covered in Human Anatomy and Physiology I.

Register online at [ed2go.com/iwcc](http://ed2go.com/iwcc).

\$115 Ed2Go

**2888** Online: 24/7 Starts Monthly ONL

## 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.

Skills testing is offered monthly. The 1st Monday at 10:30 am and the 3rd Wednesday at 1:30 pm. Dates are subject to change.

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 | [ce@iwcc.edu](mailto:ce@iwcc.edu)

### NEW! EMS Refresher

Get a year subscription to the FOAMfrat online refresher. Anyone registering for the FOAMfrat refresher option can complete their refreshers 100% online. There will not be any required lab days for this specific refresher option.

\$144 / Email [ce@iwcc.edu](mailto:ce@iwcc.edu) or call 712.325.3255 to pay and get your access code.

### 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 Casey Hutchison

**2951** Jan 8 & 9 FSa 8 am - 5 pm CB

**4376** Jul 23 & 24 FSa 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.

\$250 / 2 sessions Casey Hutchison

**4383** Feb 11 & 12 FSa 8 am - 4:30 pm CB

**2954** Jul 9 & 10 FSa 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 Casey Hutchison

**2952** Apr 23 & 24 FSa 8 am - 5 pm CB

**4377** Nov 12 & 13 FSa 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 Casey Hutchison

**2953** May 21 & 22 FSa 8 am - 5 pm CB

**4378** Dec 10 & 11 FSa 8 am - 5 pm CB



CAREER CERTIFICATE

### Emergency Medical Technician **E2E**

This course emphasizes the development of 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.

You will be required to demonstrate competencies during scheduled lab sessions, complete online coursework, and attend 32 hours of internship.

The course is taught online and in the lab. Morning, afternoon, evening and Saturday lab options are available. Email [ce@iwcc.edu](mailto:ce@iwcc.edu) for prerequisites.

#### Spring / January 11 – May 3

Mandatory Orientation	Jan 11	6-10 pm	
Mandatory Exit Course	May 3	6-10 pm	

#### EMT Traditional Afternoons

\$895 / 32 sessions Christopher Loftus

<b>3691</b>	Jan 11 – May 3	MW	12 pm - 4 pm	CB
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#### EMT Traditional Evenings

\$895 / 32 sessions Michell Bose

<b>3692</b>	Jan 11 – May 3	MW	6 pm - 10 pm	CB
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#### EMT Hybrid

\$895 / 7 sessions Levi Kinnison

<b>3693</b>	Jan 11	M	6 pm - 10 pm	CB
	Jan 16 – May 1	Sa	8 am - 5 pm	CB
	May 3	M	6 pm - 10 pm	CB

<b>3694</b>	Jan 11	M	6 pm - 10 pm	CB
	Jan 30 – Apr 24	Sa	8 am - 5 pm	CB
	May 3	M	6 pm - 10 pm	CB

#### Summer Fast-Track / June 7 - July 12

Mandatory Orientation	Jun 7	8-12 pm	
Mandatory Exit Course	Jul 12	8-12 pm	

#### Fast-Track Lab

\$895 / 15 sessions Christopher Loftus

<b>3695</b>	Jun 7 – Jul 12	MWF	8 am - 12 pm	CB
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FIND YOUR SUCCESS AT [IWCC.EDU/CE](http://IWCC.EDU/CE)

### Paramedic Program **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.

This is a hybrid program that requires you to follow a detailed time frame. Lecture material will be presented online and all hands on (practical) portions will be completed in the classroom. Computer knowledge is highly recommended but not a must to be successful in this course.

#### [ Course Sequence ]

- Foundations of Advanced Emergency Care
- Paramedic Pharmacology/Pathophysiology
- Advanced Patient Assessment
- Treatment in Advanced Emergency Care
- Cardiology for the Paramedic with Advanced Cardiac Life Support (ACLS)
- Medical Emergencies I
- Pre-Hospital Trauma Life Support (PHTLS)
- Medical Emergencies II
- Advanced Medical Life Support (AMLS)
- Special Populations for the Paramedic with Pediatric Advanced Life Support (PALS)
- 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. There is a \$50 application fee. Call 712.325.3255 to apply for the program.

\$7,495 / Casey Hutchison

**Mandatory Orientation** March 23, 2021  
**Hybrid Class** March 26, 2021 - March 24, 2022

#### **E2E = Tuition Assistance**

FREE for eligible Iowa residents through Education 2 Employment. See page 12.

