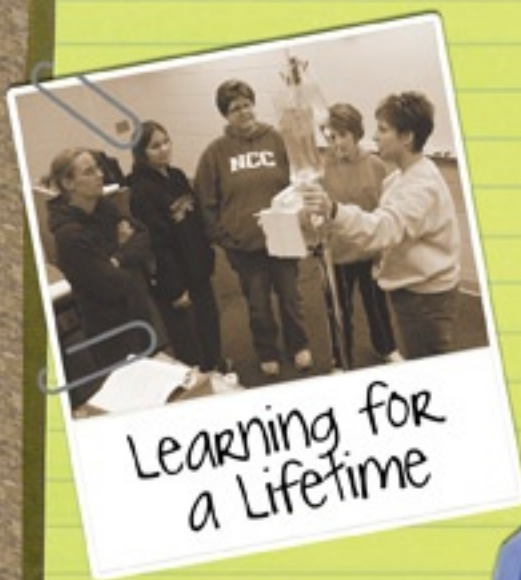


Continuing Education

FALL 2009



**Northwest Iowa
Community College**

603 West Park St.
Sheldon, IA 51201
712-324-5061 or 800-352-4907
www.nwicc.edu

Please save this publication
for future reference.
Classes start weekly through
December 2009.

Here to serve you...every step of the way!
1-712-324-5061 OR 1-800-352-4907

Business Development & Training Center



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POLICIES

PAYMENT

Payment must be made at time of registration unless indicated otherwise in the section description.

REFUNDS

You may cancel your registration by calling the Continuing Education Office at least one business day before the start of class to receive a 100% refund.

POSTPONEMENT OF CLASSES

In the event of inclement weather, classes may be postponed. Listen to local radio stations or check our website for college announcements.

NCC reserves the right to make changes in tuition, fees, curriculum, and section schedule without notice or obligation.

DISCRIMINATION STATEMENT

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability in its programs, activities, or employment practices as required by state and federal nondiscrimination laws.

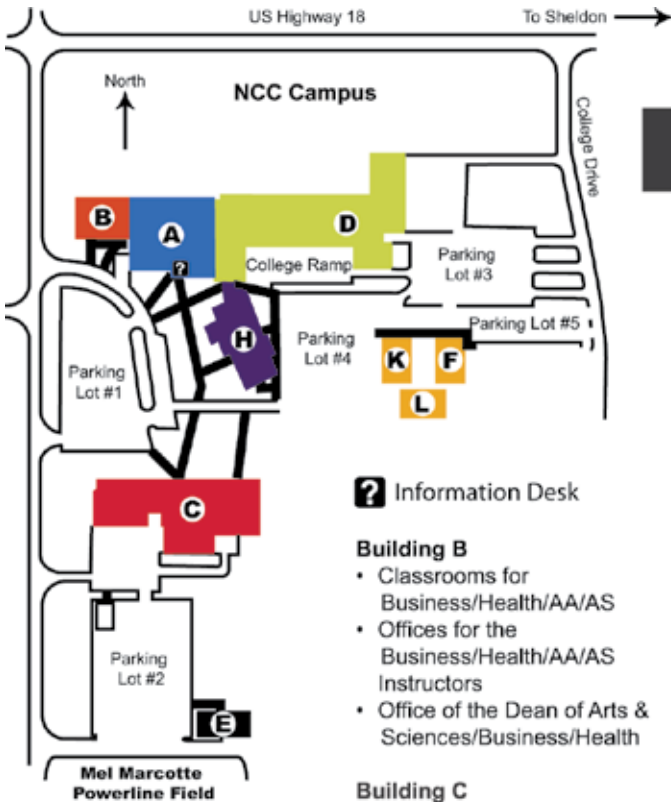
Northwest Iowa Community College will not tolerate violations of state and federal non-discrimination laws. All inquiries or grievances regarding discrimination based on race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability may be directed to the Affirmative Action Officer, Sandy Bruns, Director of Human Resources, Northwest Iowa Community College, 603 W. Park Street, Sheldon, IA 51201, telephone 712-324-5061.

CANCELLATIONS

The Continuing Education Department makes every effort to maintain the schedule announced in our tabloid. If a class does not have sufficient enrollment, we reserve the right to cancel, combine, or change the class schedule. If the class you registered for is cancelled, you will be contacted and 100% of the tuition will be refunded.

REGISTER TODAY! 1-800-352-4907 OR 712-324-5061

CAMPUS MAP



Northwest Iowa Lifelong Learning & Recreation Center (Under construction)

- Building A**
- Student Services
 - Career Center
 - Bookstore
 - Dining Room
 - Alternative High School
 - Marketing Department
 - TRiO Student Support Services
 - Grants
 - Office of Executive Dir. of College Operations & Finance
 - Placement
 - Business Office
 - Foundation Office
 - Learning Center
 - Library
 - Student Center
 - Classrooms

? Information Desk

- Building B**
- Classrooms for Business/Health/AA/AS
 - Offices for the Business/Health/AA/AS Instructors
 - Office of the Dean of Arts & Sciences/Business/Health

- Building C**
- Offices & Classrooms for the Trade & Technology Dept.
 - Offices for Business Develop. & Training Center
 - Offices for Business & Industry and VECTOR
 - Classrooms & Offices for the Computer Program
 - Office of the Dean of Applied Technology
 - Continuing Education & Training Office

- Building D**
- Office of the President
 - Office of the Vice President of Education & Learning Services
 - Office of the Vice President of Institutional Advancement & Enrollment Services
 - Offices & Classrooms for the Mechanics Department
 - Offices for the Bio-Tech Grant
 - Offices & Classrooms for the Science Dept.
 - Office of Technology & Information Services
 - Media Center

- Building E**
- Physical Plant Maintenance Shop

- Building F**
- Cherokee Hall

- Building H**
- Offices & Classrooms for the Nursing Department
 - Offices & Classrooms for the Radiologic Technology Program

- Building K**
- Lyon Hall

- Building L**
- O'Brien Hall

VISIT OUR HOME PAGE AT WWW.NWICC.EDU



NCC CAMPUS

Internet and Email Basics

Learn to utilize the internet and communicate with email in this two-session class. Mondays, September 22 thru September 29, 2009. Instructor: Deb Scheiber.

Sec.#	Day	Date	Time	Loc.	Fee
16869	T	9/22-9/29	6-9p	221B	\$29

Computer Concepts

This 5-session course is a "beginning beginners" computer course. Students will learn how to move around in Windows; how to play a game; how to create, save, open and modify a letter and a poster using Microsoft Word; and how to use the internet and email. Mondays, October 5 thru November 2, 2009. Instructor: Deb Scheiber.

Sec.#	Day	Date	Time	Loc.	Fee
16870	M	10/5-11/2	6-9p	204B	\$59

Microsoft Excel

Microsoft Excel is a spreadsheet program that you can use to perform numerical calculations and bookkeeping tasks. This basic Excel class will show you how to create and modify an Excel spreadsheet; use basic formulas; create simple charts; and use multiple worksheets. Instructor: Deb Scheiber.

Sec.#	Day	Date	Time	Loc.	Fee
16871	TH	11/5-11/19	6-9p	221B	\$44

MS Word

This class is for those who have **some** experience with a computer. You are already able to email the kids, surf the net a bit, and can even create and print a letter using



Microsoft Word. But, now you would like to learn more about Microsoft Word. This course will cover the following Word features:

- Basic formatting--how to change margins, set tabs, insert bullets, create columns, underline, bold, change color, autosaves, etc.
- How to insert clipart
- What is a table and how to use one
- How to use mail merge to create labels and form letters (both Microsoft Word and Microsoft Excel will be used in the mail merge process). Instructor: Deb Scheiber.

Sec.#	Day	Date	Time	Loc.	Fee
16872	M	11/9-11/23	6-9p	204B	\$44

INSTRUCTORS **WANTED!**

We invite individuals who have a talent or skill they would like to share to contact us.

We also welcome ideas and suggestions for future programming.

WE HAVE MOVED!

**Come visit us in our new location!
Continuing Education is now located in
BUILDING C**



SOCIETY FOR HUMAN RESOURCES MANAGEMENT-- THE LEARNING SYSTEM Section #16822

This course is specifically designed for managers and staff members with experience in general management or human resource management who are interested in becoming PHR or SPHR certified.

Who should attend?

- HR practitioners seeking professional development to advance their career
- Experienced managers who are new to the human resource field
- Other mid-level managers pursuing career change or promotion

Dates and Course Modules

September 8 & 15	Strategic Management (2 sessions)
September 22 & 29	Workforce Planning and Employment (2 sessions)
October 6 & 13	Human Resource Development (2 sessions)
October 20 & 27	Total Rewards (2 sessions)
November 3 & 10	Employee and Labor Relations (2 sessions)
November 17	Risk Management

Each class meets 6:30 - 9:30 pm. This class is presented from Mason City via the Iowa Communications Network at the **Northwest Area Education Agency ICN Room in Sioux Center**. Instructor: Nancy Troe, SPHR. Fee: \$899.00 (includes all materials).

Small Business Tax Workshop

The purpose of this course is to introduce new small business owners and self employed entrepreneurs to IRS tax law in an easy to understand format. Basic Iowa tax laws will also be discussed.

Topics include:

- Basic sole proprietor tax information including record keeping guidelines
- Understanding Schedule C including basics of deductible business expenses
- Automobile expenses
- Basic depreciation guidelines
- Business use of home
- Self employment tax
- How to figure estimated income tax
- When to collect/pay Iowa sales tax

Presenter: Mary Forristal, Iowa Department of Revenue.

Sec.#	Day	Date	Time	Loc.	Fee
16884	W	9/30	9a-12p	119A	\$10

Iowa Sales and Use Taxes

Topics include:

- Defining "sales" and "use" taxes
- Types of permits issued and when you need each
- What is subject to sales and use taxes
- Common exemptions and use of exemption certificates
- When and if local option tax applies
- How and when to complete forms and make payments
- Resources available for assistance

Presenter: Mary Forristal, Iowa Department of Revenue.

Sec.#	Day	Date	Time	Loc.	Fee
16885	W	9/30	1-3:30p	119A	\$10

Basic Payroll Taxes

This is a BASIC class about how to start withholding taxes for employees. Topics include: Registrations required with IRS and State; Distinction between "contract labor" and "employees" Filing requirements for contract labor; What forms are required to be completed and retained by the employer; How to withhold and remit taxes; Understanding quarterly filing requirements; Resources available for assistance. Instructor: Mary Forristal, Iowa Department of Revenue.

Sec.#	Day	Date	Time	Loc.	Fee
16886	TH	10/8	9a-12p	119A	\$10



Agency-Fact, Fiction & Reality

As a result of this course the student will be able to:

- Explain the history of agency relationships as it has developed from sub-agency thru single agency, dual agency, appointed agency and transactional brokerage
- Identify the important discussion/implementation points involved in practicing dual agency with clients
- Identify and explain the differences between dual agency and appointed agency and the ramifications for clients, brokers, and agents
- Explain the benefits of buyer agency to the client and the agent
- Identify the various ways in which a broker may be paid under a buyer agency agreement
- Demonstrate the ability to explain agency relationships to clients thru discussion and role play
- Identify agency violations thru discussions of case studies with fellow students

Instructor: Shelly Youngberg. This 3.00 credit-hour elective credit course meets the following requirements: Renewal Elective.

Sec.#	Day	Date	Time	Loc.	Fee
16889	TH	10/1	1-4p	119A	\$50

Goal Setting for RE Business

Analyze your habits and learn ways to attract better clients, know your customers, and improve communication. Use these tips to create goals in all of these areas. Instructor: Shelly Youngberg. This 3.00 credit-hour elective credit course meets the following requirements: Renewal Elective.

Sec.#	Day	Date	Time	Loc.	Fee
16890	TH	10/1	9a-12p	119A	\$50

Law Update

The purpose of this mandatory law update course is to insure that licensees review important areas of law that significantly impact their day-to-day business. Some of the topics covered are: Agency Update, Commission Problem Areas, Disciplinary Process, Risk Management, Trust Accounts, Property Management, Environmental Legislation, Civil Rights Legislation, and other laws affecting the practice of real estate. Instructor: Shelly Youngberg. This 8.00 credit-hour mandatory course meets the following requirements: Renewal Elective, Renewal Mandatory.

Sec.#	Day	Date	Time	Loc.	Fee
16891	W	11/4	8a-5p	119A	\$100

INSURANCE

Health Insurance Issues: Living With the Facts

Health insurance is one of the most pressing problems in our society today. A number of issues affect this, but in this program we will discuss the three primary issues. These include coverage, affordability, and the impact of coverage/cost on the insured and uninsured. Instructor: Gary Soldat, *\$33 if paid by September 9th, \$38 if paid after September 9th. 3 hours general credit Iowa. **To register call 800-747-7574** (St. Ambrose Course #77523)

Day	Date	Time	Loc.	Fee
W	9/16	12-3p	119A	*

Ethical Responsibility: Insured/Insurer

As stated by Dr. Norman Baglini, President and CEO of the New Institute for Applied Ethics in Insurance, our goal is "to heighten awareness of the pervasiveness of ethical decision making in insurance and to explore ways to raise the level of ethical behavior among parties to the insurance contract." These parties include both the insured and the insurer. We will discuss the nine primary issues as they apply to the business environment today. This may apply to both positive and negative behavior factors. Instructor: Gary Soldat. *\$33 if paid by September 9th; \$38 if paid after September 9th. 3 hours ethics credit Iowa. **To register call 800-747-7574.** (St. Ambrose Course #77524)

Day	Date	Time	Loc.	Fee
W	9/16	3-6p	119A	*



Northwest Iowa Community College English Language Classes

CLASS LOCATIONS	CLASS SCHEDULE
HAWARDEN Trinity Lutheran Church 1103 Central Avenue	Multi-level ESL Tuesday & Wednesday 6:30 -8:30 pm
ORANGE CITY Downtown Center 400 Central Avenue NW	Spanish GED Wednesdays, 2-4 pm Beginning August 26
ORANGE CITY Orange City Public Library 112 Albany Avenue SE	Multi-level ESL/Citizenship Thursdays, 6:30-8:30 pm Beginning August 20
ROCK VALLEY Rock Valley Public Library 1531 Main Street	Multi-level ESL/Citizenship Tuesdays, 7-9 pm
SHELDON Sheldon Public Library 925 4th Avenue	Multi-level ESL/Citizenship Tuesdays, 10 am - 12 pm
SIBLEY Sibley Public Library 1531 Main Street	Multi-level ESL Mondays, 9:30 - 11:30 am
SIOUX CENTER Northwest AEA 1382 4th Avenue NE	Multi-level ESL Wednesdays, 6-9 pm
SIOUX CENTER Sioux Center Public Library 102 South Main	Multi-level ESL Mondays, 10 am - 12 pm

For more information, please contact the Adult Literacy Program at
1-800-352-4907 ext. 137 or email jleifeld@nwicc.edu.



