IOWA SPRING
WILDFLOWER
PHOTO
WORKSHOP
SPRING IS COMING
AND SO ARE THE IOWA
WILDFLOWERS | Page 5

INSTA-POT
COOKING
EXPLORE THE BASICS
AND NEW RECIPES | Page 4

CAKE
DECORATING
DECORATE YOUR OWN
CAKE MASTERPIECE | Page 4
FREEZER MEALS

Do you love to cook, but lack the time? Do you hate to cook, but still love to eat? Preparing meals in advance makes weeknight cooking a breeze! In this class, each attendee will come and make 5 freezer meals to feed their families. Each meal will serve 4 to 6 (most meals can be divided into 2 meals for smaller families.) All supplies for the meals will be furnished. Please bring your own large bags or basket to the class to take your prepared items home. Wear an apron if desired! Jessica is a working Mom who has been preparing freezer meals for many years. She enjoys the convenience of feeding her family with an easy-to-prepare nutritious meal in the evening even though she has been at work all day.

Instructor: Jessica Williams  |  Location: Building A, Cafeteria  |  5:30–7:00PM  |  Fee: $79

This monthly menu will include:
- Chicken Noodle Soup
- Lasagna
- Thick & Creamy Pork Chops
- Garlic Chicken
- Cuban Beef Roast

This monthly menu will include:
- Beef Tips and Gravy
- Baked French Toast
- Tikka Marsala
- Chicken Tortilla Soup
- Pork with Cream Sauce

**67904 | 1 Session**
Monday, Feb. 10
Must be registered by Feb. 6

**67905 | 1 Session**
Monday, March 16
Must be registered by March 12

This monthly menu will include:
- Chicken Cordon Bleu
- Apple Chicken
- Enchilada Quinoa
- Ham Balls
- Easy Breakfast Casserole

**67906 | 1 Session**
Monday, April 20
Must be registered by April 16

This monthly menu will include:
- Meatballs with Spaghetti
- Italian Pork Roast
- Italian Sausage
- Spaghetti with meatballs

This monthly menu will include:
- Burrito Bowl Chicken
- Crockpot Pizza Casserole
- Breaded Chops
- Sweet & Sour Meatballs
- Mongolian Beef

If you need to cancel an enrollment, the cancellation must be done by the Thursday before the class is to be held for a full refund.

BREADMAKING 101

Come to this class to learn how to make your own bread and cinnamon rolls from scratch. You will be able to mix the dough and then knead it to get the bread and rolls ready to bake. By the time you finish the class, you will leave with freshly baked bread and cinnamon rolls, a great treat for your family! If you have a Kitchenaid mixer with dough hook that you could bring to class, please register by phone and tell the registration personnel. Laurie has extensive bread making experience for her family and has baked many years for Spalding Catholic School in Granville.

**67928 | 1 Session**
Instructor: Laurie Schroeder
Tuesday, February 25  |  5:30–9:30PM
Location: St Joseph Parish School at 521 Broad Street in Granville, IA  |  Fee: $49

**800 West Park Street, Sheldon, Iowa, room D403b or room A101D, email equity@nwicc.edu, phone number 712-324-5061, extension 113 or extension 242, fax 712-324-1576, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60606, phone number 312-730-1560, fax 312-730-1576.**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.nwicc.edu/compliance.
Using an interactive workshop style format, you will get hands-on experience using your digital camera in the manual mode. This class will provide information using the manual settings, including using F/stops, Aperture and ISO to take better photos using a digital camera in the manual mode. Students should bring their camera and camera manual.

67932 | 1 Session
Tuesday, March 10 | 7–9PM | Fee: $19

Digital Camera Basics

How do I use my digital camera? What are the program modes? How do you get a blurry background for a portrait? If you have questions about how to use your digital camera, this class is for you. You’ll become more familiar with your camera and learn how to take better quality images. Bring your camera and camera manual. Level: for everyone.