# PROFESSIONAL DEVELOPMENT

## COSMETOLOGY

### Cosmetology Home Study

An independent home-study course consisting of a booklet and test. You will have three weeks to study the booklet and send the completed test back to us for grading. Upon passing, you will be sent a certificate awarding two hours of Iowa Law and Rules.

\$39 / 179 sessions

3754 Jan 2 – Jun 30 Online: Self-Paced ONL

## DENTAL

Email [ce@iwcc.edu](mailto:ce@iwcc.edu) to receive class updates.

## FOOD SAFETY

### Food Safety

This course is an 8 hour class followed by the national certification exam. Our food safety classes give a food handler essential knowledge and understanding of the fundamental food safety practices they need to carry out their work. The course is designed for individual 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.

\$145 / 1 session Jane Tremel

3625 Jan 25 M 8 am - 7:30 pm CB

3626 Feb 22 M 8 am - 7:30 pm CB

3631 Mar 22 M 8 am - 7:30 pm CB

3632 May 10 M 8 am - 7:30 pm CB

## INSURANCE

### Basics of The Living Trusts

5 Hour Insurance Renewal. This introductory course will cover the anatomy of the Living Trust arrangement and emphasize that this is not something the uninitiated should attempt without professional input.

\$75 / 1 session Lawrence Battaglia

3776 Apr 6 Tu 12 pm - 5 pm HRLN

### But He Didn't Die!

3 Hour Insurance Renewal. So our client is disabled and about to lose everything. He goes to his attorney to see if anything can be done for him. The first question the attorney asks is if his insurance agent ever mentioned an income replacement policy to him. As soon as the answer is no...now what? Income replacement policies are going to grow in importance the more the Affordable Health Care goes into force. It never hurts to review the basics of this insurance product as it protects our most valuable asset.

\$45 / 1 session

3773 Mar 16 Tu 8 am - 11 am CB

### Conduct Becoming

3 Hour Insurance Renewal. Perhaps a bit more academic than our other ethics classes, but still a great class. We look at the state regulations that seem to get us into the most trouble and cause the most problems. We look at current events that have ethical issues such as the modern view of lying vs. acting. We look at the specifics of rebating, twisting, churning and how to avoid problems both now and years from now.

\$45 / 1 session Lawrence Battaglia

3771 Feb 10 W 8 am - 11 am HRLN

### Consumer Guide to Long Term Care

3 Hour Insurance Renewal. It's the responsibility of the professional to know the more common questions and concerns the consumer has and effectively address them before selling anything. The sales will come only when the consumer understands the product, buys into the concept and trusts the insurance professional.

\$45 / 1 session Lawrence Battaglia

3775 Apr 6 Tu 8 am - 11 am HRLN

### Financial Privacy

6 Hour Insurance Renewal. An in-depth look at the safeguards being used by banks, insurance companies, financial service organizations and the Supreme Court as regards to our fourth amendment rights to privacy.

\$90 / 1 session Lawrence Battaglia

3772 Feb 10 W 12 pm - 6 pm HRLN

### Long Term Care...Is It Worth It?

6 Hour Insurance Renewal. This course is a comprehensive look at traditional long term care options and is a valuable resource regardless of whether you work in the long term care market or just need information on a personal basis. (Satisfies Iowa's LTC Partnership).

\$90 / 1 session Lawrence Battaglia  
**3770** Jan 13 W 12 pm - 6 pm CB

### Pre-Need Regulations and Process

5 Hour Insurance Renewal. This introductory course will cover the anatomy of the Living Trust arrangement.

\$75 / 1 session Lawrence Battaglia  
**3778** May 11 Tu 1 pm - 6 pm CB

### Pushing Up Daisies

6 Hour Insurance Renewal. This course discusses one creative thing people try to do with wills and trusts using insurance products and why those products get thrown out in probate.

\$90 / 1 session Lawrence Battaglia  
**3768** Jan 12 Tu 12 pm - 6 pm CB

### The 5 O'Clock Whistle

6 Hour Insurance Renewal. This course takes the rules from IRS Publications 950 and 990, applies them to the various types of retirement income arrangements and makes this otherwise complicated process more simple.

\$90 / 1 session Lawrence Battaglia  
**3774** Mar 16 Tu 12 pm - 6 pm CB

### The Suitability of Product Selection

4 Hour Insurance Renewal. We'll look at Whole Life, Term, Universal Life, several forms of trust and annuities all of which are or could be suitable financial vehicles under the right conditions.