What are the GED Tests?

The General Educational Development (GED) Tests enable individuals who have not completed high school to obtain a High School Equivalency Diploma from the State of Iowa. The Diploma certifies that an individual has achieved a level of educational development comparable to that of a high school graduate. An individual must successfully complete testing in the following subject areas: Language Arts Reading; Language Arts Writing; Science; Social Studies and Mathematics.

Who is eligible to begin testing?

Individuals are eligible to begin testing if 17 years old, not currently enrolled in high school, and not a high school graduate.

What is the cost?

The cost for taking the GED Tests and receiving your diploma is \$70. Financial assistance is available.

Where and when can I test?

Northwest Iowa Community College in Sheldon is the official testing location with daytime and evening testing available. Testing appointments are required.

GED 2012

On January 1, 2012, a new version of the GED Tests will be released. This means that all incomplete tests must be completed by December 31, 2011. Contact the Adult Literacy Office at NCC to find out how this may affect you.

How can I prepare for the tests?

Call the Adult Literacy Office at Northwest Iowa Community College to find out how to register and

CLASS LOCATIONS	CLASS SCHEDULE
Sheldon - NCC Learning Center (Bldg. A)	Tuesdays, 6-8 pm
Rock Rapids Public Library 102 South Greene Street	Mondays, 7-9 pm
Orange City Downtown Classroom (Spanish) 400 Central Avenue NW	Wednesdays, 2-4 pm Beginning August 26
Hawarden (English & Spanish) Site To Be Announced	2nd & 4th Tuesdays of each month 2-4 pm; Beginning September 8
Sioux Center Public Library 102 S. Main	1st & 3rd Tuesdays of each month 2-4 pm; Beginning September 1

For more information, please contact the Adult Literacy Program at 1-800-352-4907 ext. 137 or email jleifeld@nwicc.edu.



REGISTER TODAY! 1-800-352-4907 OR 712-324-5061



Certification Prep Workshops

Water Treatment & Distribution Cert Prep

This pre-exam refresher is designed to help you sharpen your skills to take your next certification exam. Heavy emphasis on water treatment and distribution math with a lot of hands-on practice. The ABC Formula and Conversion Sheet will be the basis of the math session. Basic lab will also be covered as time allows. You will also use a customized practice exam specific to the grade level you are preparing for or an EasyTest CD designed to help you practice for the real exam. Bring a good calculator and be ready to work hard. *Note: Taking this course will NOT guarantee you will pass the DNR exam but it will provide you with a lot of practice and study aides.* Instructor: Mark Simms (Management and Operational Resources) 0.3 CEUs for WT or WD. **Please register by September 29 and indicate the level and type of exam you are preparing for.**

Sec.#	Day	Date	Time	Loc.	Fee
16825	T	10/6	8:30a-3:30p	119A	\$125

Wastewater Treatment Grades 1-4 & Lagoon 1L and 2L Cert Prep

This pre-exam refresher is designed to help you sharpen your skills to take your next certification exam. Heavy emphasis on wastewater and lagoon math with a lot of hands-on practice. The ABC Formula and Conversion Sheet will be the basis of the math session. Wastewater lab will also be covered as time allows. You will also use a customized practice exam specific to the grade level you are preparing for or an EasyTest CD designed to help you practice for the real exam. Bring a good calculator and be ready to work hard. *Note: Taking this course will NOT guarantee you will pass the DNR exam but it will provide you with a lot of practice and study aides.* Instructor: Mark Simms (Management and Operational Resources). 0.3 WW CEUs **Please register by September 30 and indicate the level and type of exam you are preparing for.**

Sec.#	Day	Date	Time	Loc.	Fee
16824	W	10/7	8:30a-3:30p	119A	\$125



WELDER QUALIFICATION

This is for experienced welders who want to be qualified under one or more of the AWS, API, or ASME codes. This is

not a structured class, but an opportunity to practice in our welding lab and work one-on-one with an AWS certified instructor prior to the qualification test. (The test will determine your ability to deposit sound welds in accordance with the standardized requirements).

Practice and test duration are based on the skill level of the participant. The fee for up to 3 hours of guided practice and one qualification attempt is \$245.

Additional practice time, multiple tests, retests, and on-site training using your equipment are also available. For more information or to schedule a time for practice and testing, contact Scott Abbott at (800) 352-4907, ext. 104.

Welding

This 30-hour course covers the theory, fundamentals, equipment, and techniques of welding. You will learn about all major welding and cutting processes used in production and repair, in addition to information on reading welding symbols, inspecting and testing welds, and getting a job in the welding industry. There will be plenty of lab time to practice one or more of the welding processes most widely used in industry today, including: oxyfuel gas welding and cutting, shielded metal arc welding, gas metal arc welding, flux cored arc welding, and gas tungsten arc welding, or you may choose to specialize in preparation for welder qualification. Please bring safety glasses and welding gloves. 10 Tues-days and Thursdays beginning November 10 and ending December 17, 2009 (no class November 26 or December 3). Instructor: Robert Hoting. *Includes text and materials.

Sec.#	Day	Date	Time	Loc.	Fee
16823	T/TH	11/10-12/17	6-9p	424D	\$275*



OSHA 10-hour for General Industry

A 10-hour OSHA program intended to provide instruction on a variety of safety and health related topics including:

- Introduction to OSHA standards
- Walking/Working Surfaces/Falls
- Means of Egress/Fire Protection
- Ergonomics
- Personal Protective Equipment (PPE)/Welding/Hazardous Materials
- Materials Handling/Back Ergonomics
- Machine Guarding
- Electrical
- Hazard Communication
- OSHA Recordkeeping

This course is taught by OSHA Consultation and Education staff. It is non-regulatory and confidential. *Monday, 10/12/09, 10:00 am - 4:30 pm; Tuesday, 10/13/09, 8:00 am - 12:00 pm. **Includes lunch and materials.

Sec.#	Day	Date	Time	Loc.	Fee
16901	M/T	10/12&13	*	328C	\$25**

Biodiesel

This program will educate diesel mechanics on biodiesel and reinforce its function in diesel engines and troubleshooting protocol. The intent of this program will be to raise the level of knowledge of biodiesel and its performance in diesel engines with the mechanic's community in Iowa. Instructor: Dennis Wallace. ***Free - Please preregister.**

Sec.#	Day	Date	Time	Loc.	Fee
16902	W	9/30	6-9p	328C	FREE

STAR® Paint Training

The Spray Technique Analysis and Research (STAR®) Program is a revolutionary and unique approach to improving the efficiency of manual spray coating operations. The benefits of the STAR® program are:

- Reduced material consumption & cost
- Reduced overspray and emissions
- Reduced health risks
- Improved finish quality

During this one-day training session, technicians will spray parts in a spray booth simulating home shop conditions and then paint additional parts using the techniques they've learned.

Instructor: Steven Youngs. Fee: \$750. Training grants are available for qualifying industries. For more information, call the Continuing Education Office at 800-352-4907 or 712-324-5061.

If the classes listed in this tabloid will not work for you and you are interested in on-site training, please call Frank 712-324-5066, ext. 232 or 800-352-4907 or you can email fdemilia@nwicc.edu



TRUCK DRIVER TRAINING

Our one-on-one training is provided with the goal of helping you master

the requirements of the CDL examination. You take only the training you need, and spend the amount of time you need behind the wheel in order to be confident and competent.

Training sessions are available most weekday evenings and Saturdays at an hourly rate of \$75. Prepayment of \$225.00 (minimum fee applied toward training) is required prior to scheduling. Balance is required prior to testing.

For additional information or to schedule training, please call Frank DeMilia locally at 712-324-5066 ext. 232 or 800-352-4907, or you can e-mail Frank at fdemilia@nwicc.edu.



Understanding the National Electrical Code

Participants will develop/enhance their working knowledge of the NEC by learning how to find and understand the information presented in the code. Please bring your 2008 National Electrical Code book and calculator. Instructor: Scott Abbott. *This class is approved for 6 continuing education hours in Iowa. Bring your license or application number to receive credit.*

Sec.#	Day	Date	Time	Loc.	Fee
16818	T	9/22	9a-4p	349C	\$75

2008 National Electrical Code Update

In this one day seminar you will learn about the latest electrical code requirements and interpretations found in the 2008 National Electrical Code. Please bring your 2008 National Electrical Code book and calculator. Instructor: Scott Abbott. *This class is approved for 6 continuing education hours in Iowa. Bring your license or application number to receive credit.*

Sec.#	Day	Date	Time	Loc.	Fee
16826	T	10/6	9a-4p	349C	\$75

FUNDING OPPORTUNITIES

Your company or organization may be eligible for financial assistance to train your employees.

The State of Iowa operates training programs through Northwest Iowa Community College.

Contact Frank DeMilia at 712-324-5066, ext. 232,

to see if your company is eligible.

HACCP: Basic Concepts for Food Production

Hazard Analysis and Critical Control Point (HACCP) training designed for Managers, Supervisors, and Quality Assurance Personnel. Topics include identifying hazards, critical limits, monitoring & corrective actions, and verification & record-keeping. Instructor: Leshawn Howard, HACCP Alliance Certified Trainer.

Sec.#	Day	Date	Time	Loc.	Fee
16821	T/W	10/20&21	8a-4p	349C	\$120

Variable Frequency Drives

VFDs were developed to efficiently vary the speed of three-phase motors while performing other important functions. We will cover basic theory of operations, discuss the various parameters found in most drives, and allow the participants to do hands-on programming of an Allen-Bradley PowerFlex 40 VFD. Instructor: Scott Abbott. *This class is approved for 6 continuing education hours in Iowa. Bring your license or application number to receive credit.*

Sec.#	Day	Date	Time	Loc.	Fee
16819	T	10/13	9a-4p	349C	\$75

ELECTRICAL SAFETY/ ARC FLASH

This electrical safety seminar will increase the awareness of safety issues for individuals who work on or near electrical equipment.

Discussions will include the different types of electrical hazards and the injuries that can result from those hazards, the importance of maintaining electrical equipment and cords, and the dangers associated with electrical shock and arc flash. Personal protective equipment (PPE) needs, as stated in NFPA 70E and the OSHA Standard for Electrical Safety in the Workplace, will be covered. For more information or to schedule this training at your facility please contact Scott Abbott at 712-324-5066 ext. 104.





**Forklift Safety
Train the Trainer
PLUS
Great for New
or Experienced
Trainers**

Need new materials?

Learn techniques for safe forklift operation and maintenance as well as how to conduct your own in-house training session, PLUS, you'll get an OSHA Compliance Forklift Instructor Kit from Mancomm.

Each kit contains:

- A set of 4 videos on Forklift Operation, Loading, Inspections, and Training Principles
 - Instructor Manual with a ready-to-use lesson plan
 - 5 Trainee Learning Guides
 - Training Certificates and Wallet Cards
- PLUS, You'll learn:
- What it takes to comply with OSHA's Powered Industrial Truck Standard (1910.178)
 - Best Practices for safe forklift operation and maintenance
 - Practical information for developing a complete in-house training program
 - Exercises for evaluating hands-on performance by your operators
 - Techniques for motivating safe forklift operation

Instructor: Tom Slattery, CSP-E, ARM

*includes kit. **Additional personnel from same company \$95 without kit.

Preregistration and prepayment are required by October 1st to receive a trainer kit.

Sec.#	Day	Date	Time	Loc.	Fee
16820	TH	10/8	12:30-4:30p	349C	\$395*
16892	TH	10/8	12:30-4:30p	349C	\$95**

Northwest Iowa Community College provides contract training courses in the area of Machining/ Machine Tool Technology/ CNC designed to meet long-term and short-term training needs. The intended audience could consist of managers, engineers, office professionals, skilled trades and production operators and maintenance personnel. Courses can be tailored to meet your individual requirements.

Call the Business & Industry Center at

800-352-4907

**REGISTER EARLY!
EARLY REGISTRATION WILL HELP INSURE THAT A SECTION RUNS. A SECTION WITH INSUFFICIENT ENROLLMENT WILL BE CANCELLED.**

PAYMENT

Payment must be made at time of registration unless indicated otherwise in the section description.

REFUNDS

You may cancel your registration by calling the Continuing Education Office at least one business day before the start of class to receive a 100% refund.

Myers-Briggs© Type Workshops

These workshops provide individuals or groups with an understanding of the dynamics of personality types as revealed by the Myers-Briggs Type Indicator (MBTI). Investigate how your personality traits affect your behavior, what you see as right and wrong, how you view others, and how you view the world based on your personality preferences. Participants will complete a “Myers-Briggs Type Indicator” as part of these workshops.

Interested individuals or organizations should contact Seth Gilbert locally at 712-324-5066, ext. 194, toll free at 800-352-4907, or e-mail Seth at sgilbert@nwicc.edu.

MIDWEST BIO PROJECT

INSTRUCTION, TRAINING, OUTREACH . . .

These training topics, or others, can be delivered at your facility at time(s) that are convenient to you.

- HACCP: Basic Concepts for Food Production
- Introduction to HACCP for Line Personnel
- GMP Basics: Employee Hygiene Practices
- Controlling Allergens in Food Production
- Good Laboratory Practices
- General Lab Safety
- Hazardous Communication/MSDS
- Basic Microbiology
- Gram Positive vs. Gram Negative Bacteria
- Probiotics and Prebiotics
- Basic Virology
- Basic Chemistry
- pH Concepts
- Chemistry for Water and Wastewater Operators
- Water Chemistry
- Biodiesel Production
- Ethanol Fermentation
- Cheese Fermentation
- Lab Statistics

Other topics available upon request.

Please contact Leshawn Howard at 712-324-5061 or lhoward@nwicc.edu to schedule.





Development Dimensions International (DDI) has more than 35 years experience in training for frontline leaders and managers, hiring managers, workforce and teams, and customer service providers and their managers. Topics for frontline leaders and managers include:

- Achieving Your Leadership Potential
- Adaptive Leadership
- Boosting Business Results
- Building an Environment of Trust
- Coaching for Improvement
- Coaching for Success
- Delegating for Results
- Essentials of Leadership
- Getting Started as a New Leader
- Launching a Successful Team
- Leading Change
- Making Meetings Work
- Motivating Others
- Rapid Decision Making
- Resolving Conflict
- Retaining Talent
- Setting Performance Expectations
- Supporting Leadership Development

Contact Seth Gilbert, Certified DDI Facilitator, to discuss your training and development needs. Call Seth toll free at 800-352-4907, locally at 712-324-4907 ext. 194, or e-mail sgilbert@nwicc.edu.