67929 | 1 Session
Monday, Feb. 24 | 7–9PM | Fee: $19

Using Your Digital Camera in the Manual Mode

How to Get Great Photos Every Time

All classes will meet at Centrum Foto Studio, 215 Central Ave NE, Orange City, IA and are taught by Ken Fry, Owner of Centrum Foto Studio.

Ken Fry has had a passion for photography since his early teen years and has been photographing full-time since 1999.

67931 | 1 Session
Saturday, April 4 | 9AM - 2PM | Fee: $49

Iowa Spring Wildflower Photo Workshop

Have trouble getting good photos? Learn how to see ordinary photo subjects in a new way and make extraordinary images. Combining both an interactive class & photo workshop, this class will be educational, help you develop your creative eye, and be a lot of fun. Bring your camera, camera manual & your photo questions to class. We will evaluate photos after the session if desired.

67930 | 1 Session
Wednesday, March 4 | 7–9PM | Fee: $19

Using an interactive workshop style format, you will get hands-on experience using your digital camera in the manual mode. This class will provide information using the manual settings, including using F/stops, Aperture and ISO to take better photos using a digital camera in the manual mode. Students should bring their camera and camera manual.

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Learning never needs to cease. Learning keeps you healthy, keeps you from getting bored, and adds richness to your life. That is why these classes have been developed to provide opportunities for continued educational growth, especially for our retirees/seniors. Come join in the community, cultural, and historical discovery and discussion! If you have any recommendations for future classes, please let us know!

Criminals You Should Know!
Ever wonder why you can recite the Miranda Warning, but know nothing about how we came to have them? Students of “Criminals You Should Know” will learn about the important role criminal cases and the criminals behind them have played in current constitutional protections afforded to everyone. The interactive session will include major cases; including your right to an attorney, your right to remain silent, and your right to due process. You will have a face to face with those famous cases! Shayne Mayer, instructor, has served as the Lyon County Attorney since November of 2012. She is an avid true crime enthusiast with a special interest in capital cases.

Stretching and Relaxation Techniques
Use postures, breath awareness and relaxation techniques to produce a healthy physical body and a clear, peaceful mind. All levels welcome - no experience necessary but you must be able to get up and down off the floor! Each student should bring an exercise mat to class. Melissa (Remme) Bohrer, instructor, has been teaching stretching & exercise techniques for 11 years. She is currently an instructor for the Lifelong Learning and Recreation Center in Sheldon. Melissa is passionate about teaching and fully believes in the benefits of these techniques. She enjoys watching her students learn and grow as they create their own routine.

Ready Set Retire!
Learn what you need to know about retirement! This FREE event is brought to you by Elderbridge Agency on Aging and Northwest Iowa Community College. Registration is preferred, but walk-ins are always welcome. Please feel free to come one or both nights! For more information and/or registration, contact: Elderbridge Agency on Aging, PO Box 213, Spencer, IA 51301 Email: thegg@elderbridge.org 1-800-243-0678 and ask to speak with Thomasina

Location: A116  |  Fee: Free

Monday, March 16 | 5:30–8:30 PM

Monday, April 20 | 5:30–8:30 PM

NCC is pleased to offer classes at the Lifelong Learning and Recreation Center and LLRC–East. Please register for these classes by stopping at the LLRC or calling us at 712-324-2493. Up-to-date class schedules are available at: nwicc.edu/recreationcenter.

Yoga  |  Indoor Cycling  |  PIYo  |  Boot Camp  |  Strength & Tone

Sweat Session  |  Barre Blend  |  Water Aerobics  |  More!

Moped Safety
Minimum age for the course is age thirteen (13). Fourteen and fifteen-year old Iowans are required by law to complete a six-hour education course prior to being issued a license to operate a motorized bicycle (moped) on public highways. Participants will need to bring a sack lunch for a short noon break. Enrollment is limited to 30 participants per class, preregistration and prepayment are required.