\$60 / 1 session Lawrence Battaglia  
**3777** May 11 Tu 8 am - 12 pm CB

### Unethical Creativity

3 Hour Insurance Renewal Classes. We'll identify the characteristics of the unethical customer by education, culture and most of all, personality.

\$45 / 1 session Lawrence Battaglia  
**3767** Jan 12 Tu 8 am - 11 am CB

### When It Get's Personal

3 Hour Insurance Renewal Classes. In this class we largely interact with ethical issues that have confronted us on a very personal basis.

\$45 / 1 session Lawrence Battaglia

**3769** Jan 13 W 8 am - 11 am CB

## Spanish in the Workplace

\$165 per class

ProTrain

### Spanish for Banking

**4395** Online: 24/7 ONL

### Spanish for Construction

**4422** Online: 24/7 ONL

### Spanish for Dentists and Dental Hygienists

**4561** Online: 24/7 ONL

### Spanish for Firefighters

**4471** Online: 24/7 ONL

### Spanish for Food Service

**4421** Online: 24/7 ONL

### Spanish for Housekeeping

**4472** Online: 24/7 ONL

### Spanish for Law Enforcement

**4444** Online: 24/7 ONL

### Spanish for Manufacturing and Warehousing

**4473** Online: 24/7 ONL

### Spanish for Social Services

**4440** Online: 24/7 ONL

### Spanish for the Medical Front Office

**4560** Online: 24/7 ONL

### Spanish for the Workplace

**4474** Online: 24/7 ONL



# CEAM

Center of Excellence for Advanced Manufacturing

**E2E Approved!**

Tuition assistance is available for eligible Iowa residents through E2E.

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.

## 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.

## YEAR 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.

## YEAR 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.

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**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.

CERTIFICATE PROGRAM ESTABLISHED BY IOWA WESTERN AND ITS INDUSTRY PARTNERS

**MAHLE**

**NSK**



**NSK-AKS**  
Precision Steel Ball Company

**IOWA WESTERN**

Get started. Contact us today! [dewd@iwcc.edu](mailto:dewd@iwcc.edu) ▪ 712.325.3705 ▪ [iwcc.edu/ceam](http://iwcc.edu/ceam)

# TRADES & TRANSPORTATION

## CENTER OF EXCELLENCE FOR ADVANCED MFG (CEAM)

### Fluid Power Systems **E2E**

Fluid Power Systems covers fluid power and pneumatic systems, basic circuits, and properties of both fluid and compressed air. Storage, connections, valves, fittings, and pressure area volume are examined and explained. Actuating devices and controlling devices used in common automated systems are also covered. Three hours of this class will be dedicated to developing soft skills.

\$660 / 8 sessions Dave Salerno

**4361** Jan 9 – Feb 27 Sa 8 am - 12 pm CLAR

### GREEN AND RENEWABLE ENERGY

**4568** Online: 24/7 Open-Ended ONL

### 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 also prepares you for the only accredited certification specifically designed for those that manage indoor air quality problems, sponsored by the American IAQ Council.

\$1,125 ProTrain

**4417** Online: 24/7 ONL

### Certified Indoor Environmentalist (CIE)

This online 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 ProTrain

**4436** Online: 24/7 ONL

### Certified Maintenance and Reliability Technician Exam Prep

This course addresses the needs of the multicrafted maintenance technician and presents an all-encompassing view of the field of industrial maintenance, which covers a variety of technical skill areas. These include, but are not limited to, mechanics (mechanical installation, fluid power, piping systems, power transmission, print reading, and safety, to name a few), electrical (electrical theory, test equipment, electronics, the National Electrical Code, control circuits, rotating machines, PLCs, and drives, for example), and welding (gas welding and arc welding).

\$995 ProTrain

**4562** Online: 24/7 ONL

### Certified Microbial Investigator (CMI)

Take your HVAC or mold inspection services to a new level by learning the latest advances in the industry and while you're at it, getting the industry's most recognized microbial certifications, Council-certified Microbial Investigator (CMI) and Council-certified Microbial Consultant (CMC).

\$1,325 ProTrain

**4451** Online: 24/7 ONL

### LEED Green Associate Career 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. In an easy-to-review format, it ties all the critical points students need to know about green building.