COURSE ANNOUNCEMENT

Emergency Medical Technician--Basic

The EMT-B course has been developed to prepare individuals to provide quality pre-hospital emergency care. This course is the minimum standard to be a primary attendant on a transport ambulance service. This course will cover the 1994 U.S. DOT curriculum. The class will begin meeting on Monday & Tuesday, September 21 & 22, 2009, and continue meeting on Monday nights until December. At that time, the class will begin meeting on Mondays and Thursdays until completion in early April. **The first 3 sessions (September 21, 22 & 28) of both Inwood and Sheldon classes will meet at NCC.** Modules presented include: Preparation of the EMT-B; Airway Management; Patient Assessment; Medical/Behavioral Emergencies; OB/GYN; Trauma; Infants and Children; Ambulance Operations, and additional skills. Clinical time at an emergency room is required in addition to the classroom hours. College credit is available. Minimum class size of 12 is required.

Prerequisites: Must be 17 years old at the start of class, be proficient in reading, writing, and speaking English, and physically capable of performing basic EMT skills. Instructors: Brian Hellenga, **Sheldon** class; Rick Kiers, **Inwood** class.

Sec #	Day	Date	Time	Loc.	Fee
16709 (Sheldon Class)	M/T	9/21&22	7-10p	513H (NCC)	\$650
16710 (Inwood Class)	M/T	9/21&22	7-10p	513H (NCC)	\$650

BASIC LIFE SUPPORT CPR

CPR Instructor Course

CPR Instructor candidates must already possess a current AHA Healthcare Provider CPR Card prior to registering for this course. The Instructor Candidate must receive a letter of recommendation from their CPR Instructor or sponsoring agency recommending them for the Instructor Course. The Instructor Candidate will prepay in advance for the course and receive a CD-Rom & Instructor Manual. The CD-Rom portion of the course is **required** to be completed by the first classroom session. Student must present the printed certificate of completion from the CD-Rom portion the first night of class. The classroom portion will meet for two sessions. The CPR Instructor Candidate will be **required** to be monitored instructing their first class by TC Faculty following completion of this course in order to receive the Instructor Card and be listed as an active AHA CPR Instructor. Instructors: Evan Bensley & TC Faculty.

Sec. #	Day	Date	Time	Loc.	Fee
16741	T/TH	10/27&29	6-10p	513H	\$90



CPR Instructor Renewal

This course is designed to recertify current American Heart Association CPR Instructors. The student must be aligned with a Training Center and must show documentation of teaching 4 classes within their 2-year certification period. NCC Training Center Faculty.

Sec. #	Day	Date	Time	Loc.	Fee
16742	TH	11/5	6:30-9:30p	513H	\$30

Healthcare Provider CPR

This course is required for all EMS providers and also for many nurses, firefighters, law enforcement, and other healthcare providers. Topics include adult, child, and infant CPR according to the revised 2005 American Heart Association standards. The student will be instructed on the use of the bag-mask device and the Automated External Defibrillator. NCC AHA Instructors.

Sec.#	Day	Date	Time	Loc.	Fee
16743	T	9/29	6-10p	513H	\$45
16744	TH	10/22	6-10p	513H	\$45
16745	T	11/24	6-10p	513H	\$45
16746	T	12/15	6-10p	513H	\$45



Healthcare Provider CPR Renewal

This course is for persons who already possess a current Healthcare Provider CPR card from the American Heart Association. The renewal course will cover the revised 2005 changes in the AHA standards. The course covers adult, child, and infant portions of the CPR curriculum. The new standards also include the bag-mask device and the Automated External Defibrillator. NCC AHA Instructors.

Sec #	Day	Date	Time	Loc.	Fee
16747	TH	9/24	7-10p	503H	\$25
16748	T	10/20	7-10p	513H	\$25
16749	W	11/18	7-10p	503H	\$25
16750	TH	12/10	7-10p	519H	\$25

EMS RECERTIFICATION**Child & Dependent Abuse Mandatory Reporting**

This curriculum (Approval No. 170) has been approved by the Abuse Education Review Panel on 4-8-08. This program will discuss medical, legal, and social dynamics involved in identification of physical abuse, sexual abuse, and neglect. It will meet the Iowa Code requirements for mandatory child abuse and dependent adult abuse reporters. Instructor: Margaret Nelson, RN. Credit: 0.32 Nursing CEUs/3.2 CEHs for Social Work, Administrators, and Direct Caregivers. Certificate of attendance.

Sec.#	Day	Date	Time	Loc.	Fee
16912	S	9/19	9a-12p	503H	\$30

EMS Last Chance Day

This class is designed to cover the four required topics according to the old Bureau of EMS certification standards. Law enforcement officers with the ILEPC certification are required to complete these topics every two years. This class is offered to all levels of EMS providers and will assist those who expire on September 30th. The four topic areas will include one hour each on blood-borne pathogens, mandatory abuse reporting, trauma, and medical emergencies. A minimum of 12 students will be needed to hold the class. NCC EMS Instructors. Credit: 4.0 CEHs.

Sec. #	Day	Date	Time	Loc.	Fee
16740	TH	9/24	6-10p	513H	\$25

EMS Instructor Update

Joe Ferrell, EMS Education Director with the Bureau of EMS, will present a refresher course for currently endorsed EMS Instructors. This two-hour program will update the instructor on the latest changes in the policies and procedures necessary for teaching EMS courses. This class will be televised over the ICN. EMS instructors need to attend one instructor refresher within their two-year certification period. There is no cost to **active** EMS Instructors. Instructor: Joe Ferrell. Credit: 2.0 CEHs.

Sec. #	Day	Date	Time	Loc.	Fee
16707	W	10/7	7-9p	328C	FREE

EMS Evaluator Workshop

The Iowa Bureau of EMS has designed this workshop to train certified EMS providers in the testing of EMT-B and First Responder students in the State Practical Examination. EMS training programs would hire endorsed Evaluators when it comes time for testing. The participant will learn how to accurately evaluate a student without adding their own personal bias into the testing. *This class is only open for participants who demonstrate a willingness to help NCC when it becomes testing time for the local EMS training programs.* Instructor: Joe Ferrell. Credit: 2.0 CEHs.

Sec. #	Day	Date	Time	Loc.	Fee
16706	T	10/13	7-9p	328C	FREE



Pediatric Emergency Assessment Recognition (PEARS)

The functional survival of critically ill and injured children is influenced by the provision of timely and appropriate pediatric emergency care in both the prehospital and hospital environments. NCC is offering the new American Heart Association course, PEARS - Pediatric Emergency Assessment, Recognition & Stabilization. In this course, participants will learn a series of skills to be performed sequentially to assess, categorize, decide, and act when faced with a sick or injured child. The PEARS course is for any healthcare provider who infrequently sees critically ill children.

Upon completion of this program, the participant will be able to:

1. Assess a seriously ill or injured child using the general and primary assessments.
2. Discuss and apply the "assess-categorize-decide-act" approach to recognition and management of the child in respiratory distress or failure, shock or cardiac arrest.
3. Describe the appropriate actions to take for stabilizing a critically ill or injured child during the initial minutes of response until the next level of care arrives.
4. Recognize and take appropriate actions for a child in cardiac arrest.
5. Utilize elements of effective communication as a team member.

A minimum of 12 students will be needed to hold the class. Instructor: Jeff Messerole, 7.0 CEHs.

Sec #	Day	Date	Time	Loc.	Fee
17030	S	12/12	8a-3p	513H	\$110

FIREFIGHTERS

Firefighter 1 Course

The Fire Service Training Bureau (FSTB) will be offering the newly revised, 2008 Firefighter I curriculum. The new curriculum class length is now 84 hours. The course is broken down into seven, 12-hour units. The units include: Unit I - Introduction, NIMS, Firefighter Safety, & Fire Behavior; Unit II - Building Construction, Personal Protective Equipment, Portable Fire Extinguishers; Unit III - Ropes & Knots, Rescue & Extrication, Intro to Incident Command ICS-100; Unit IV - Forcible Entry, Ground Ladders; Unit V - Ventilation, Water Supply, & Fire Hose; Unit VI - Fire Streams, Fire Control, Fire Detection, Alarm, & Suppression Systems; Unit VII - Protecting Fire Scene Evidence & Fire Department Communications.

Sheldon Class (16848) -- Starts Wednesday, September 23, 2009. ***Sheldon Fire Department.** Instructor: Scott Meinecke.

Meriden Class (16774) -- Starts Wednesday, November 11, 2009. ****Meriden Fire Department.** Instructor: Gerald Kintigh.

Sec. #	Day	Date	Time	Loc.	Fee
16848	W	9/23	7-10p	*	FREE
16774	W	11/11	6-10p	**	FREE

PAYMENT

Payment must be made at time of registration unless indicated otherwise in the section description.

REFUNDS

You may cancel your registration by calling the Continuing Education Office at least one business day before the start of class to receive a 100% refund.

*PLEASE BE PREPARED TO
PROVIDE SECTION #,
SSN # OR DATE OF BIRTH,
NAME, ADDRESS & PHONE #
WHEN REGISTERING*



75-HOUR CERTIFIED NURSE AIDE COURSE

This course is 75 hours in length and meets the requirements for taking the Nursing Assistant Certification Exam which qualifies personnel for working as nursing assistants in Long Term Care. The purpose of the course is to develop the basic skills to care for the elderly. This course consists of 30 hours of lecture, 30 hours of clinical, and 15 hours of simulated lab time.

This course earns 3 College Credits.

A uniform and a watch with a second hand are required for the clinical portion of the course. State written/oral and skills tests are offered monthly and are scheduled on a first come, first serve basis. Fee includes the tuition, textbook, materials, and cost of the certification skills and written tests.

Sec. #	Day	Date	Time	Loc.	Fee
16917	M/W*	9/9-10/17	4-9:15p	503H	\$455

*There will be two Saturdays (October 10 & 17, 7:00 am - 1:30 pm). Classes & labs will be held at Northwest Iowa Community College, Sheldon, Iowa. **Clinical site will be Whispering Heights, Rock Valley, Iowa.** Instructor: Karen Van Ginkel, RN.

Sec. #	Day	Date	Time	Loc.	Fee
16918	M/W*	10/5-11/18	4-9:30p	519H	\$455

*There will be one Saturday (November 14, 2009, 7:00 am - 1:30 pm). Classes & labs will be held at Northwest Iowa Community College, Sheldon, Iowa. **Clinical site will be Community Memorial Health Center, Hartley, Iowa.** Instructor: Margaret Nelson, RN, RN.

Sec. #	Day	Date	Time	Loc.	Fee
16919	T/TH*	10/27-12/17	3-8:30p	503H	\$455

*There will be one Saturday (December 5, 2009, 7:00 am - 3:00 pm). Classes & labs will be held at Northwest Iowa Community College, Sheldon, Iowa. **Clinical site will be held at Royale Meadows Care Center, Sioux Center, Iowa.** Instructor: Amy Doppenberg, RN, BSN.

Sec. #	Day	Date	Time	Loc.	Fee
16920	M/TH*	1/12-2/11	4-9:30p	510H	\$455

*There will be one Saturday to be announced. Classes & labs will be held at Northwest Iowa Community College, Sheldon, Iowa. **Clinical site will be announced.** Instructor: Cheryl Koel, RN.

PAYMENT

Payment must be made at time of registration unless indicated otherwise in the section description.

REFUNDS

You may cancel your registration by calling the Continuing Education Office at least one business day before the start of class to receive a

NURSE AIDE COMPETENCY EXAM

To fulfill the training requirements of OBRA for nurse aides working in nursing facilities and skilled nursing facilities, completion of a minimum 75-hour course and a written and skills competency exam is required. The skills competency exam will be offered on the following dates:

October 13, 15
October 20, 22

November 19, 24
December 21, 22

February 16, 17

The tests are scheduled between 4:00 and 9:00 pm in 503 Bldg. H. You must call for an appointment. If you choose to take the written test by computer, your scores will be immediate. Fees: Skills Test \$75; Written Test \$45.



Healthcare Provider CPR

This course is required for all EMS providers and also for many nurses, firefighters, law enforcement, and other healthcare providers. Topics include adult, child, and infant CPR according to the revised 2005 American Heart Association standards. The student will be instructed on the use of the bag-mask device and the Automated External Defibrillator. NCC AHA Instructors.

Sec.#	Day	Date	Time	Loc.	Fee
16743	T	9/29	6-10p	513H	\$45
16744	TH	10/22	6-10p	513H	\$45
16745	T	11/24	6-10p	513H	\$45
16746	T	12/15	6-10p	513H	\$45

Healthcare Provider CPR Renewal

This course is for persons who already possess a current Healthcare Provider CPR card from the American Heart Association. The renewal course will cover the revised 2005 changes in the AHA standards. The course covers adult, child, and infant portions of the CPR curriculum. The new standards also include the bag-mask device and the Automated External Defibrillator. NCC AHA Instructors.

Sec #	Day	Date	Time	Loc.	Fee
16747	TH	9/24	7-10p	503H	\$25
16748	T	10/20	7-10p	513H	\$25
16749	W	11/18	7-10p	503H	\$25
16750	TH	12/10	7-10p	519H	\$25

PAYMENT

Payment must be made at time of registration unless indicated otherwise in the section description.

REFUNDS

You may cancel your registration by calling the Continuing Education Office at least one business day before the start of class to receive a 100% refund.

Activity Coordinator Course

Students will learn the role of the activity professional in Long Term Care, Skilled Care, Assisted Living and Adult Care. This course will teach management skills necessary for department heads. Students will learn effective programming for residents, documentation skills, communication skills, and types of activities. ***September 2009:** Fridays, Sept. 11 and 25 from 6:30 p.m.-9:30 p.m., Saturdays, Sept. 12 and Sept. 26 from 9:00 a.m.-5:00 p.m., Thursday, Oct 17 from 6:30 p.m.-9:30 p.m. **October 2009:** Fridays, Oct 9 and Oct. 23 from 6:30 p.m.-9:30p.m., Saturdays, Oct. 10 and Oct 24 from 9:00a.m.-5:00p.m., Thursdays, Oct. 15 and Oct. 29 from 6:30 pm-9:30p.m. **November 2009:** Fridays, Nov. 6 and 20 from 6:30 p.m.-9:30 p.m., Thursday, Nov. 12 from 6:30 p.m., Saturdays, Nov. 7 and 20 from 9:00a.m.-5:00 p.m. **December 2009-** Friday, Dec. 4 from 6:30 p.m.-9:30 p.m., Saturday, Dec. 5 from 9:00 a.m.-5:00 p.m. Instructor: Patti Hayes, Activity Director, Certified *Covers cost of course and the book/materials. Credit: 60 CEHs.