Instructor: Angela Klyn  |  8:30AM–2:30PM

Location: NCC Room C328  |  Fee: $39

Motorcycle Basic Rider Course
The Motorcycle Safety Foundation Basic Rider Course is a learn-to-ride education and training safety program that consists of the 3-hour online MSF Basic eCourse to address basic motorcycle knowledge, five hours of classroom instruction with a RiderCoach to address rider perception and risk management, and 10 hours of on-cycle, hands-on instruction. All 16 and 17 year old individuals applying for a driver’s license valid for the operation of a motorcycle shall be required to successfully complete an approved motorcycle educational course. Students must be 14 years of age or older and have a valid instruction permit to take this course. Cycles will be furnished. Students are required to bring their own approved helmets, wear sturdy shoes that cover their ankles, a jacket or long-sleeved shirt, long pants and gloves. Course completion card may provide an insurance discount. Riders must be able to balance a bicycle to participate in the riding portion of the course, and a riding skill test must be passed for successful completion. Preregistration and prepayment required. Proof of online training completion must be submitted prior to the face to face portion of the training. Failure to complete the online training prior to the start of class will not result in a refund.

Instructor: Byron Krull  |  Location: NCC Room C367  |  Fee: $149

Motorcycle Basic Rider Course

| 67933 | 6 Sessions | Fee: $49

Instructor: Shayne Mayer
Thursday, April 16 | 6:30–8:30 PM

Location: NCC Room H519

| 67933 | 6 Sessions | Fee: $49

Instructor: Melissa (Remme) Bohrer
Mondays, Jan. 20-Feb. 17 | 5:30–6:30 PM

Location: St. Joseph Parish Center, 521 Broad St. in Granville, IA

Moped Safety

| 67915 | Saturdays, April 18 & 25 | 8 AM–5 PM

| 67923 | Tuesday & Wednesday, May 12 & 13 | 8 AM–5 PM

| 67924 | Friday & Saturday, May 15 & 16 | 8 AM–5 PM

| 67925 | Thursday, May 28 | 5–9 PM

| Friday, May 29 | 5–9 PM

| Saturday, May 30 | 8 AM–4 PM

Permit to Carry

This course was formerly known as Firearm Safety. Handgun owners must take this course and pass the written exam to be eligible to carry a concealed weapon permit in Iowa. The participant must have a background check performed by their County Sheriff’s department before or after taking the course in order to receive the permit. The class will be taught by a certified instructor from the Iowa Law Enforcement Academy. The course will contain information on Iowa Laws regarding Permit to Carry. Please do not bring your firearm to the college for the class.

Instructor: Robert Hegenbarth | 6–10 PM

Location: NCC Room H510 | Fee: $49

| 66676 | Tuesday, Jan. 21

| 66677 | Tuesday, Feb. 4
TRANSPORTATION | SAFETY

SCHOOL BUS DRIVER TRAINING

MANY local schools are looking for bus drivers! Ask your local school’s Transportation Director if they need more bus drivers. Your local school may be willing to pay for, or reimburse you for the cost of the class.

NCC Bus Driver Annual In-Service
As a Bus Driver, it is mandatory you attend a three hour refresher class each year to keep your training current. If your local school does not offer a class, we will be hosting additional opportunities at NCC this spring. It is your responsibility to keep your training current.

67916 | 1 Session | Wednesday, Jan. 29 | 6:30–9:30PM
67921 | 1 Session | Wednesday, March 25 | 6:30–9:30PM

Instructor: Dave Van Egdom | Location: NCC Room C328 | Fee: $30

NOW AVAILABLE!

2 Day Bus Driver’s CDL Train & Test
In just 2 days* we will prepare you for testing with a DOT Examiner in a school bus. We will work and train you for your Pre-Trip Inspection & Air Brake Tests, your Backing Maneuvers and then you will actually drive the DOT Certified Testing Route to prepare you for your DOT tests the following day. You will learn to maneuver the school bus around corners, over railroad tracks, through backing exercises, and many other real life experiences that occur while driving. You will complete this class with the confidence of driving a full length bus with hands-on experiences under the direction of experienced bus drivers. Class will provide you with the needed information to pass DOT tests and obtain a bus driving position.