\$1,275 ProTrain

**4513** Online: 24/7 ONL

### Solar Water Heating Technician Career 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 ProTrain

**4514** Online: 24/7 ONL

### Solid Waste Operations

This four-course 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). These classes will meet or exceed most state requirements for the educational components of certification and/or licensing required for solid waste professionals.

\$999 ProTrain

4403 Online: 24/7 ONL

### Wastewater Treatment Plant Operation Career Prep

This course is designed to train students to safely and effectively operate and maintain wastewater treatment plants. 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 ProTrain

4507 Online: 24/7 ONL

### Water Treatment Plant Operation Career Prep

The course is designed to train students to safely and effectively operate and maintain drinking water treatment plants. This course trains students in the practical aspects of operating and maintaining water treatment plants, emphasizing safe practices and procedures.

\$1,795 ProTrain

4508 Online: 24/7 ONL

## INDUSTRIAL AND SKILLED TRADES

### Composting Operations

This online course will provide those taking the class 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 for solid waste professionals.

\$245 ProTrain

4435 Online: 24/7 ONL

### Electrical and Electronic Fundamentals

This course focuses on the basic concepts and skills that students will require when they work with electrical equipment in a residential location. The course discusses the fundamental principles of electricity and electronics and the function of various devices such as resistors, capacitors, amplifiers, and oscillators.

\$695 ProTrain

4455 Online: 24/7 ONL

### HazWoper 24-Hour Moderate Risk

This self-paced online course meets the OSHA/EPA training requirements for workers performing hazardous waste site functions in accord with the provisions of 29 CFR 1910.120. Content for the course will be provided through text, manuals, web sites, assignments and exercises.

\$365 ProTrain

4416 Online: 24/7 ONL

### Household Hazardous Waste Operations

This online class is an 18-hour Moderate Risk awareness course for those in the solid waste field at landfills, recycling centers, and household hazardous waste facilities. 18 hours of the course are delivered over the Internet and can be taken anytime anywhere. The course includes interactive exercises, web links, self-grading quizzes, final exam, and job specific hands-on training.

\$245 ProTrain

4457 Online: 24/7 ONL

### Landfill Operations

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

\$245 ProTrain

4401 Online: 24/7 ONL

### Landscaping Design and Business Career Prep

You will 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 ProTrain

2616 Online: 24/7 ONL

## CAREER CERTIFICATES

Continuing Education offers you the opportunity to take credit certificate programs for noncredit with no formal application to the college required.

These programs are offered as noncredit through our Education 2 Employment (E2E) program for eligible Iowa residents. If you qualify, tuition is FREE!

### Construction Technology: Carpentry Certificate E2E

August-December

This program of study prepares students for entry level jobs in the residential construction industry. This certificate program will expose students to carpentry theory, techniques, and building materials. Students receive safety training and complete the 10-hour OSHA and EPA training. Graduates of this program are awarded a certificate. Average entry level wages are \$24.19/hour.

### HVAC/R Maintenance Certificate E2E

August-December

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. Average entry level wages are \$19.54/hour.

### NEW! Solar Installation Technician Certificate E2E

January-May

This program of study will teach students operational skills and a basic understanding of photovoltaic (solar electric), solar thermal (water/air/heating/effects of wind), and passive solar equipment. Graduates of this program are awarded a certificate. Average entry level wages are \$20.68/hr.

### Industrial Technology Certificate E2E

August-December

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. Graduates of this program are awarded a certificate. Average entry level wages are \$20.94/hr.

### NEW! Residential Plumbing Certificate E2E

August-December

This program of study prepares students for entry-level skills positions in residential plumbing industry. Classes focus on safety, hand and power tools, materials, pipe joining methods, code book layout, plan and print reading and trade calculation. Graduates of this program are awarded a certificate. Average entry level wages are \$30.54/hr.

### Welding Certificate E2E

August-December

The Welding Certificate program prepares students to enter into the industry as beginning production, maintenance, or job shop welders. Students are trained in the latest techniques in fabrication of materials by welding processes. The welding certificate is designed to teach fundamental techniques and principles. The pathway also provides for an overview of related topics, such as metallurgy and fabrication, layout, estimating and repair. Average entry level wages are \$16.06/hr.

To apply, contact Rachel:

712.325.3268 | [rjensen@iwcc.edu](mailto:rjensen@iwcc.edu)

## Pesticide Testing

Available at Iowa Western.

Online testing is available in Council Bluffs, Shenandoah, Harlan and Atlantic. Contact the location nearest you to schedule an appointment.