Sec.#	Day	Date	Time	Loc.	Fee
16922	*	9/11	*	410D	\$675**

Mentor Management

The Direct Care Professional Mentor Training Program is designed to teach direct care professionals how to mentor new and currently employed direct care professionals on a daily basis. However, the goal is to create a mentoring environment between all staff, residents, and clients. Fundamental to the Direct Care Professional Mentor Program is the promotion of professionalism within the field of direct care. It is our desire to optimize the mentor training experience for each individual student while assisting your organization in retaining qualified, caring staff. Presenter: Heidee Barrett-McConnell, RN. ***Per facility** (includes registration, books, materials and certificate). 0.2 Nursing CEUs/ 2 CEHs . Certificate of attendance for Social Work, Nursing Home Administrators.

Sec.#	Day	Date	Time	Loc.	Fee
16913	M	9/14	10a-12p	119A	\$120*



Child & Dependent Abuse Mandatory Reporting

This curriculum (Approval No. 170) has been approved by the Abuse Education Review Panel on 4-8-08. This program will discuss medical, legal, and social dynamics involved in identification of physical abuse, sexual abuse, and neglect. It will meet the Iowa Code requirements for mandatory child abuse and dependent adult abuse reporters. Instructor: Margaret Nelson, RN. Credit: 0.32 Nursing CEUs/3.2 CEHs for Social Work, Administrators, and Direct Caregivers. Certificate of attendance.

Sec.#	Day	Date	Time	Loc.	Fee
16912	S	9/19	9a-12p	503H	\$30

MDS Automation Update Beginner/Refresher Class

This workshop will provide the most recent information on the use and submission of the automated MDS, as well as, valuable CMS updates to the MDS system. Instructor: Barbara Thomsen, CDM, CEPP, RAC-C. Barbara has been an MDS/OASIS Automation Education Coordinator for the Iowa Foundation for Medical Care since November 2005. ***ICN Room, Sibley High School, Sibley, Iowa.** **Covers materials and CEU recording. Credit: 0.20 Nursing CEUs/2 CEHs. 100% attendance is required for CEU credit. Social Workers and Nursing Home Administrators will be given a certificate of attendance.

Sec.#	Day	Date	Time	Loc.	Fee
16894	W	9/23	1-3:15p	ICN*	\$25**



40-Hr. Medication Course

This course consists of 40 hours of classroom and 10 hours of clinical. The course will prepare the participant

to safely administer non-parenteral medications in nursing facilities and related areas.

Prerequisite: Must be a certified nurse aide, employed at your facility for six months, and submit a letter of recommendation before taking the course. Instructor: Amy Doppenberg, RN, BSN. Credit: 40 CEHs for course/10 CEHs for clinical.

Sec. #	Day	Date	Time	Loc.	Fee
16916	M/W	9/28-10/21	1-6:30p	115A	\$195

OASIS Automation Updates

This workshop will provide the most recent information on the use and implementation of OASIS automation/data transmission. Instructor: Barbara Thomsen, CDM, CEPP, RAC-C. Barbara has been an MDS/OASIS Automation Education Coordinator for the Iowa Foundation for Medical Care since November 2005. *Covers materials and CEU recording. Credit: 0.20 Nursing CEUs/2 CEHs. 100% attendance is required for CEU credit. Social Workers and other professionals will be given a certificate of attendance.

Sec.#	Day	Date	Time	Loc.	Fee
16893	W	9/30	1-3:15p	328C	\$25*

Advanced Cardiac Life Support

This is the provider level of Advanced Cardiac Life Support. This course consists of skills and lecture review followed by case study learning stations. This is for those not previously certified in ACLS. 4 sessions. Instructor: Dr. Wm. Hicks. **Osceola Community Hospital, Sibley, Iowa.** 1.2 Nursing CEUs. **Prerequisite: Must be certified in BLS.** *Fee payable to Osceola Community Hospital.

Sec. #	Day	Date	Time	Loc.	Fee
16905	M/T	10/5-10/14	7-10p	OSC	\$125*

Advanced Cardiac Life Support Recert

This is the provider level of Advanced Cardiac Life Support. This course consists of a session of skills review followed by case study stations. This program is for persons previously certified in ACLS. 2 sessions. Instructor: Dr. Wm. Hicks. **Osceola Community Hospital, Sibley, Iowa.** Credit: 0.6 Nursing CEUs. **Prerequisite: Must be certified in BLS.** *Fee payable to Osceola Community Hospital.

Sec. #	Day	Date	Time	Loc.	Fee
16906	M/T	10/12-10/14	7-10p	OSC	\$75*



End of Life Issues You Were Afraid to Ask About

Learn about the end of life dying experience and discover the many options available to you. Topics to be presented will include: Discussion of terms like defibrillator, CPR, respirator, emergency drugs will be discussed. Learn more about pain medication and myths of addiction. Organ donation will be discussed. Find out about the difference between a regular will and Living Will, Durable Power of Attorney, Five Wishes. Learn options available with Hospice, and understand the stages and feelings a loved one may have towards the end of life. Various Speakers --Dr. William James Spencer, professor from Creighton University, Omaha, Nebraska; Julie Dragstra, Professor from Northwestern College, Orange City, Iowa; and Chris Keahi, Public Relations Director from Iowa Donor Network, Chris Bjornstad, Lawyer, and Dr. David Wensel, Hospice & Palliative Medicine Director. Credit: 0.6 Nursing CEUs/6 CEHs for Social Work, Administrators, and Funeral Directors. Certificate of attendance. **Public is encouraged to attend.** *Free to public; \$10 fee for CEUs/CEHs. Includes meal and handouts.

Cosponsored by BEECIN Hospice Foundation; Sheldon Sanford Health Center, Sheldon; and Baum-Harmon Mercy Hospital, Primghar.

Sec.#	Day	Date	Time	Loc.	Fee
16915	W	10/14	9a-3:30p	119A	\$10*

Practicing Ethics

Ethics will be discussed with an emphasis on social work ethics. This program will include small group interaction regarding specific ethical dilemmas. Present-er: Kathy Montange, Consultant. Credit: 0.33 Nursing CEUs/3.3 CEHs for Social Work, Administrators. Certificate of attendance.



Sec. #	Day	Date	Time	Loc.	Fee
16907	T	10/20	1-4p	117A	\$40

Supervision in Long Term Care

This course is designed to assist LPN's in gaining knowledge and developing skills used in managing personnel and client care. This course is mandatory for LPNs working in a supervisory role in Long Term Care facilities and is approved by the Iowa Board of Nursing. 10 sessions, Mondays and Wednesdays, beginning October 28, 2009 and ending November 23, 2009. Instructor: Marilyn R. Stille, RN. Credit: 4.0 Nursing CEUs.

Sec.#	Day	Date	Time	Loc.	Fee
16914	M/W	10/28-11/23	4:30-9p	117A	\$229

Managing Time, Priorities, Multi-Tasking, and Yourself

One of the major healthcare workplace issues adversely affecting productivity, patient care, and job enjoyment is the inability of staff and management to effectively manage their day-to-day and long-term work load in an efficient and timely manner. As a result, this inefficiency creates more work for the rest of the team and represents a major barrier to quality patient care.

John Mulvaney, a private management consultant in business, education, and allied health, has taught college courses at UNL, Penn State, and Southeast Community College in the areas of psychology, organizational behavior, public speaking, and business writing. He has his master's degree in education from UNL. *Includes tuition, handouts and lunch. Credit: 0.6 Nursing CEUs/

6 CEHs for Social Work, Administrators.

Sec.#	Day	Date	Time	Loc.	Fee
16908	T	11/4	8:30a-3p	115A	\$75*

Taking Control of Anxiety & Depression

In this program, the healthcare provider should identify the connection between anxiety and depression; learn about patterns of thoughts, which affect feelings and influence behaviors, thereby maintaining problems with anxiety and depression. Presenter: Patricia Salvo-Lawrence, MS, LMHC, LMHP, Mental Health Therapist; The Willow Group, Council Bluffs, Ia. *Includes tuition, handouts, lunch, and refreshments. Credit: 6 CEHs for social work, administrators, direct caregivers.

Sec.#	Day	Date	Time	Loc.	Fee
16957	M	11/9	9a-4p	119A	\$69*

Mandatory Child Reporting App. #169

This curriculum (Approval No. 169) has been approved by the Abuse Education Review Panel on April 5, 2008. This program is for those who are designated by law as mandatory reporters of child abuse. This program will present information about their responsibilities. Presenter: Margaret Nelson, RN. Credit: 0.2 Nursing CEUs/2 CEHs.

Sec.#	Day	Date	Time	Loc.	Fee
16909	M	11/16	5-7p	114A	\$25



Pediatric Emergency Assessment Recognition (PEARS)

The functional survival of critically ill and injured children is influenced by the provision of timely and appropriate pediatric emergency care in both the prehospital and hospital environments. NCC is offering the new American Heart Association course, PEARS - Pediatric Emergency Assessment, Recognition & Stabilization. In this course, participants will learn a series of skills to be performed sequentially to assess, categorize, decide, and act when faced with a sick or injured child. The PEARS course is for any healthcare provider who infrequently sees critically ill children.

Upon completion of this program, the participant will be able to:

1. Assess a seriously ill or injured child using the general and primary assessments.
2. Discuss and apply the “assess-categorize-decide-act” approach to recognition and management of the child in respiratory distress or failure, shock or cardiac arrest.
3. Describe the appropriate actions to take for stabilizing a critically ill or injured child during the initial minutes of response until the next level of care arrives.
4. Recognize and take appropriate actions for a child in cardiac arrest.
5. Utilize elements of effective communication as a team member.

A minimum of 12 students will be needed to hold the class.

Instructor: Jeff Messerole, 7.0 CEHs.

Sec #	Day	Date	Time	Loc.	Fee
17030	S	12/12	8a-3p	513H	\$110

Dependent Adult Abuse Mandatory Reporting App #168

This curriculum (Approval No. 168) has been approved by the Abuse Education Review Panel on April 4, 2008. This program will discuss medical, legal, and social dynamics involved in identification of physical abuse, sexual abuse, and neglect. It will meet the Iowa Code requirements for mandatory dependent adult abuse reporters. Instructor: Margaret Nelson, RN. Credit: 0.2 Nursing CEUs/2 CEHs.

Sec.#	Day	Date	Time	Loc.	Fee
16910	M	11/16	7:15-9:15p	114A	\$25

A Call to Mentoring

Iowa Caregivers Peer Mentor Program

The Certified Nurse Aide Mentor Training Program is designed to teach CNAs how to mentor new CNAs. It is a practical method for direct care professionals to develop professional and interpersonal skills to use in mentoring new and current staff in a variety of care settings. Instructor: Marilyn Stille, RN. *Per student includes materials, lunch, pins, and certificates. 12 CEHs for Direct Care Staff.

Sec.#	Day	Date	Time	Loc.	Fee
16921	T/W	11/17&18	8a-2:30p	119A	\$110*

INSTRUCTORS WANTED!

We invite individuals who have a talent or skill they would like to share to contact us.

We also welcome ideas and suggestions for future programming.



SELF-STUDY CLASSES THAT FIT EVERYONE'S SCHEDULE!**Caring for the Patient with Fibromyalgia Syndrome**

Fibromyalgia Syndrome (FMS) is a very common condition of widespread muscular pain and fatigue. Learn more about this, as yet, incurable disease and how you, as a health care professional, can make a positive difference in the lives of patients with FMS. This self-study is approved for 0.5 CEUs for Nurses. Fee: \$50.

Child & Dependent Adult Abuse for Mandatory Reporter Application #396

To enhance the knowledge of the mandatory reporter in recognizing and reporting suspected child and dependent adult abuse. This has been approved by the Iowa Department of Public Health Abuse Education Review Panel #396. This self-study is approved for 0.2 CEUs for Nurses. Fee: \$25.

Child Abuse for Mandatory Reporters/ Application #379

Health care professionals play a vital role in recognizing and reporting suspected child abuse. You are also designated a mandatory reporter under Iowa Code 232.69(3). Mandatory reporters are required by law to complete two hours of training during their first six months of employment and two hours every five years thereafter. This has been approved by the Iowa Department of Public Health Abuse Education Review Panel #379. This self-study is approved for 0.2 CEUs for Nurses. Fee: \$25.

Caring for the Stroke Patient

Every 45 seconds, someone in the United States has a stroke. The world of stroke medicine is changing and new and better therapies are being developed today. Some people who have had a stroke can walk away with no or few disabilities if they are treated promptly. This self-study will give you more information about caring for the stroke patient. Credit: 0.5 CEUs for Nurses. Fee: \$50.

Understanding Parkinson's Disease

Parkinson's Disease is one of the most common degenerative diseases of the nervous system. This self-study addresses the seven types of Parkinson's Disease as well as describes the clinical course of primary Parkinsonism. This self-study qualifies for 0.3 CEUs for Nurses. Fee: \$35.

Nutrition and Hydration and the Elderly

Nutrition and hydration is a primary concern of health care professionals caring for patients who may be compromised by illness and disease. This self-study will explore the varied aspects of providing for the nutrition and hydration needs of the elderly. Credit: 0.3 CEUs for Nurses. Fee: \$35.

Dependent Adult Abuse for Mandatory Reporters/Application #397

Health care professionals are designated mandatory reporters by the state of Iowa and are required to have two hours of dependent adult abuse training every five years. This self-study qualifies for two hours of training on the subject of dependent adult abuse and is an approved curriculum of the Iowa Department of Public Health Abuse Review Panel #397. This self-study is approved for 0.2 CEUs. Fee: \$25.

Understanding Asthma

Asthma, the seventh-ranking chronic condition in America, is an inflammatory disorder of the airways seen in the affected adult and child. Asthma fatalities are increasing; therefore, a thorough understanding of the disease process, nursing diagnoses, treatment and drug therapy, nursing care and interventions, and patient teaching is critical to a positive outcome. This self-study qualifies for 0.5 CEUs for Nurses. Fee: \$50.

Managing Urinary Incontinence in the Elderly

Urinary incontinence is a major health issue that affects millions of people daily. At least 1 out of 10 people age 65 or older suffer from incontinence. Often people believe little can be done about this problem; however, incontinence can be effectively treated and managed. This self-study will update your skills for managing urinary incontinence. The CE Solutions - Mary McGeough, BSN, RN. Credit: 0.3 CEUs for Nurses. Fee: \$35.