MANY local schools are looking for bus drivers! Ask your local school’s Transportation Director if they need more bus drivers. Your local school may be willing to pay for, or reimburse you for the cost of the class.

*You must have your school bus permit which will allow you to drive on the roadway, as well as your school bus and passenger DOT written tests a minimum of 14 days prior to entering our class.

CDL TESTING

Please call (712) 631-5654 for more information and availability for all CDL classes

2 Day Class A or B CDL Train and Test (Call if interested in School Bus specific training)
If you have basic truck skills, you are a candidate for NCC’s CDL Train and Test. Train & Test is a 2 day class providing you the knowledge, training & tools to obtain your CDL.*

Day 1—Training covers Pre-Trip Inspection & Air Brakes Tests, Practice on the Skills Course used by the DOT, and Over-The-Road driving on the course used by the DOT. Training usually starts at 8am and lasts until you are confident with your abilities for testing the next day.

Day 2—Testing will begin at a pre assigned time and usually takes about 90 minutes to complete.

Location: NCC campus | Fee: $450
WE RUN CLASSES WEEKLY! Call for the next available date! (712)-631-5654

*Must have Commercial Learner’s Permit for your CDL.

PUBLIC TESTING: Class A or B or School Bus CDL
NCC offers certified DOT testing for individuals seeking to obtain a Commercial Driver’s License using an NCC-provided vehicle.

There are three required tests that must be taken in the following order: Vehicle Inspection, Skills Test, and Road Test. Prior to testing, the participant must take the required written/computer tests at your local driver’s license station to obtain a Commercial Learner’s Permit (CLP). You must have your CLP a minimum of 14 days prior to testing for your license.

The cost for the 3 tests is $300. Retests, if needed, can also be administered for an additional fee. Upon successfully passing all three CDL tests, you may obtain your CDL at any driver’s license issuance location.

Commercial Learner’s Permit Written Test Prep
If you are having difficulty passing your written tests to obtain your Commercial Learner’s Permit for your CDL, we can help you prepare. We will run this class when we get a minimum of 4 participants.

CDL One-on-One Customized Training
If you are struggling to obtain your CDL and need special attention in a private setting we can assist you with confidential training.

Company Special Training
If you have special needs, or a group of employees that want or need their CDL, we can help! We can offer you options for training to prepare you for your DOT testing from the ground up. Please call (712) 631-5654 for more information to visit about how we can help you specifically!

SAFETY

NCC offers certified DOT testing for individuals seeking to obtain a Commercial Driver’s License using an NCC-provided vehicle.

There are three required tests that must be taken in the following order: Vehicle Inspection, Skills Test, and Road Test. Prior to testing, the participant must take the required written/computer tests at your local driver’s license station to obtain a Commercial Learner’s Permit (CLP). You must have your CLP a minimum of 14 days prior to testing for your license.

The cost for the 3 tests is $300. Retests, if needed, can also be administered for an additional fee. Upon successfully passing all three CDL tests, you may obtain your CDL at any driver’s license issuance location.

NCC is an approved location for Driver Improvement Program classes. If you have received a letter from the DOT indicating you need to take the Driver Improvement Program please call NCC at 712-631-5500 and follow the instructions for the program on your DOT letter to register at NCC.
75 HOUR CERTIFIED NURSE AIDE

This course is 75 hours in length and meets the requirements for taking the Nursing Assistant Certification Exam which qualifies personnel to work as a nursing assistant 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, 15 hours of simulated lab time, and 30 hours of clinical. This course offers 3 hours of college credit. Uniforms/scrubs, closed-toe shoes, and a watch with a second hand are required for the clinical portion of the course. Clinical sites to be announced at class. Criminal background checks will be completed prior to the first class. All of these courses may require attendance on one Saturday. State competency testing is scheduled several times each month. *Fee includes tuition, textbook, materials, and first attempt for state competency testing. Need-based tuition assistance may be available.