The fee for testing is \$20 per test.

Council Bluffs Campus, Looft Hall  
712.325.3256

Atlantic Cass County Center  
712.243.5527

Harlan Shelby County Center  
712.755.3568

Shenandoah Page/Fremont County Center  
712.246.1499

## SH - Home Entertainment Systems

This 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

4407 Online: 24/7 ONL

## SH - Home Network Design and Configuration

This course provides students the knowledge and skills required for designing, implementing, and maintaining a home network. Students learn about components of a home network, their functions, and procedures for installing these components.

\$465 ProTrain

4468 Online: 24/7 ONL

## SH - Home System Automation and Integration

The course describes the process of setting up and programming automation controllers for complete home automation.

\$465 ProTrain

4445 Online: 24/7 ONL

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

This 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. The course also describes the historical events that have led the industry to its current state as well as the working principles, design approach, and technical and marketing concepts.

\$465 ProTrain

4434 Online: 24/7 ONL

## SH - Lighting, Water, and Temperature Control Systems

This course discusses effective management of three energy and utility-based systems-lighting, heating, ventilation, and air-conditioning (HVAC), and water-through implementation of home technology.

\$465 ProTrain

4469 Online: 24/7 ONL

## SH - Security, Surveillance, and Access Control Systems

This course discusses the working principles, design, and installation of home security and access control systems. It describes wired and wireless security systems and explains system components, including sensors, security panels, zone commanders, and security cameras.

\$465 ProTrain

4412 Online: 24/7 ONL

## SH - Telecommunications Systems

Students learn about the design, installation, and configuration of home telecommunication systems, including advanced wired and wireless systems. They learn to install in-house services, such as voice mail, intercom, and call conferencing.

\$465 ProTrain

4470 Online: 24/7 ONL



# NEW! Industrial Technology Classes

Invest in your most valuable asset, your employees.

These credit classes can now be taken as noncredit!

Most classes start in August of 2021.

- Introduction to CAD/CAM
- CNC Machining
  - Machine Operations I and II
  - Introduction to CNC Machining
  - CNC Programing and Operations
- Motors and Controls
- Circuit Analysis I
- Industrial Engineering Technology Orientation
- Equipment Safety and Operation
- Forklift
- OSHA 10 General Industry
- Fluid Power Systems
- Predictive Maintenance
- Programmable Logic Controllers
- Advanced Programmable Logic Controllers
- Industrial Robotics
- Advanced Solar Energy: Photovoltaic

Contact us for more information about this exciting opportunity.

712.325.3256 | [ce@iwcc.edu](mailto:ce@iwcc.edu)

## DRIVING PROGRAMS

### High School Driver Education

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. We recommend driving as much as possible with your child before and during the class. Student's Iowa Learners Permit number required for registration. Textbook included.

\$450 / 10 sessions Rob Roane

**3152** Jan 16 – Apr 3 Sa 8 am - 11 am CB  
Parent's meeting is Jan 11 from 6:30 pm - 8:30 pm.

**3805** Jun 7 – 18 M–F 8 am - 11 am CB  
Parent's meeting is May 24 from 6:30 pm - 8:30 pm.

**3806** Jul 12 – 23 M–F 8 am - 11 am CB  
Parent's meeting is Jul 10 from 9 am - 11 am.

**3807** Sep 9 - Nov 23 S 8 am - 11 am CB  
Parent's meeting is Aug 18 from 9 am - 11 am.

### OWI/DUI 12 Hour Program

The Drinking and Driving Program is for those arrested for an OWI over the age of 18. The program is offered in Council Bluffs, Clarinda, and temporarily online. It is designed to help participants reduce the 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.

To register and pay for the online class or the in person classes below, go to [iwcc.augusoft.net](http://iwcc.augusoft.net) and search "OWI."