Drugs and the Elderly

Drugs can be wonderful tools for the care of individuals of all ages. But, in older adults, drug use may have greater risks, especially when several drugs are taken at one time. Safe medication use for the elderly requires vigilance on the part of the caregiver as well as the older individual. This self-study discusses the issue of drugs and the elderly and



SELF-STUDY CLASSES THAT FIT EVERYONE'S SCHEDULE!

qualifies for 0.3 CEUs for Nurses. Fee: \$35.

Recognizing and Responding to

Bioterrorism

Bioterrorism, unfortunately, has become a real threat in the 21st century. Preparation by health care professionals and facilities is vital. The CDC lists four potential bioterrorism agents: anthrax, botulism, pneumonic plague, and smallpox. This self-study addresses each agent, the clinical features and modes of transmission, infection control, and isolation precautions, reporting procedures, and post-exposure management. This self-study qualifies for 0.5 CEUs for Nurses. Fee: \$50.

Ethical Principles in Nursing

Ethical foundations are essential to the decision-making process in nursing. This course reviews the ethical principles most applicable to nursing and healthcare. This self study qualifies for 0.3 CEUs for Nurses. Fee \$35.

Nursing Documentation

Nursing Documentation is important--and not just for legal purposes. Documentation tells a story about the patient, including what was done, how it was done, and why it was done. Good nursing documentation is a way of providing high-quality patient care in a consistent manner. In addition, a nurse's license depends on proper documentation. This course addresses documentation do's and don'ts as well as legal aspects associated with documentation. This self-study qualifies for 0.2 CEUs for Nurses. Fee: \$25.

Multiple Sclerosis: The Nursing Perspective (Book Style)

Multiple Sclerosis is a chronic neuroimmunologic disease of the central nervous system -- the brain, spinal cord, and optic nerves. Random attacks of inflammation damage the myelin sheath, causing scarring. The scars along the myelin sheath interfere with the transmission of nerve impulses; thereby, producing the symptoms experienced by people with MS. Join us as we discuss the topic of MS from the nursing perspective. This self-study is appropriate for Nurses. 0.5 CEUs for Nurses. Fee: \$50.

Headache in Adults and Children

Headaches. For millions of people, headaches are excruciatingly painful and sometimes debilitating. Less than 5% of headaches are the result of serious disease or organic problems, such as tumor, abscess, or head trauma. Many headaches in children and adolescents are the result of stress and muscle tension, but headaches are also common symptoms of sinus infections, colds, and the flu. We will explore types of headaches common in adults and children, diagnosis, and treatment. 0.4 CEUs for Nurses. Fee: \$45.

Infection Control

As a health care worker, you may be exposed to many different sources of infection. Infections may be transmitted by blood or body fluids, by air or respiratory secretions, or by direct contact with other infectious materials. Protect yourself and others from infection by following the infection control guidelines in your work place, by using personal protective equipment like gloves and masks, and by following standard precautions. This self-study will update your knowledge on infection control procedures. This self-study is applicable for ARNPs, RNs, LPNs, Social Workers, and other healthcare professionals interested in this subject. This self-study is approved for 0.2 CEUs for Nurses. Fee: \$25.

Pneumonia

Pneumonia is a disease of the lungs that is caused by viruses, bacteria, and sometimes fungi or other organisms. The U.S. Centers for Disease Control and Prevention (CDC) estimates that nearly 90,000 people in the U.S. die from some kind of pneumonia annually. Pneumonia is ranked 5th as the leading cause of death in the U.S. (National Vital Statistics Report 1999). It occurs frequently in the very young, the elderly, and those with impaired immune systems. Applicable for ARNPs, RNs, LPNs, Social Workers, Nursing Home Administrators, and other healthcare professionals interested in this subject matter and is



SELF-STUDY CLASSES THAT FIT EVERYONE'S SCHEDULE!**Issues in Healthcare: Science Fiction or Reality? Pharmacogenomics**

Adverse drug reactions accounted for more than 2.2 million serious cases and over 100,000 deaths, making (ADRs) one of the leading causes of hospitalization and death in the United States according to a 1998 study done by the AMA. Pharmacogenomics examines the inherited variations in genes that dictate drug response and explore the way these variations can be used to predict a patient's response to a drug. This self-study is appropriate for RNs, LPNs, ARNPs, Nursing Home Administrators, and other healthcare professionals. 0.2 CEUs for Nurses. Fee: \$25.

Issues in Healthcare: Stem Cell Research

While stem cell research offers exciting possibilities for treating and possibly curing such illnesses and diseases as Parkinson's and Alzheimer's, stroke, spinal cord injury, heart disease, and diabetes, it also poses highly controversial debate. The best source of stem cells is human fetal tissue. Harvesting the stem cells destroys the embryo, which many see as morally and ethically wrong. This self-study is appropriate for ARNPs, RNs, LPNs, Social Work, Nursing Home Administrators, and other interested health care professionals. 0.3 CEUs for Nurses. Fee: \$35.

Dealing with Difficult People

Rarely are you able to choose the people you see and work with each day. To be successful at work or play you need to be able to deal effectively with everyone you come in contact with. This self-study will help you understand how to work with problem people and build effective relationships. This self-study is applicable for RNs, LPNs, Social Workers, Nursing Home Administrators, and other healthcare professionals. This self-study is approved for 0.2 CEUs for Nurses. Fee: \$25.

Social Work Ethics

The practice of Social Work includes looking at the intrinsic worth and dignity of all human beings. Social workers not only work to enhance the well-being of individuals; but they also work toward meeting basic human needs. This self-study will explore and examine the values and ethics needed to fulfill the standards of the social work profession and meet the needs of those served. Approved for 3 CEUs for Social Work. Fee: \$35.

Autoimmune Disorders

An autoimmune reaction occurs when mechanisms that are designed to protect the body turn against it and cause damage, resulting in conditions such as rheumatoid arthritis (RA), systemic lupus erythematosus (SLE), and multiple sclerosis (MS). This self-study will provide an overview of common autoimmune disorders including symptoms and treatment modalities. This self-study qualifies for 0.5 CEUs for Nurses. Fee \$50.

End of Life Care & Pain Management

The health care professional greatly influences how end-of-life care is provided to the patient. Palliative care affirms life and looks at death as a normal process. When a disease process is not responding to treatment and death is in the near future, pain control, symptom management, and spiritual care are the primary focus. By integrating psychological and spiritual care into the total care of the patient, you, the health care provider, can provide the best possible quality of life for your patient and their family. This self-study qualifies for 0.3 CEUs for nurses. Fee \$35.

Autism Spectrum Disorders

Autism spectrum disorders (ASD), a broad continuum of brain illnesses that includes Asperger's syndrome, share common, genetic roots and essential clinical and behavioral features, although they differ in severity and age of onset. Autism, the most severe of these pervasive developmental disorders, typically begins in early childhood and impairs thinking, feeling, language, and the ability to relate to others. This self-study qualifies 0.25 CEUs for nurses. Fee \$30.

Wound Care and the Healthcare Professional

Wound care is a complex, ever-changing field that takes into consideration the aging adult population and the need for patient care outside a hospital environment. The wound care specialist may include not only the nurse, but also medicine, and physical and occupational therapy. This course will enlighten both the beginner and advanced practitioner in ways to recognize, prevent, assess, intervene, and treat different types of skin wounds. This self-study qualifies for 2.5 CEUs for nurses. Fee: \$164.



CPR for Childcare

This course will provide CPR training for adult, child, and infant from the National Safety Council. Tuesday, October 20, 2009.

Instructor: Janet Lohrenz, EMT-P. Credit: 4 CEHs for child care providers

Sec.#	Day	Date	Time	Loc.	Fee
16923	T	10/20	6-10p	519H	\$35



First Aid for Childcare

Medical emergencies or accidents can occur at anytime, especially when caring for children. This course from the National Safety Council will provide the information needed to provide first aid for most common emergencies.

Thursday, October 22, 2009. Instructor: Janet Lohrenz, EMT-P. Credit: 4 CEHs.

Sec.#	Day	Date	Time	Loc.	Fee
16924	TH	10/22	6-10p	519H	\$35



**LEADING LITTLE LEARNERS
EARLY CHILDHOOD CARE
CONFERENCE**

SECTION #16903

Saturday, September 26, 2009

9:00 a.m. to 3:30 p.m., Cafeteria, Building A

The day will feature the following workshops: "Your Thumb is Greener Than You Think," "Moving to the Beat Makes Learning a Treat!," "And to Think, It All Started With a Book," "Brains-on, Fun-on with Hands-on Science," and "Playing Our Way to Reading Someday."

Presenter: Denita Dinger, Professional Brain Developer, Planting Seeds Productions. Fee: \$20.00.

Conference is being sponsored by Lakes Area Empowerment and Northwest Iowa Community Empowerment.

COSMETOLOGY

Take Me to the Formal . . .

Learn simple and realistic styling techniques for those special events. We will demonstrate numerous long hair techniques that can apply to many styles. Make your short hair clients leave with the look of 'Red Carpet' hair. Think of your holiday parties, weddings, proms, senior pictures, photo shoots, etc.

You need this class to give "class" to your clients. This class includes one hour of Iowa Administrative Law and Sanitation. 1 session, Monday, October 26, 2009. Instructor: Stacy Besch.

Sec.#	Day	Date	Time	Loc.	Fee
16830	M	10/26	8a-12p	AudC	\$35

Transformations with New Trends

We will teach you the newest techniques in color and cuts on makeover models directly from the audience. You will see how new techniques can apply to even the most common person! We all love to see the before and after--don't miss out and you may be eligible for the makeover! This class includes one hour of Iowa Administrative Law and Sanitation. 1 session, Monday, October 26, 2009. Instructor: Stacy Besch.

Sec.#	Day	Date	Time	Loc.	Fee
16831	M	10/26	1-5p	AudC	\$35



REGISTER TODAY! 1-800-352-4907 OR 712-324-5061

FOOD**Grow Your Own Garlic**

Why not plant your own garlic? It's easy to do, and if you start this fall, you'll enjoy your own crop next summer. Topics include: history of garlic; kinds of garlic to plant; when, where, and how to plant; harvesting tips; scapes, bulbs and cloves; garlic gizmos; recipes and cooking tips. 1 session, Wednesday, September 16, 2009. Instructors: Barb Rolston and Lynn Rolfsmeier. * Includes materials and garlic sample.

Sec.#	Day	Date	Time	Loc.	Fee
16829	W	9/16	7-9p	510H	\$5*

TEXTILES**Chenille Potholders**

In this class you will learn to chenille by making potholders for your kitchen. This is a process of layering homespun fabric, sewing, slicing the rows, binding and washing to get that chenille look. Great for birthday and Christmas gifts! Supply list will be sent when minimum class size is reached. 1 session, Monday, October 5, 2009. Instructor: Cheryl Hilbrands.

Sec.#	Day	Date	Time	Loc.	Fee
16837	M	10/5	6:30-9:30p	304C	\$15

Travel Jewelry Bag

When traveling put your jewelry in this velvety soft drawstring bag! Don't damage your jewelry when taking it on a trip. This sectioned-off bag won't let them rub together. It is small enough to put in your carryon. Make several for gifts, and always keep one for yourself. Supply list will be sent when minimum class size is reached. 1 session, Monday, November 2, 2009. Instructor: Cheryl Hilbrands.

Sec.#	Day	Date	Time	Loc.	Fee
16838	M	11/2	6:30-9:30p	367C	\$15

TEXTILES**Cloth Coiled Table Mat**

Are you ready for some carefree sewing? This wrapping and coiling technique is very easy and produces placemats, bowls, purses and much more. In this first class we will make a round table mat to begin learning this process. Clothes line rope is used for the filler with strips of fabric for wrapping. Sewing will consist of zig-zag stitch to hold the coils together. Supply list will be sent when minimum class size is reached. Rope can be purchased from the instructor for \$9.00. One session, Monday, November 16, 2009. Instructor: Cheryl Hilbrands.

Sec.#	Day	Date	Time	Loc.	Fee
16839	M	11/16	6:30-9:30p	367C	\$15

QUILT

Bus Trip to the
**2009 AQS Quilt Expo
 & Contest**
 Des Moines, Iowa
Section #16832

Quilt Enthusiasts--This is your opportunity! The American Quilter's Society is bringing a Quilt Expo to Des Moines. Northwest Iowa Community College is sponsoring a one-day bus trip on the opening day of this event. The Expo will feature quilt exhibits with more than 800 quilts, a merchant mall, and other special quilting exhibits. The fee for this day will include transportation, admission into the Expo, and a family-style meal at the Machine Shed following our day at the Expo. If you have wanted to attend the annual Quilt Expo in Paducah, Kentucky, this is your opportunity to attend closer to home. The bus will leave the college at 5:00 a.m. We will leave the Expo at 5:30 p.m., stop for an evening meal and then return home. If you enjoy quilting, you will want to be a part of this trip. *(Please note: you will want to have a tote bag with you; but for the safety of all attendees, wheeled carts are not allowed in the Exhibit Hall.)* Wednesday, October 28, 2009, 5:00 a.m. to 11:00 p.m. (or later). Meet in the Parking Lot East of Building D, Fee: \$89. **Please register early--by September 25th. Preregistration and prepayment required.**



PERSONAL ENRICHMENT

Introductory Kettlebell Training

Kettlebells are the best-kept strength and condition tool available today. The kettlebell is a cast iron weight that looks like a cannonball with a handle. Learn how to perform basic kettlebell drills and put them together for a training session that will burn calories and build strength at the same time. Amy Jurrens, RKC, is a certified Russian Kettlebell trainer who will ensure you perform the drills safely while having fun. It is recommended that participants purchase a kettlebell to bring to class as training "homework" will be assigned for each week. Men should choose a 25, 30, or 35 lb. bell while women should choose a 15 or 20 lb. bell, depending on strength. 4 sessions, Wednesdays, beginning September 9 and ending September 30, 2009. Instructor: Amy Jurrens.