Fee: $625  |  Coordinator: Julie Paulsen

67873  |  4–9:30 PM  
Tuesdays & Thursdays, Jan 7–Feb. 25  
Location: NCC Room H503

67874  |  4:00–9:30PM  
Mondays & Thursdays, Feb. 10–March 30  
Location: NCC Room H503

67875  |  4:00–9:30PM  
Mondays & Wednesdays, March 11–May 4  
Location: NCC Room H503

67876  |  4:00–9:30PM  
Tuesdays & Thursdays, March 23–May 5  
Location: Career Academy, Orange City

NURSE AIDE COMPETENCY EXAM
To fulfill the training requirements of OBRA for nurse aides working in Long Term Care facilities and skilled nursing facilities, completion of a minimum 75-hour course and a written and skills competency exam is required. Call NCC to schedule a testing date and time. The skills competency exam will be offered on the following dates:

January 6, 15, 20, 29  
Feb. 5, 12, 18, 26  
March 3, 10, 17, 26  
April 2, 9, 16, 21, 29  
May 5, 13, 19, 27  
June 2, 10, 15, 24, 30  
July 6, 14, 21, 29  
Aug. 4, 10, 18, 25, 31

The tests are scheduled between 4:00 and 9:00pm in NCC Room 503H. You must call prior to testing for an appointment: 712-324-5061 ext. 268

Fees: Skills Test: $95  |  Computer Test: $55

Payment due at time of scheduling.

55 Hour Certified Medication Aide
This course prepares individuals to administer non-parenteral medications in Long Term Care or residential facilities. Requirements for this course vary depending on the sponsoring facility. This course includes 45 hours of theory and 10 hours of clinically supervised experience by a Registered Nurse in the sponsoring facility. Contact NCC for more information.

Cost: $432  |  Fee includes tuition, materials, and state written exam.  |  Instructor: Tracy Gorter

67826  |  4:00–9:30PM  
Mondays, Wednesdays & Thursdays, Jan. 6–29  
Location: NCC Room H513

67827  |  7:00AM–12:30PM  
Tuesdays, Wednesdays & Thursdays, June 3–23  
Location: NCC Room H510

First Aid and CPR for Child Care
Medical emergencies or accidents can occur at anytime, especially when caring for children. This course from the American Heart Association will provide the information needed to provide pediatric first aid for most common emergencies and CPR for adult, child and infant.

67964  |  1 Session  
Instructor: Janet Lohrenz  
Thursday, Feb. 27  |  6-10 PM  
Location: NCC Room H513  
Fee: $55

EMERGENCY & HEALTH

MORE CLASSES
NCC offers many Emergency & Health Services classes! Find a full listing at: nwicc.edu/continuing-education or if you want to be on the mailing list to receive a brochure twice per year, email ce@nwicc.edu with your name and address.
BASIC LIFE SUPPORT | FIRST AID

Basic Life Support First Aid
This certification level was formerly known as Healthcare Provider by the American Heart Association. The AHA no longer offers a renewal course for the BLS or Healthcare Provider level. This level of training is required for all EMS providers and many nurses, firefighters, law enforcement, and other healthcare professionals. Topics include adult, child, and infant CPR according to the revised 2015 American Heart Association standards. The BLS Provider textbook is available for purchase at $14.00 in addition to the course fee if desired.