\$180 / 2 sessions

**4739** Jan 15 F 5 pm - 10 pm CB  
Jan 16 Sa 8 am - 3:30 pm CB

**4740** Feb 12 F 5 pm - 10 pm CB  
Feb 13 Sa 8 am - 3:30 pm CB

**2332** Feb 26 F 6 pm - 10 pm CLAR  
Feb 27 Sa 8 am - 5 pm CLAR

**2333** Jun 4 F 6 pm - 10 pm CLAR  
Jun 5 Sa 8 am - 5 pm CLAR

# PERSONAL DEVELOPMENT

## GENERAL INTEREST

### **NEW!** Beginner's Guide to Getting Published

If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past the editor's desk. You will discover how to become a published writer overnight, submit manuscripts the correct way, find the right publisher for your work, write irresistible query letters, determine when and how to get an agent and 100 ways to make money as a freelance writer. If you really want to succeed, this step-by-step workshop is a must! A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

\$45 / 1 session LeeAnne Krusemark

4372 Mar 30 Tu 7 pm - 9 pm ONL

### **NEW!** Beginner's Guide to Starting a FREE Blog

Online blogging is a great way to get the word out about you, your service, your product, or information you want to share! You will learn step-by-step how to start a FREE blog with WordPress, choose a blog template, emphasize your blog content with a creative name, use your unique voice to share your expertise, and connect your domain/website. You will also learn how to earn an income with your blog, including links to other websites and advertising on your blog, as well as increase your internet ranking. A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

\$45 / 1 session LeeAnne Krusemark

4373 Mar 31 W 7 pm - 9 pm ONL

### **Drawing for the Absolute Beginner**

If you've always been interested in drawing but don't really know how to get started, then this is the course for you. Gain a solid foundation and understanding of the basics of drawing and become the artist you've always dreamed you could be!

\$100 Ed2Go

4368 Online: 24/7 Starts Monthly ONL

### **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 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 / 1 session

3583 Apr 12 M 5:30 pm - 7:30 pm

### **NEW!** Explore 250 Legitimate Home-Based Business Ideas

Tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits by starting a home business. Taught by a Chamber of Commerce Past President and award winning business owner, this is probably the most comprehensive business start up workshop you will ever find. You will discover more than 250 legitimate home business ideas, mandatory legal documentation, many ways to market your product and service, how to take tax deductions (this workshop included!). If you really want to succeed in a home business, this step-by-step session is a must! A detailed tutorial will be emailed to set up your free Zoom account, then the webinar login information and materials will be sent the day of class.

\$45 / 1 session LeeAnne Krusemark

4371 Mar 29 M 7 pm - 9 pm ONL

### **Genealogy Basics**

Tracing your family's history is a fascinating journey. Genealogy Basics will help you understand the genealogy research process and how to interpret the information you find. This course guides you through the search process for family names using several subscription-based websites, which you can access while enrolled in this class. You will learn through hands-on examples that help you dig deeper into your family's past.

\$100 Ed2Go

4365 Online: 24/7 Starts Monthly ONL

### Growing Plants for Fun and Profit

Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars' worth of plant material in a single growing season.

\$100 Ed2Go  
 2904 Online: 24/7 Starts Monthly 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. This comprehensive course will use learning activities, practice exams, and assignments to help students learn the foundational components to becoming a successful investor.

\$139.95 ProTrain  
 4620 Online: 24/7 ONL

### 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

3577	Jan 12	Tu 12 pm - 1 pm
3578	Feb 9	Tu 12 pm - 1 pm
3579	Mar 9	Tu 12 pm - 1 pm
3580	Apr 13	Tu 12 pm - 1 pm
3581	May 11	Tu 12 pm - 1 pm
3582	Jun 8	Tu 12 pm - 1 pm

### Long Term Weight Loss Strategies

This course reviews various strategic approaches to long term weight loss and introduces the student to the improved health benefits of weight loss through exercise, less stress, improved nutrition, and long-term weight maintenance. Students will become familiar with and understand that long-term weight loss involves a complete lifestyle change.

\$139.95 ProTrain  
 4616 Online: 24/7 ONL

### 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. You will have the chance to try out over 50 exciting and easy lowered-fat recipes.

\$100 Ed2Go  
 2906 Online: 24/7 Starts Monthly ONL

### Start Your Own Edible Garden

Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season. You'll begin by figuring out which type of garden is right for you.

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

## PERSONAL FINANCE

### Rejuvenate Your Retirement

A financial planning educational course for those who are already retired. Course topics include: Calculating whether you should convert your IRA to a Roth IRA; Maximizing tax efficiency; Evaluating and planning for health care, long-term care, incapacity and end-of-life decisions; Identifying the primary threats to your retirement savings; Planning your retirement income to preserve a comfortable lifestyle; Affording and enjoying travel, hobbies, sports, crafts, socializing, business ventures; lifelong learning. Couples may attend for a single tuition cost but must register at the same time.