Sec.#	Day	Date	Time	Loc.	Fee
16827	W	9/9-9/30	5:30-6:30p	510H	\$30



Guitar Instruction

Learn to play guitar in this class! This class will provide instruction in tuning and setting up your instrument, learn-

ing to read a blend of tablature and notation including note for note rhythm and lead guitar songs. By the conclusion of the course, students will be able to perform songs. The goal will be to have fun while learning to read music, playing and performing on stage, and working on many different varieties of songs ranging in the styles of pop, blues, classics, rock, heavy metal and everything in between. The class setting opens up many doors for individual guitar players to work with other musicians and the opportunity to do a great show/performance that each musician can be proud of. The class is taught by Brandon Dale Guitar Instruction. Some of the bands/artists that the instructor has worked with include: the Innocent Bystanders, singer/songwriter Elle Shante, and Shawn Mayer from Nashville Star. 8 consecutive Mondays beginning September 21 and ending November 9, 2009. Instructor: Brandon Dale.

Sec.#	Day	Date	Time	Loc.	Fee
16833	M	9/21-11/9	6:30-7:30p	222B	\$119

Creating Better Digital Photographs

Improve your photography skills with the techniques taught in this class. Bring your camera and manual to class. Topics covered in this class will include:

- 1) Basic camera handling and controls
- 2) Learning photographic composition
- 3) Weekly print critiques

3 sessions, Tuesdays (class will meet every other week), October 13, October 27 and November 10, 2009. Instructor: Michael Davis.

Sec.#	Day	Date	Time	Loc.	Fee
16933	T	10/13-11/10	7-8:30p	121A	\$35

Intermediate Guitar Instruction

This class will cover the study of lead guitar, including scales, chord formation, solos, and improvising new solos over chord progressions. This class is for players that have already been playing for awhile and want more specialized classes. The more players understand the fretboard the easier it is to play and read music. Also for players looking to perform at shows, in bands, or just interested in expanding their guitar playing. 8 consecutive Tuesdays beginning September 22 and ending November 10, 2009. Instructor: Brandon Dale.

Sec.#	Day	Date	Time	Loc.	Fee
16834	T	9/22-11/10	6:30-7:30p	202B	\$119

Yoga for You!



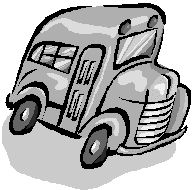
Hesitant? I understand. This is not a class that will intimidate you into pretzel poses and chants, with a teacher that seems other worldly!! Whether you have had prior yoga experience or not, this class is an effective workout program that balances body and mind, gets you into great shape, lengthens and strengthens your muscles, releases stress and tension, and totally focuses on building mental strength and terrific body tone. Comfortable clothing and water bottle is all you need bring. 8 sessions (4 weeks), Tuesdays and Thursdays, beginning September 29 and ending October 22, 2009, and second session, Tuesdays and Thursdays beginning October 27 and ending November 19, 2009. *7:30-8:30 p.m. Instructor: Laurie Owen.

Sec.#	Day	Date	Time	Loc.	Fee
16835	T/TH	9/29-10/22	*	349C	\$39
16836	T/TH	10/27-11/19	*	349C	\$39

PERSONAL ENRICHMENT**Noel Christmas Decoration**

Proclaim the season with this doorknob hanger made of cloth, ribbon for a hanger, and embellished with felt ivy leaves and berries. When done it will be about 20" long. A supply list will be sent when minimum class size is reached. This project does require sewing. 1 session, Tuesday, November 17, 2009. Instructor: Cheryl Hilbrands.

Sec.#	Day	Date	Time	Loc.	Fee
16840	T	11/17	6:30-9:30p	367C	\$15

TRANSPORTATION**School Bus S.T.O.P Course**

The 12-hour School Transportation Operation Program (S.T.O.P.) is required for all first-time permit holders. Attendance is required at all sessions.

Sessions missed will need to

be completed before certification is awarded. Make-up sessions will result in additional tuition for those individuals. 4 sessions, Mondays and Wednesdays, beginning September 28 and ending October 7, 2009. Instructor: Lloyd Te Brink.

Sec. #	Day	Date	Time	Loc.	Fee
16842	M/W	9/28-10/7	6:30-9:30p	367C	\$55

AARP Driver Safety Program**(formerly 55 ALIVE)**

This driving program is a four-hour refresher course for any experienced driver. The program was developed by the American Association of Retired Persons. The program teaches about the normal, age-related changes that interfere with vision, hearing, and physical strength that influence driving ability and attitudes, and the impact of medications when driving. Learn how to handle adverse driving conditions and traffic hazards. Some insurance companies are currently offering a reduced automobile insurance premium to individuals who complete the program. 1 session, Tuesday, October 6, 2009. *Fee: \$12.00 for AARP members; \$14.00 for non-AARP members. Instructor: Hendrene Kalsbeek.

Sec.#	Day	Date	Time	Loc.	Fee
16828	T	10/6	8a-12p	117A	*

**Snowman in the Snow**

Mother and child crafting together! This styrofoam ball snowman will sit on a bed of snow, with a chenille stem tree and a snowball sign to complete the winter scene.

Standing about 10" tall, it will be a great winter decoration. Materials can be purchased from the instructor for \$6.50.

Sec.#	Day	Date	Time	Loc.	Fee
16841	M	12/7	6:30-9:30p	367C	\$15

Warning: Distractions Ahead!

Every bus driver will face distractions while driving the bus, and those distractions will come from every direction! Cell phones, radios, student behavior, personal problems, traffic, weather, and other things can sometimes make the job of driving the bus seem nearly impossible. This year we will take a look at a number of the most common distractions and ways to deal with them to make you a safe and reliable school bus driver. *Auditorium. Instructor: Lloyd Te Brink.

Sec. #	Day	Date	Time	Loc.	Fee
16843	W	10/21	6:30-9:30p	328C*	\$17
16844	W	11/18	6:30-9:30p	328C*	\$17
16845	TH	12/10	6:30-9:30p	328C*	\$17

Environmental Training for Auto Dealers

Dealerships must determine whether their wastes are hazardous or non-hazardous. Dealers who incorporate service departments and auto body shops within the dealership will find interest in taking this course as they will be taught the proper disposal techniques for parts washer waste, floor drain sump sludge, used antifreeze, used oil and filters, refrigerant, batteries, tires, catalytic converters, waste paint thinner, waste paint, and air emissions. Dealers who are automotive recyclers would have interest in this course as well—as discussion of mercury switch removal, storm water permits and reportable spills and safety in their dealerships and necessary requirements will be taught. Dealers will learn DNR requirements for being a boat, ATV, and snowmobile dealer. The course will include compliance issues of federal and state laws and regulations for the protection of the environment, safety, and health of dealership employees. 1 session, Friday, October 23, 2009.

Sec. #	Day	Date	Time	Loc.	Fee
15992	F	10/23	8a-1p	328C	\$149





Attention HAMS



The Northwest Iowa Amateur Radio Club meets at NCC on the 4th Tuesday of every month at 7:00 p.m., in Building A, Room 118.

Exams are now available at NCC! Free training to prepare for exams. Call to schedule an appointment.

If you are interested in becoming an Amateur Radio Operator or would just like more information, please join us. Walk-ins are always welcome!

We promote our hobby by offering free amateur radio classes, teaching the basics of how to get your first license, the No-Code Technician. Classes for learning Morse code and theory for General and Extra classes are scheduled as filled.

For more information, contact Frank DeMilia at NCC, 712-324-5066 ext. 232, or Jim Short, the NWIARC Administrator, at 712-324-2664.

LOCAL COMMUNITY PROGRAMS

FOR COURSES ON THIS PAGE PREREGISTER AT: CENTRAL LYON COMMUNITY SCHOOLS

Betty Medema, Supervisor.

Call 712-472-4041 and ask for Kay or Rhonda.

All the Way with P.M.A.

This course will focus primarily on achieving and maintaining a positive attitude in even the most difficult situations. We will focus on attitude, goal setting, desire, working with others, etc. A support group may develop of this initial course. 3 consecutive Mondays beginning September 21 and ending October 5, 2009.*High School, Instructor: Ken Barker.

Day	Date	Time	Loc.	Fee
M	9/21-10/5	6:30-9p	HS**	\$35

The Joy of Volunteering

Do you have some extra time to spare and share? If you do and you enjoy helping others, then volunteering is for you. Come and learn about these opportunities to share and the joy it brings to others and yourself. 1 session, Monday, September 21, 2009. *Central Lyon High School, Instructor: Roger Oliver.

Day	Date	Time	Loc.	Fee
M	9/21	7-8p	CLHS*	FREE

Crocheting Is Fun!

Beginner instruction as well as the opportunity to learn new techniques will give all learners something to dig their hooks into! Beginning students will learn the basic skills needed to make a simple hat and scarf, leading the way to larger and more complicated items. For the more experienced student, the opportunity to explore other methods such as crochenit and Tunisian crochet will be offered. Or, feel free to bring in a project that you find challenging so you have ready assistance when you run into snags. A list of supplies will be sent out upon registration in the class. 6 consecutive Mondays beginning September 21 and ending October 26, 2009.

*Central Lyon High School. Instructor: Marta Telkamp.

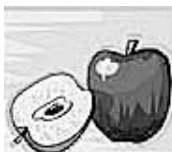
Day	Date	Time	Loc.	Fee
M	9/21-10/26	7-8:30p	CLHS*	\$30



FOR COURSES ON THIS PAGE PREREGISTER AT: CENTRAL LYON COMMUNITY SCHOOLS

Betty Medema, Supervisor.

Call 712-472-4041 and ask for Kay or Rhonda.



It's Apple Picking Time

Learn how to make two of Germany's favorite and popular pastries--apfel kuchen and apfel strudel (apple cake and apple strudel). Then enjoy

it with a cup of coffee or German tea. 1 session, Tuesday, September 22, 2009.

***Central Lyon Home Ec Room.** Instructor: Gloria Ditsworth.

Day	Date	Time	Loc.	Fee
T	9/22	6:30p	CLHS*	\$10

Bridge Basics & Beyond

Learn the basics of playing bridge, including scoring, bidding, declarer play, and some defense. Knowledge of trick taking in card games is helpful. Students will learn a variety of skills and should be able to play and score party bridge by the end of the course. An electronic book is used for the course, which is only available to Windows PC users. It is not compatible for Apple or Mac computers. Access to the internet is helpful but not necessary. 10 consecutive Tuesdays beginning September 22 and ending November 24, 2009. ***George High School,** Instructor: Ron Klimes.

Day	Date	Time	Loc.	Fee
T	9/22-11/24	7-9p	GHS*	\$49



Bridge, Beyond the Basics

This course is for the intermediate bridge player who already knows the basics. Players should

know how to score and know how to play party bridge. Students will learn the finer points of defense, trump management, bids over interference, some conventions, and tricks of the trade. Access to a windows-based PC is necessary for the "eBook" and internet access is helpful, but not mandatory. Students will be able to defend, play, and bid their hands with more precision and accuracy by the end of the course. 10 consecutive Thursdays beginning September 24 and ending November 25, 2009. ***George High School.** Instructor: Ron Klimes.

Day	Date	Time	Loc.	Fee
TH	9/24-11/25	7-9p	GHS*	\$49

Healthy Meals on the Run

You're on the go, short on time! This class will teach you how to create healthy meals on the run. Session 1 will deal with nutrition and cooking quick, healthy meals that the entire family will enjoy. In Session 2 we will create one or two healthy meals and sample them. A collection of healthy and quick recipes will be given to each class member. 2 consecutive Thursdays beginning October 8 and ending October 15. ***Central Lyon Home Ec Room,** Instructor: Jennifer Lincecum, Registered Dietitian.

Day	Date	Time	Loc.	Fee
TH	10/8-10/15	7-8p	CLHS*	\$8

Beginning Tatting

This class is designed to teach the student the basics of tatting. You will complete a beginning project during this course. Bring along a tatting shuttle and a ball of either size 10 or 20 crochet thread. 3 consecutive Tuesdays beginning October 13 and ending October 27, 2009. ***Central Lyon High School,** Instructor: Sharon Tilstra.

Day	Date	Time	Loc.	Fee
T	10/13-10/27	7-9p	CLHS*	\$20

Beginning Calligraphy

This will be an introduction to basic calligraphy. We'll work on two hands and make one project. I will have a pen, some paper, and handouts for you to purchase at our first session if you should need them. We'll use a 2.5 mm nib if you choose to bring your own supplies. 2 consecutive Mondays beginning November 2 and ending November 9, 2009.

***Central Lyon Elementary Art Room,** Instructor: Tammy Hoppe. **Plus supplies.

Day	Date	Time	Loc.	Fee
T	11/2-11/9	7-8p	CLHS*	\$4**



**FOR COURSES ON THIS PAGE PREREGISTER AT:
ORANGE CITY**

Bonnie Meier & Rick Roghair, Supervisors Call 712-737-8920

COMPUTER

Microsoft Word 2003 for Beginners

Have you always wanted to be able to create exciting and professional Word documents? If so, this course is for you! This is an introduction to word processing. This course will cover a variety of concepts within word documents. Covered in the course will be: creating a new document; identifying parts of a normal view screen; understanding menus and toolbars; navigating through a document; saving, printing, opening a document; changing and editing text; working with font, font style, size, color, and other effects; setting margins; creating bulleted, numbered, and outline listings; changing and customizing lists; spell checking/editing tools; and adding clipart. Participants will leave with a better understanding of Word, several finished products, and handouts. Little or no previous experience is necessary for this course. 2 consecutive Tuesdays beginning September 8 and ending September 15, 2009. ***NCC Computer Lab, Orange City Area Health Systems Downtown Campus, Instructor: Josh Bowar.**

Day	Date	Time	Loc.	Fee
T	9/8&9/15	5:30-8:30p	OCDC*	\$39

Computer Try-Out Night

This course is for those who have never used a computer or have used a computer very little. We'll talk about the different parts, how to turn it on and off, how to use certain programs, how to use the mouse and keyboard -- even how to type a letter! This class is a basic introduction to using a computer, and it is for the beginners of the beginners. Come have some fun learning how to use the computer! 1 session, Tuesday, October 20, 2009. ***NCC Computer Lab-Orange City Area Health Systems Downtown Campus, Instructor: Josh Bowar.**

Day	Date	Time	Loc.	Fee
T	10/20	5:30-8:30p	OCDC*	\$25

Microsoft Excel 2003 for Beginners

This course is for those that have never used Excel or are just beginning to use the program. Excel is a great program for making spreadsheets. Do you want to be able to create spreadsheets for business, such as customer information or sales records? How about creating a home budget or a mailing list? Do you want to create a gradebook for your classroom? This class is for you! You will learn the tools and features of the various windows, how to move around in the spreadsheet, how to enter data, how to edit and manipulate data, how to insert formulas, and how to create graphs from your data. The hands-on nature of the course will have you working on various lessons at your own pace. Little or no previous experience is necessary for this course. 2 consecutive Mondays beginning October 12, 2009. ***NCC Computer Lab-Orange City Area Health Systems Downtown Campus, Instructor: Josh Bowar.**



Day	Date	Time	Loc.	Fee
M	10/12&19	5:30-8:30p	OCDC*	\$39

Surfing the Internet for Beginners

Have you always wanted to learn how to use the internet but never had the chance? Want to be able to find things online and learn about some interesting and useful Web sites? Now is your chance! This beginning class will focus on some basic information about using the internet. We'll check out the best features of the Web and learn how to search and have some fun! You will leave with more confidence and expertise and also some helpful handouts to use at home. Come join us! 1 session, Tuesday, October 13, 2009. ***NCC Computer Lab-Orange City Area Health Systems Downtown Campus, Instructor: Josh Bowar.**

Day	Date	Time	Loc.	Fee
T	10/13	5:30-8:30p	OCDC*	\$25

FOR COURSES ON THIS PAGE PREREGISTER AT: ORANGE CITY

Bonnie Meier & Rick Roghair, Supervisors Call 712-737-8920

PERSONAL ENRICHMENT

Learn the Basics of American Sign Language

Are you interested in learning sign language? American Sign Language (ASL) is a living language that involves the use of hands, facial expressions, and body posture to communicate with the deaf community. ASL is also an effective tool in music ministry and education. In this course you will learn the alphabet, basic grammar, everyday vocabulary, and numbers. 6 consecutive Mondays beginning September 21 and ending October 26, 2009.