Instructor: Jeana Wollmuth
Location: NCC Room H513
6–10PM | Fee: $45

67937 | Tuesday, Jan. 14
67938 | Tuesday, Jan. 28
67939 | Tuesday, Feb. 4
67940 | Tuesday, Feb. 18
67941 | Tuesday, March 3
67942 | Tuesday, March 17
67943 | Tuesday, April 7
67944 | Tuesday, April 21
67945 | Tuesday, May 5
67946 | Tuesday, May 19
67948 | Tuesday, June 2
67947 | Tuesday, June 16
67949 | Tuesday, July 7
67950 | Tuesday, July 21
67951 | Tuesday, Aug. 4
67952 | Tuesday, Aug. 18

Basic Life Support CPR Heartcode
This class was a renewal course for those participants who already possess a current Healthcare Provider CPR card. This class has covered the 2015 American Heart Association guidelines for the Healthcare Provider. The class included the Automated External Defibrillator (AED) and the use of the bag-mask device. Techniques for CPR cover one and two rescuer CPR for the adult, child, and infant. Foreign Body Airway Obstruction techniques were performed for all age groups. The participants have passed the written exam with a minimum of 84% and completed all of the skills testing stations. Must Bring in Online Certificate from https://shopcpr.heart.org/courses/bls?format=88.

Instructor: Jeana Wollmuth | Fee: $45
Location: NCC Room H513
67966 | Thursday, Jan. 16 | 6-7 PM
67967 | Thursday, April 16 | 7-8 PM
67968 | Thursday, July 16 | 7-8 PM

CPR Instructor Course
This program will increase the healthcare professional’s knowledge & understanding of adult instruction & AHA Basic Life Support curriculum. After completing this course you will be able to teach & evaluate students in a Basic Life Support Course. Fee includes the BLS Instructor Manual. Fee does not include: Heartsaver 1st Aid CPR AED Instructor Manual. Instructor candidates must be certified at the BLS Provider level prior to registering for the course. The Instructor is required to complete the on-line BLS Instructor Essentials class PRIOR to the first night of class. This must be purchased through the AHA on-line website for $30.00. The certificate of completion from the on-line portion is required the first night of class.

Instructor: Kevin Miller | Fee: $119
Location: NCC Room H513
67954 | 6-9 PM
Tuesday & Thursday, April 21 & April 23

NCC offers many Business, Computers, Human Resources and Insurance classes! Find a full listing at: nwicc.edu/continuing-education or if you want to be on the mailing list to receive a brochure twice per year, email ce@nwicc.edu with your name and address.

COMPUTER CLASSES

Microsoft Excel 2016-Level 1
If you have some experience with Microsoft Word, it is time to get hands-on experience discovering the tools and features of Microsoft Excel 2016. In this class, the instructor will guide you through the steps of building a user friendly worksheet, both for the reader and the creator. Then you will be introduced to the important formula/function feature in Excel. Learning how to use Excel formulas is very critical for the successful use of spreadsheet software. The more you learn about formulas, the more you will want to know! Hands-on instruction will be provided with Microsoft Excel 2016 software.

Instructor: Twyla Vogel | Location: H514
67881 | 2 Sessions | Fee: $59
Thursdays, Jan. 23 & 30 | 1-4 PM
67882 | 2 Sessions | Fee: $59
Tuesdays, April 7 & 14 | 6-9 PM

Microsoft Excel 2016-Level 2
If you have had a taste of using formulas in Excel, you probably realize that you can use formulas and functions for a multitude of calculations. In this class, we will dig deeper into how to use the capabilities of Microsoft Excel 2016 to perform simple and complex tasks using formulas, functions, filtering, conditional formatting and if-functions. Then students will work on the enhanced analyzing tools in Excel 2016 - Charts, Sparklines, Slicers, Pivot Tables and more. The use of VLOOKUP to find values in Excel lists or tables will also be explored.

Instructor: Twyla Vogel | Location: H514
67883 | 2 Sessions | Fee: $59
Thursdays, Feb 13 & 20 | 1-4 PM
67884 | 2 Sessions | Fee: $59
Tuesdays, April 28 & May 5 | 6-9 PM

Microsoft Excel Pivot Tables
Need some help in learning how to use Pivot Tables? Pivot tables are used to summarize, sort, reorganize, group, count, total or average data stored in a database. In this hands-on class, you will learn how to build and use pivot tables in Microsoft Excel 2016. 1 Session.