\$39 / 2 sessions Matt Green  
 3627 Jan 28 & Feb 4 Th 9:30 am - 11:30 am CB  
 3629 Feb 2 & 9 Tu 9:30 am - 11:30 am CB

### 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 and the same time.

\$49 / 2 sessions Matt Green  
 3628 Jan 28 & Feb 4 Th 6:30 pm - 8:30 pm CB  
 3630 Feb 2 & 9 Tu 6:30 pm - 8:30 pm CB

# 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
January 11 - February 25	M - Th, 9 am - 1 pm
March 8 - April 22	M - Th, 5 - 8 pm
May 3 - June 17	

**Center Locations** / see addresses on page 31

Orientation held first day of class.

#### CLASS SESSIONS

January 19 – April 15 and April 26 - June 17

- **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
January 11 - February 25	M - Th, 9 am - noon
March 8 - April 22	M & W, 6 - 8:30 pm
May 3 - June 17	

#### 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 / [adulthood@iwcc.edu](mailto:adulthood@iwcc.edu)

Contact us today!

[adulthood@iwcc.edu](mailto:adulthood@iwcc.edu) / 712.325.3266 / [iwcc.edu/ce/adult\\_education](http://iwcc.edu/ce/adult_education)

## PHOTOGRAPHY

### Building Blocks of Basic Photography

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

\$69 / 1 session Pasquale Mingarelli

3597 Jan 23 Sa 8:30 am - 4:30 pm CB

### Birds, Nature, and Wildlife Photography

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

\$49 / 1 session Pasquale Mingarelli

3598 Mar 27 Sa 9 am - 1 pm CB

### Photography Composition

Have you ever wondered what little things you can do to improve your photography? If so, this hands on workshop is for you. The design and compositional elements taught in this class will apply to all types of photography including people, scenic shots, sports, wildlife, kids, etc and will greatly improve the composition of your photographs. Don't forget to bring your camera. Participants will get to use their new knowledge in the photo-taking portion of this workshop. Important: Bring your camera's USB cord or a card reader to download your photos to a computer.

\$49 / 1 session Pasquale Mingarelli

3612 Apr 10 Sa 9:30 am - 4:30 pm CB

### Mastering Digital Photography: Photographing People

This course will make taking beautiful pictures of adults, children, and babies simple. You will become proficient in action photography, and you will learn some fun, creative ways to photograph children and babies. You will even gain expertise in filling your photographs with imagery, setting moods, and creating themes.

\$100 Ed2Go

2898 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 your phone camera. Each lesson contains exercises that will help you apply new techniques to your own camera and make a distinctive difference in your photos.

\$100 Ed2Go

2896 Online: 24/7 Starts Monthly ONL

### Travel Photography for the Digital Photographer

You will discover ways to blend in with nature and the best kind of equipment for specialized shooting. You will discover tips on taking shots for professional use and those to treasure from a family vacation.

\$100 Ed2Go

2897 Online: 24/7 Starts Monthly ONL

## YOUTH

### SAT/ACT Prep Course - Part 1

This course will prepare you for both tests. Both the ACT and the SAT contain verbal and math question types. This course will give you all the information you need to do well on the verbal questions of the ACT and the new SAT.

\$100 Ed2Go

2894 Online: 24/7 Starts Monthly ONL

### SAT/ACT Prep Course - Part 2

This course, along with Part 1, will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score.

\$100 Ed2Go

2895 Online: 24/7 Starts Monthly ONL

## YOUTH CAMPS

### Construction

Campers will learn about construction materials and methods and how to plan and safely manage a construction project. You will utilize and practice your learned skills throughout the camp while working together to build a construction project.

#### GRADES 6-8

\$20 / 1 session

3763	Jun 22	Tu 8:30 am - 4 pm	CB
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#### GRADES 9-12

\$30 / 2 sessions

3764	Jun 30 & Jul 1	WTh 9 am - 3 pm	CB
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### Fundamentals of Flight

Learn the fundamentals of flight and aircraft maintenance at this fun and informative camp! Explore basic electrical circuits, then get behind the yolk and get some flight time on our new Redbird™ flight simulator.

\$20 / 1 session

#### GRADES 6-8

3755	Jun 24	Th 8:30 am - 4 pm	CB
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### Greenhouse to Your House

Join us for a day of learning about growing your own food, making salads and sandwiches and the proper You will be able to design and eat your own salad and sandwich creations while learning about gardening and Aquaponics.