***Orange City Area Health Systems**

Downtown Classroom, Instructor: Leanne Bonnacroy and Shelly Ritsema.

Day	Date	Time	Loc.	Fee
M	9/21-10/26	6:30-8:30p	OCDC*	\$49

Help! I just Got a Digital Camera

Helpful tips for new digital camera users. Covering everything from pixels and resolution to camera settings and printing pictures, this introductory digital class is a great way for you to learn how to use your digital camera. Bring your camera, manual, and questions to class. 1 session, Monday, September 28, 2009. ***Centrum Arts & Foto**. Instructor: Ken Fry.

Day	Date	Time	Loc.	Fee
M	9/28	7-9p	CA&F*	\$12

Disc Golf

Learn to play disc golf on one of Iowa's newest disc golf courses. Heath Reichle will teach you different types of throws, when to use which disc, and the rules of the game. Come join the growing number of people that enjoy one of the fastest growing sports. 3 consecutive Wednesdays beginning September 30 and ending October 14, 2009.

***Alton Roadside Park**. Instructor: Heath Reichle.

Day	Date	Time	Loc.	Fee
W	9/30-10/14	5-7p	ARP*	\$24

Guide to Great Pictures

Learn to develop your creative eye with proven tips for better pictures of any subject. Combining both an interactive class time and a photo workshop time, this class will be educational, help you develop your creative eye, and be a lot of fun. Bring your camera (either film or digital), your camera manual, and your photo questions to each class. 1 session, Wednesday, September 30, 2009, ***Centrum Arts & Foto**, Instructor: Ken Fry.

Day	Date	Time	Loc.	Fee
W	9/30	7-9p	CA&F*	\$12

Adult Woodworker

This adult education class is designed for a person who would like to build a working piece of furniture. Participants, whether beginning or advanced woodworkers, will have the ability to design, build, and finish a project of their choice. Participants will be responsible for own materials associated with the class. A small lab fee will also be assessed for consumables (glue, screws, etc.). Note: First night will be used for designing projects. 8 sessions, Thursdays beginning October 1 and ending November 19, 2009. ***MOC-Floyd Valley High School**, Instructor: Benton Montgomery. ****Plus supplies will be charged as needed.**

Day	Date	Time	Loc.	Fee
TH	10/1-11/19	6:30-9p	MOC/FV*	\$69**

Artisans Road Trip

Join us as we hit the road with other art enthusiasts to explore art in Northwest Iowa. We will visit with artists in their working studios and learn how and why they create their art. This year we will explore the art scene in the Storm Lake and Peterson areas with a stop at the Wittier Gallery in Storm Lake and possibly the Bogenrief Studios. Be prepared for a fun, relaxed day to experience a wide variety of art. Bring money for lunch and any art purchases you may want to make. Minimum of 11, maximum of 14. **Must be registered by September 14.** 1 session, Saturday, October 3, 2009. **Leaving from the Orange City Area Health Systems Downtown Campus**, Facilitator: Judy Thompson, Fee: \$24.

Day	Date	Time	Loc.	Fee
S	10/3	9a-4p	OCDC*	\$24



FOR COURSES BELOW PREREGISTER AT: ORANGE CITY

Bonnie Meier & Rick Roghair, Supervisors Call 712-737-8920

PERSONAL ENRICHMENT

Beyond Digital Basics

If you want to learn how to go beyond the Program Mode, this class is for you. Learn how to effectively use your Program Modes, White Balance Selection, how to shoot difficult subjects, and how to save and organize your digital images for the future. Bring your camera, your camera manual, and your photo questions to each class. 2 consecutive Mondays beginning October 5 and ending October 12, 2009, **Centrum Arts & Foto**, Instructor: Ken Fry.

Day	Date	Time	Loc.	Fee
M	10/5-10/12	7-9p	CA&F*	\$20

Art Start--Drawing Basics

Pick up that pencil and start drawing! This class covers the basic drawing techniques for both the beginner and advanced student. We will practice foundational drawing skills and experiment in a variety of materials including graphite, charcoal, chalk and marker. Learn how to translate what you see to your paper. We will learn how to sight objects as well as how to create values and textures. All materials will be provided and will include sketchbook, graphite pencils, charcoal, chalk, marker erasers and sharpener. Minimum of 6. 6 consecutive Mondays beginning October 19 and ending November 23, 2009. ***Orange City Area Health Systems Downtown Campus**, Instructor: Judy Thompson. *Plus \$30 for materials

Day	Date	Time	Loc.	Fee
M	10/19-11/23	7-9p	OCDC*	\$49*

Buying on e-Bay

It's fun and easy. Learn how to buy an item on e-Bay and how to pay for it. It's a simple process--so think of some items you want to purchase. 1 session, Tuesday, November 3, 2009, ***NCC Computer Lab-Orange City Area Health Systems Downtown Campus**, Instructor: Tony Vander Brake.

Day	Date	Time	Loc.	Fee
T	11/3	6:30-8:30p	OCDC*	\$10

Selling on e-Bay

Listing an item is pretty easy. Learn how to list an item; how to choose an auction; how to choose a category; and how to describe your item by completing the details and entering payment and shipping information. Bring your idea to class and leave class knowing the process. 1 session, Tuesday, October 27, 2009, ***NCC Computer Lab-Orange City Area Health Systems Downtown Campus**, Instructor: Tony Vander Brake.

Day	Date	Time	Loc.	Fee
T	10/27	6:30-8:30p	OCDC*	\$10

Retirement Reality Check

This class is designed for individuals or couples that are nearing retirement or are in the early years of retirement. Participants will leave the course knowing the financial planning basics of retirement and having a specific road map to a successful retirement. Topics covered include: preparing for retirement, how much income is enough, facts of finance, health care planning and financing, estates, wills, and trusts, legacy planning, tax savings tips for retirees, 21 item checklist to prepare you for retirement. 1 session, Tuesday, November 17, 2009. ***NCC Computer Lab--Orange City Area Health Systems Downtown Campus**, Instructor: Mark Lundberg, ChFc, CFP MS Financial Planning.

Day	Date	Time	Loc.	Fee
T	11/17	7-9p	OCDC*	\$10

FOR COURSES BELOW PREREGISTER AT: ORANGE CITY

Bonnie Meier & Rick Roghair, Supervisors Call 712-737-8920

FOOD**Crock-pot Meals & Leftovers**

Crock-pot soups, stews, & entrees and what to do with those left-overs. Learn to have supper ready and waiting when you get home and how to use those left-overs for future meals. Bring your favorite crock-pot recipe to share. 1 session, Monday, September 21, 2009, *MOC-Floyd Valley High School, Instructor: Joni Nibbelink.

Day	Date	Time	Loc.	Fee
M	9/21	7-9p	MOC/FV*	\$15

Weekly Meal Planning & Prep

Are you frustrated every night when you get home and don't know what to make or don't know how to make it? I want to help take the anxiety out of meals and help you feel in control again. Have one quick meal idea to share. 1 session, Monday, October 19, 2009, *MOC-Floyd Valley High School, Instructor: Joni Nibbelink.

Day	Date	Time	Loc.	Fee
M	10/19	7-9p	MOC/FV*	\$15

It's a Piece of Cake

Learn the basics of cake decorating. Attend this two-session, hands-on class and "wow" your friends or kids at their next birthday party or special occasion. Session one will be perfecting your design and learning the basic techniques. Session two will be putting those techniques to work on a real cake. All supplies and tools will be provided. A baked 9" x 13" cake is needed for the second session. Information hand-out will include tips, recipes, and more. 2 sessions, Tuesdays, beginning October 20 and ending October 27, 2009, *Orange City Area Health Systems Downtown Campus, Instructor: Michelle Bomgaars.



Day	Date	Time	Loc.	Fee
T	10/20&10/27	6:30-9p	OCDC*	\$24

REGISTER EARLY!**EARLY REGISTRATION WILL HELP****INSURE THAT A SECTION RUNS.****A SECTION WITH INSUFFICIENT****ENROLLMENT WILL BE CANCELLED.****Thanksgiving Extras**

Learn how to add the embellishments to your turkey dinner. It's fast, easy, and entirely homemade. We'll learn how

to make sweet potato souffle, mom's turkey dressing & cranberry sauce from scratch. Your Thanksgiving dinner will be complete and your family will be full and impressed! 1 session, Monday, October 26, 2009, 7:00 to 9:00 pm, *MOC-Floyd Valley High School, Instructor: Becky Roghair.

Day	Date	Time	Loc.	Fee
M	10/26	7-9p	MOC/FV*	\$16

How to Cook Bannet

Learn the story behind the "Dutch Letter" and the art of making "Bannet". Bring your own rolling pin, cookie sheet, and an interest in Dutch foods. If you like the taste of almond paste, this is the place for you. Participants will leave with a ready-to-bake Bannet. 1 session, Tuesday, October 27, 2009, *MOC-Floyd Valley High School, Instructor: Kathy Meendering.

Day	Date	Time	Loc.	Fee
T	10/27	6:30-9p	MOC/FV*	\$17

Cookies & Candies for the Holidays

Do you like to share treat plates with family and friends for the holidays? Learn some new treats and traditional ones. Participants will leave with a few treats to take home. 1 session, Monday, November 16, 2009, 7:00 to 9:00 pm, MOC-Floyd Valley High School Instructor: Joni Nibbelink.

Day	Date	Time	Loc.	Fee
M	11/16	7-9p	MOC/FV*	\$17

Meals on a Budget &**Make a Mix**

Buy in bulk and make mixes for every meal you make. Pinch your pennies and stop buying prepackaged, over-processed food. Share your thrifty ideas and learn some new ones. 1 session, Monday, December 14, 2009, *MOC-Floyd Valley High School, Instructor: Joni Nibbelink.



Day	Date	Time	Loc.	Fee
M	12/14	7-9p	MOC/FV*	\$15



**FOR COURSES ON THIS PAGE PREREGISTER AT:
OSCEOLA COMMUNITY WELLNESS & REHAB CENTER, SIBLEY
Call 712-754-9260 to register.**

Quilting

This class covers the basic steps in the traditional quilt-making process. We will go over fabric selection, rotary cutting, block construction by machine, sashing, borders, and binding. You will have the opportunity to finish a pillow top or quilt block that you can add to for a full-size quilt or wallhanging. Basic knowledge of your sewing machine is a must. Do not bring a machine to first class. 6 sessions, Tuesdays and Thursdays beginning September 15 and ending October 1, 2009.

***Osceola Community Hospital Education Room**, Instructor: Margie Braaksma.

Day	Date	Time	Loc.	Fee
T/TH	9/15-10/1	7-9p	OSCH*	\$45

Boot Camp

This low-choreography and high-intensity class offers a challenge for all! Accountability, sprints, speed and agility work, weight training, jump roping, plyometrics and much more come together to create a powerhouse of a workout. Although all exercise levels are welcome to this class, it is designed for those seeking an intense boost to their workout routine. 12 sessions, Mondays, Wednesdays and Fridays beginning October 5 and ending October 30, 2009. ***Osceola Community Hospital Wellness Center**, Instructor: TBA.

Day	Date	Time	Loc.	Fee
M/W/F	10/5-10/30	5-6p	OSCH*	\$55

Yoga

This yoga class will move through a variety of yoga poses linked together in a balanced and systematic way. A key component of this class will be the union of the breath and movement. Benefits of this type of training include heightened body awareness and mind focus, tension release, increased range of motion at the joints, and an overall sensation of more balance in life. Allow the body to release tension and feel renewed through deep breathing and poses designed to open and restore. Yoga mats provided while they last or feel free to bring your own. 8 sessions, Tuesdays and Thursdays beginning October 6 and ending October 29, 2009, **Osceola Community Hospital Wellness Center**, Instructor: TBA.



Day	Date	Time	Loc.	Fee
T/TH	10/6-10/29	5-6p	OSCH*	\$35

Women's Self Defense

Women's Self-Defense class provides realistic, effective self-defense training for today's busy female. The mission at Women's Self-Defense class is simple--empowering you to fight back against crime. How? By providing you with training and education in: awareness, prevention, risk reduction, risk avoidance and self-realization of your own physical power. These tools greatly increase your personal protection options to combat crime. The paradox of self-defense is that the more prepared you are, the less likely you are to need it. When you can recognize and respond effectively to potentially dangerous situations, you are more confident in your everyday activities. You are also less likely to become a target of crime. One session, Saturday, October 10, 2009. ***Osceola Community Hospital Education Room**, Instructor: Stacy Grunow.

Day	Date	Time	Loc.	Fee
S	10/10	10a-12p	OSCH*	\$8

Beginners Spanish

This course will provide participants with an overview of the Spanish language. Come and learn how to communicate with the Spanish speaking members of your community. Participants are also asked to bring a writing utensil and a notebook to take notes. 4 consecutive Wednesdays beginning October 28 and ending November 18, 2009. ***Osceola Community Hospital**, Instructor: Norma Azpeitia.

Day	Date	Time	Loc.	Fee
W	10/28-11/18	6-8p	OSCH*	\$30

FOR COURSES ON THIS PAGE PREREGISTER AT:**SIoux CENTER COMMUNITY EDUCATION**

Bonnie Johnson/Kathy Koerselman, Director

Office hours: Monday-Thursday, 9:00 a.m. to 3:00 p.m.