Instructor: Twyla Vogel | Location: H514
67886 | 1 Session | Fee: $39
Thursday, May 28 | 6-9 PM

Microsoft Excel 2016-Level 1
If you have some experience with Microsoft Word, it is time to get hands-on experience discovering the tools and features of Microsoft Excel 2016. In this class, the instructor will guide you through the steps of building a user friendly worksheet, both for the reader and the creator. Then you will be introduced to the important formula/function feature in Excel. Learning how to use Excel formulas is very critical for the successful use of spreadsheet software. The more you learn about formulas, the more you will want to know! Hands-on instruction will be provided with Microsoft Excel 2016 software.

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If you have had a taste of using formulas in Excel, you probably realize that you can use formulas and functions for a multitude of calculations. In this class, we will dig deeper into how to use the capabilities of Microsoft Excel 2016 to perform simple and complex tasks using formulas, functions, filtering, conditional formatting and if-functions. Then students will work on the enhanced analyzing tools in Excel 2016 - Charts, Sparklines, Slicers, Pivot Tables and more. The use of VLOOKUP to find values in Excel lists or tables will also be explored.

Instructor: Twyla Vogel | Location: H514
67883 | 2 Sessions | Fee: $59
Thursdays, Feb 13 & 20 | 1-4 PM
67884 | 2 Sessions | Fee: $59
Tuesdays, April 28 & May 5 | 6-9 PM

Microsoft Excel Pivot Tables
Need some help in learning how to use Pivot Tables? Pivot tables are used to summarize, sort, reorganize, group, count, total or average data stored in a database. In this hands-on class, you will learn how to build and use pivot tables in Microsoft Excel 2016. 1 Session.

Instructor: Twyla Vogel | Location: H514
67886 | 1 Session | Fee: $39
Thursday, May 28 | 6-9 PM
HUMAN RESOURCES

Why Do They Act That Way?
The best thing about the world is the people. The not-so-best thing about the world is the people. During this session, you will take a brief personality assessment, then spend the rest of the time understanding why we do what we do and why some of the things they do can rub us the wrong way. Learn how to understand yourself better so you can understand others better. You will leave with several examples and ways to improve your relationships with others.

Instructor: Denise Truckenmiller
Location: C328 | Fee: $25
67996 | Tuesday, March 24 | 10 AM–2 PM
67998 | Thursday, April 23 | 1–3 PM

What’s Behind Difficult Decisions?
Are you having the same conversations over and over? Do you and/or the other person explode or go silent? Learn how we use our stories to justify our poor behavior and theirs. Instead of having yet, another deja vu dialogue, learn to share your facts (and listen to theirs) in a manner that will allow you and the other person to stay in dialogue. You can improve how you interact with your family, friends, coworkers, and customers. Bring your real-life examples and we will break them down!

Instructor: Denise Truckenmiller
Location: C304 | Fee: $49
67994 | Tuesday, Feb. 11
9 AM–12 PM
67995 | Thursday, March 12
9 AM–12 PM
67997 | Thursday, April 9 | 1–4 PM

INSURANCE CLASSES

Tax Issues for Life & Health Insurance
We cannot give legal advice, but we are expected to be able to explain an insurance policy, which is a legal document, to our customers. We cannot give tax advice either, but nearly every product we sell has or could have tax consequences attached to it. We are expected to know how our products work and that includes the tax issues. One question popular with “market conduct” people is; “...did you explain the potential tax issues of this transaction to the customer...” So, while we do not give tax “advice,” we are expected to be able to give tax information and answer our customers questions. This course will surprise many with the amount of tax issues we are involved with. 5 hours general credit. Tuition includes state filing fee.