\$20 / 1 session

#### GRADES 6-8

3757	Jun 8	Tu 8:30 am - 4 pm	CB
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#### GRADES 9-12

3758	Jun 15	Tu 9 am - 3 pm	CB
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### Robotics to Electronics

You will run robots, play with electronics, work on solar panels, and spend time in the robotics lab.

\$20 / 1 session

#### GRADES 6-8

3759	Jun 10	Th 8:30 am - 4 pm	CB
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#### GRADES 9-12

3760	Jun 17	Th 9 am - 3 pm	CB
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### Welding

Welding camp will be provided an introduction into the world of welding with an emphasis on wire feed welding and plasma cutting. This camp is all about learning a new skill safely, while at the same time having fun doing so. Students will be shown how to safely turn molten metal into some very cool projects and work on a project they can take home with them.

#### GRADES 6-8

\$20 / 1 session

3762	Jun 29	Tu 8:30 am - 4 pm	CB
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#### GRADES 9-12

\$30 / 2 sessions

3761	Jul 21 & 22	WTh 9 am - 3 pm	CB
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### CAD, Copters & Circuits

Come enjoy a day of hands-on activities constructing electrical circuits, experimenting with helicopters together with the utilization of CAD software from the Design Technology Program. Participants will be able to design a souvenir that will be 3D printed.

\$20 / 1 session

#### GRADES 6-8

3751	Jul 6	Tu 8:30 am - 4 pm	CB
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### The Bridge to CAD

Enjoy a day of hands-on activities with Design Technology Instructors including; building bridges, destructive testing of bridges and utilization of CAD software to design a souvenir that will be 3D printed.

\$20 / 1 session

#### GRADES 9-12

3752	Jul 8	Th 9 am - 3 pm	CB
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### Diesel Mechanics

Diesel mechanics summer campers will learn shop safety, basic diesel engine theory and then head to the shop where they will use hand tools to assemble and adjust a heavy duty diesel engine. When the engine is complete, campers will run their engine to verify the proper assembly and adjustment procedures while admiring their work.

\$50 / 3 sessions

#### GRADES 9-12

3753	Jul 13 - 15	TuWTh 9 am - 3 pm	CB
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# GENERAL INFORMATION

## How to Register

### ONLINE @ [iwcc.augusoft.net](http://iwcc.augusoft.net)

Now quicker than ever! Self-register anytime at our secure registration website.

- 1 Create your account or log in if you already have a profile.
- 2 Find your class. Search by Class ID# or Class Title or Topic.
- 3 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.)

## Payment

- Payment is required at time of registration.

## We want your expertise!

Are you a subject-matter expert and natural teacher? We are hiring! IWCC Continuing Education is seeking talented specialists interested in teaching continuing education courses in various topics such as Business/IT and Electrical. Contact us about this exciting opportunity:

712.325.3210 | [ce@iwcc.edu](mailto:ce@iwcc.edu)



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

**E2E** = eligible for tuition assistance; see page 12

## Locations

### CB Council Bluffs Campus

Continuing Education Office, Looft Hall  
2700 College Road, Council Bluffs, IA 51503  
712.325.3256 / 800.432.5852 ext. 3256  
Fax: 712.325.3721

### CLAR Clarinda Campus

Opitz Building, Administration Office  
923 E Washington, Clarinda, IA 51632  
712.542.5117 / 800.521.2073  
Fax: 712.542.4608

### ATL Cass County Center

705 Walnut Street, Atlantic, IA 50022  
712.243.5527 / Fax: 712.243.5547

### HRLN Shelby County Center

1901 Hawkeye Ave., Suite 102, Harlan, IA 51537  
712.755.3568 / Fax: 712.755.7413

### SHEN Page Fremont County Center

1001 W Sheridan, Shenandoah, IA 51601  
712.242.1499 / Fax: 712.246.1513

### OC Off Campus

**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](mailto: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 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

**Questions or complaints?** Contact Title IX and Equal Opportunity Coordinator, Reanna Heim at (712) 325-3207 or [reim@iwcc.edu](mailto:reim@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 1475, Chicago, IL 60661, (312)-730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

\*\*\*\*\*ECRWSEDDM\*\*\*\*

Residential Customer

**Register online at [iwcc.augusoft.net](http://iwcc.augusoft.net)!**



MANAGING WITH  
PURPOSE 4



MEDICATION  
MANAGER 14



ADULT EDUCATION  
HSED 28

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