To register for these classes:

- Call the Community Education office at 712-722-3035
- Register in person at Sioux Center Community Education office located at 303 N. Main Avenue, Sioux Center
- Online at www.sioux-center@siouxcenter.k12.ia.us/communityed/commed.htm

Make checks payable to: Sioux Center Community Education
303 N. Main, Sioux Center, Iowa 51250

COMPUTER**Computers 101: Computer Try-Out Night**

Calling all pre-beginners! This course will give people who have possibly never sat at a computer the opportunity to do just that! This is your chance to try using a computer, even if you have never used a computer before. We'll learn some basic vocabulary, practice turning the machine on and off, click with the mouse, type with the keyboard, and learn about all that the computer has to offer. No previous experience is necessary. Come join in for a fun and relaxed night of playing with the computer! Some handouts will be provided to help you practice at home. 1 session, Monday, September 21, 2009, ***Sioux Center Library Computer Lab**, Instructor: Josh Bowar.

Includes material. **Registration Deadline: September 14, 2009.

Day	Date	Time	Loc.	Fee
M	9/21	6-9p	SCPL*	\$35**

Computers 102: A Bootcamp for Beginners

This course is an extension of Computers 101. It will be a continued introduction to all that the computer has to offer. We'll review the parts of the computer, continue to practice using the mouse and the keyboard, play some games, write a letter, make a card, start to scratch the surface of the Internet, explore the different things you can do on the computer, learn more advanced uses of the machine, and much more. Find out how you can get more from your computer investment! Participants will also receive helpful handouts to use when practicing at home. 3 consecutive Tuesdays, beginning September 22 and ending October 6, 2009,

***Sioux Center Library Computer Lab**, Instructor: Josh Bowar. **Includes material. **Registration Deadline: September 14, 2009.**

Day	Date	Time	Loc.	Fee
T	9/22-10/6	6-8p	SCPL*	\$60**

**Internet 101: A Guide for Pre-Beginners**

Have you always wanted to learn how to use the Internet but never had the chance? Now is the time! This course is for those that have never used the Internet. We'll start

by learning what the Internet is, how to use a Web address, practice "surfing", go to some interesting places, and we'll also start to find things online. No previous experience is necessary. We'll have a great time practicing with all that the Internet has to offer! Some handouts will be provided. ***Sioux Center Library Computer Lab**, Instructor: Josh Bowar. *Includes material fee. **Registration Deadline: September 21, 2009.**

Day	Date	Time	Loc.	Fee
M	9/28	6-9p	SCPL*	\$35**

Internet 102: Surfing the Internet for Beginners

This course is an extension of Internet 101. It is for those that already have some experience with the Internet but would like some more practice. We'll focus on reviewing all that the Internet has to offer. We'll review some basic information, check out the best features of the web, learn how to search quickly and safely, use Internet Explorer's many options, and have some fun! You will leave with more confidence and expertise and also several handouts to use at home. Come join us! 1 session, Monday, October 5, 2009.

***Sioux Center Library Computer Lab**, Instructor: Josh Bowar. **Includes material fee. **Registration Deadline: September 28, 2009.**

Day	Date	Time	Loc.	Fee
M	10/5	6-9p	SCPL*	\$35**



**FOR COURSES ON THIS PAGE PREREGISTER AT:
SIOUX CENTER COMMUNITY EDUCATION**

Bonnie

Call 712-722-3035 or Register in Person at 303 N. Main Avenue, Sioux Center

PERSONAL ENRICHMENT

Women's Guide to Football 101

Want to learn more about football so that you can enjoy watching a game with your significant other or understand the game when your son is playing? This class will teach you football basics. Interested in learning more? Amy, whose brother plays professional football, will explain in simple, plain, terms the basics of the game, help you learn the "lingo", what the common signals mean and who plays where. Jot down questions you have while watching football games. Amy will answer your questions. 3 consecutive Tuesdays beginning September 15 and ending September 29, 2009.

***Sioux Center High School**, Instructor: Amy Keahi, Fee: \$18. **Registration Deadline: September 8, 2009.**

Day	Date	Time	Loc.	Fee
T	9/15-9/29	7-8:30p	SCHS*	\$18



Dance Like the Stars

This is a beginning dance class in which you will learn the basic dance steps such as the fox trot, waltz, swing, and a touch of polka. If you have a wedding dance or special occasion coming up and

would like to have knowledge of basic dance steps, this is your opportunity to learn. 6 consecutive Tuesdays beginning September 29 and ending November 3, 2009. ***Kinsey Elementary Gym**, Instructor: Dick Miske.

Per couple. **Registration Deadline: September 22, 2009.

Day	Date	Time	Loc.	Fee
T	9/29-11/3	7-8:30p	KEG*	\$60**

Dance Like the Stars -- Part II

This is for people who have dancing experience or have taken the beginning classes. We will continue with more steps from what you learned in the beginning class and much more. 6 consecutive Thursdays beginning October 1 and ending November 5, 2009.

***Kinsey Elementary Gym**, Instructor: Dick Miske, **Per couple. **Registration Deadline: September 24, 2009.**

Day	Date	Time	Loc.	Fee
TH	10/1-11/5	7-8:30p	KEG*	\$60**

Introductory Kettlebell Training



Kettlebells are the best-kept strength and condition tool available today.

The kettlebell is a cast iron weight that looks like a cannonball with a handle. Learn how to perform basic kettlebell drills and put them together for a training session that will burn calories and build strength at the same time. Amy Jurens, RKC, is a certified Russian Kettlebell trainer who will ensure you perform the drills safely while having fun. It is recommended that participants purchase a kettlebell to bring to class as training "homework" will be assigned for each week. Men should choose a 25, 30 or 35 lb. bell while women should choose a 15 or 20 lb. bell, depending on strength.

4 consecutive Tuesdays beginning October 6 and ending October 27, 2009, ***Dordt Rec Center - Aerobic room**, Instructor: Amy Jurens. **Registration Deadline: September 29, 2009.**

Day	Date	Time	Loc.	Fee
T	10/6-10/27	6:30-7:30p	DORDT*	\$30

Beginning Crochet Techniques

An introduction to crochet techniques through making personal and home accessories, choosing from items such as scarves, tote bags, potholders, clothes hanger covers, and afghans. Materials required for the first session: worsted weight yarn and size "H" crochet hook (size "G" or size "I" will also work for first projects.) Amounts and type of yarn needed for later projects will depend on pattern chosen. 4 sessions, Thursdays October 15, 22, November 5 & 12, 2009,

***Sioux Center Public Library Conference Room**, Instructor: Laurey Zwart, **Registration Deadline: October 8, 2009.**

Day	Date	Time	Loc.	Fee
TH	10/15-11/12	7-8:30p	SCPL*	\$25

FOR COURSES ON THIS PAGE PREREGISTER AT: SIOUX CENTER COMMUNITY EDUCATION

Bonnie

Call 712-722-3035 or Register in Person at 303 N. Main Avenue, Sioux Center

PERSONAL ENRICHMENT

2-Hr. Table Runner

This table runner looks great in seasonal and holiday fabrics or in colors to match your home décor. Easy enough for a beginner but with a magic technique that will excite an experienced sewer. You'll find you'll want to make several for gift giving because it's fun and quick. Supplies: sewing machine, scissors, thread, seam ripper, safety pins and straight pins. 1 session - (your choice)
Monday, September 21, 2009: 6:30-8:30 p.m. Saturday, October 17, 2009: 9:30-11:30 a.m.; Thursday, November 5, 2009: 9:30 - 11:30 a.m. ****Roelof's Store--24 3rd Street NW**, Instructor: Natalie Brummel. *Includes \$10 Fabric Kit & Pattern. **Registration Deadline: 5 days before class runs.** Maximum enrollment: 10.

Day	Date	Time	Loc.	Fee
M	9/21	6:30-8:30p	ROELOFS*	\$20**
S	10/17	9:30-11:30a	ROELOFS*	\$20**
TH	11/5	9:30-11:30a	ROELOFS*	\$20**

Fall Yard & Garden Tips

Can't get enough of gardening? There are lots of things to plan and do during the fall and winter. This one-session class will cover a variety of topics, including fall bulb planting, over-wintering plants like geraniums and cannas; taking cuts of annuals to grow over the winter; fall pruning and weed control; fall sanitation of your garden and flower beds; how to prepare brand-new beds for next spring. Composting will be discussed. We'll also talk about how to start seeds indoors during the winter so that you'll be ready to garden in

2010. 1 session, Thursday, October 15, 2009, ***Sioux Center High School**, Instructor: Melissa O'Rourke. Fee: \$15. **Registration Deadline: October 8, 2009.**

Day	Date	Time	Loc.	Fee
TH	10/15	6:30-8:30p	SCHS*	\$15



24-Hr. Toilet Training

In less than a day, you can toilet train your child, have them know how to independently go to the bathroom, pull their pants up and down, and empty the potty chair. This class is based upon a book written by two psychologists who toilet trained handicapped adults and is taught by a mother who used it successfully for her four children. 1 session, Tuesday, November 3, 2009, ***Sioux Center High School**, Instructor: Kathy Koerselman. **Registration Deadline: October 26, 2009.**

Day	Date	Time	Loc.	Fee
T	11/3	7-8:30p	SCHS*	\$10

Kids in the Kitchen

Growing gourmets will have the opportunity to cook and have fun in the kitchen. They will be introduced to cooking vocabulary and techniques, tools and utensils, nutrition, new foods, and kitchen safety. Children will get hands-on experience by mixing, measuring, and assembling two entrees to take home to serve family and friends. For children 4 years or older. Must be accompanied by an adult (Limit 12). 1 session, Thursday, November 19, 2009, ***Sioux Center High School, Home Ec Room**, **Includes lab fee. **Registration Deadline: November 12, 2009.**

Day	Date	Time	Loc.	Fee
TH	11/19	6:15-7:45p	SCHS*	\$25**

FOR COURSES ON THIS PAGE PREREGISTER AT:
West Sioux Community Education

Mary Schiefen, Supervisor
 Call 712-551-1181

COMPUTER



Beginning Word 2007 for Windows

If you have little or no experience with Word 2007, this class is for you. This two week class will cover creating a document, identifying the different tool bars, saving, closing a document, opening a document, editing, font, size, color, margins, bullets, enumerations, word art, clipart, spell check, aligning of text, bold, italics, underlining, textboxes and more. Detailed handouts will be given. Bring your questions. 2 consecutive Mondays, beginning September 28 and ending October 5, 2009, ***West Sioux High School**, Instructor: Mary Schiefen.

Day	Date	Time	Loc.	Fee
M	9/28-10/5	6:30-8:30p	WSHS*	\$15

Creating Special Digital Photo Projects

Work with your pictures through free internet programs. You can create motivational posters, wanted posters, water reflections and more. You will create a simple slide show just by using a free internet program and make a collage with your pictures. Bring pictures to scan, a CD of pictures or a jump drive and have fun. 2 consecutive Mondays, beginning October 26 and ending November 2, 2009, ***West Sioux High School**, Instructor: Mary Schiefen.

Day	Date	Time	Loc.	Fee
M	10/26&11/2	6:30-8:30p	WSHS*	\$15

Intermediate Word 2007 for Windows

If you have worked with Word and would like to know more, this class would be beneficial for you. This class will cover inserting pictures, cropping pictures, borders, shapes, drop caps, copying and moving text, tables, tabular lists, date and time, watermarks, page breaks, digital signatures, and mail merge. Detailed handouts will be given. Bring your questions. 2 consecutive Mondays beginning October 12 and ending October 19, 2009, ***West Sioux High School**, Instructor: Mary Schiefen.

Day	Date	Time	Loc.	Fee
M	10/12&10/19	6:30-8:30p	WSHS*	\$15

ENROLL ANYTIME YOU LIKE-- STUDY WHEN YOU WANT!!



Northwest Iowa Community College, in partnership with Gatlin Education Services (GES), offers online, open enrollment programs designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations.

These programs are designed by a team of professionals from each respective field, who work with an existing textbook or base to provide the most effective web-based learning experience. Instructors/mentors are actively involved in the students' online learning experience. They respond to any questions or concerns as well as encourage and motivate students to succeed.

Each program has a set of lessons and tests; grades are a combination of computer-graded tests and the instructor/mentor's evaluation of the students' work. Students love the quality as well as the convenience of anytime, anywhere learning.

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www.gatlineducation.com/nwicc

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HOW TO GET STARTED:

1. Visit our Online Instruction Center: www.ed2go.com/nwicc
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll. Here you will enter your e-mail and choose a password that will grant you access to the Classroom. Payment for the course will be made to Northwest Iowa Community College.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

START DATES:

New course sessions begin each month. Upcoming start dates are: **September 16, October 21, November 11, December 9, and January 20.**

REQUIREMENTS:

All courses require Internet access, e-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Courses are available in the following areas. Check them out at

www.ed2go.com/nwicc

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 Digital Photography & Digital Video
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 Grant Writing & Nonprofit Management
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Languages
 Law & Legal Careers
 Math, Philosophy & Science
 PC Troubleshooting, Networking & Security
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 Personal Finance & Wealth Building
 Sales & Marketing
 Start Your Own Business
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5 WAYS TO REGISTER!



WALK-IN --

You may register in person from 8:00 a.m. to 4:30 p.m., Monday through Friday in the Continuing Education office, Building C, at NCC.



MAIL --

Registration form with check, money order, or credit card information to Continuing Education, Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201



PHONE --

800-352-4907 or 712-324-5061



FAX --

Registration form and credit card information to 712-324-4136.



ON LINE -- www.nwicc.edu

CONTINUING EDUCATION REGISTRATION FORM

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Phone: Home	Business	Cell:
Social Security #:	Birth Date:	
Professional License #:	E-Mail Address:	

Section #	Start Date	Title	Fee

Method of Payment: Check Cash Credit Amount:

IF PAYING BY CREDIT OR DEBIT CARD, PLEASE COMPLETE THIS SECTION.

I authorize my credit/debit card be charged for the course amount.

Credit/Debit Card #:	
Exp. Date:	Security Code:
Signature:	Date:



REGISTER TODAY!

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VOTE**

September 8, 2009

**on the renewal of NCC's
6¢ Equipment Levy**

THE LEVY

is used **ONLY** for instructional equipment including:

- Powerline digger truck
- Computers in outlying facilities
- Carpentry table saw
- Robotic and stationary welders
- Heavy Equipment road grader
- Simulation software

is part of NCC's current tax levy and **NOT** a new tax.

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will **NOT** increase your current tax bill.



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