Instructor: Lawrence Battaglia LL.B
Wednesday, March 4 | 1–4 PM
Location: C304 | Fee: $75
67911 | 1 Session

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

Instructor: Lawrence Battaglia LL.B
Wednesday, March 4 | 6–9 PM
Location: C304 | Fee: $45
67912 | 1 Session

Find a listing of course descriptions, fees, and complete details at nwicc.edu/continuing-education
MORE CLASSES

NCC is offering two Cosmetology classes this Spring: **Style, Smile and Inspire and Law & Sanitation** on Monday, March 23, 2020 on NCC’s campus. Take advantage of the early bird rate until March 2 at 3:00 pm. Find complete details at: nwicc.edu/continuing-education or if you want to be on the mailing list to receive a brochure twice per year, email ce@nwicc.edu with your name and address.

Start your journey to a BETTER PAYING CAREER with the GAP/PACE Tuition Assistance Program

Transportation | Health Occupations | Business | Information Technology | Manufacturing | Industrial Technology

Since non-credit programs are not eligible for federal aid, the GAP/PACE Tuition Assistance Programs bridge the funding gap for those students pursuing short-term certificates.

Tuition assistance may be available on a first come/first served basis, while funds last, to qualifying students through the NCC’s GAP/PACE Tuition Assistance Program.

If your total household annual income is at or below the 2019 Guidelines, you may be eligible for assistance. GAP tuition assistance is limited to ONE course per person.

Family size is determined by blood relation to the applicant or marriage to the applicant, and eligible household members should be residing with the applicant. Dependents as claimed on taxes are included.

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$31,225</td>
</tr>
<tr>
<td>2</td>
<td>$42,275</td>
</tr>
<tr>
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<td>7</td>
<td>$97,525</td>
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<td>8</td>
<td>$108,575</td>
</tr>
</tbody>
</table>

For each additional family member add $11,050

To determine if you qualify for GAP/PACE, you will need to do the following:
1. Complete the initial eligibility application form at: [bit.ly/ncc-GAP-PACE](bit.ly/ncc-GAP-PACE)
2. If you are approved for initial eligibility, meet one-on-one with the Career Pathway Navigator to verify eligibility and to chart your educational pathway.

Questions? Contact:
Norma Azpeitia, Bilingual Career Pathways Navigator
nazpeitia@nwicc.edu | 800-352-4907, ext. 124
Paula Meyer
pmeyer@nwicc.edu
800-352-4907 ext. 151

High School Equivalency Diploma (HSED) preparation, Spanish HSED preparation and English as a Second Language (ESL) Programs

Are you interested in studying for and obtaining your High School Equivalency Diploma (HSED) in English or Spanish or in improving your skill level in speaking, reading and writing in English (ESL)?

NCC’s Adult Education and Literacy (AEL) department offers free classes in HSED preparation, Spanish HSED preparation and ESL. Orientation and classes run on 10-week terms. HSED classes are available on the NCC campus in Sheldon and online. Spanish HSED classes are available in Sioux Center. ESL classes are available in Hartley, Orange City, Rock Valley, Sioux Center and Sheldon.

Students must sign up for and attend a scheduled orientation prior to beginning a class session. Students are unable to begin the program in the middle of a 10-week term.

Upcoming orientations and class sessions are as follows:

**Spring 2020 Session 1**
Orientations: Jan. 22–Feb. 1
Classes: Feb. 10–April 17

**Spring 2020 Session 2**
Orientations: March 31–April 9
Classes: April 20–June 26

Please call the AEL office today for more information and to sign up for an orientation or go to nwicc.edu.

**HSED Program:**
Amy Otto, (712) 324-5061 ext. 380

**Spanish HSED and ESL Programs:**
Norma Azpeitia, (712) 324-5061 ext. 124

Diploma Equivalente a la Preparatoria en Español (HSED) y Programas de Ingles Como Segundo Idioma (ESL)

¿Está usted interesado o conoce a alguien que quiera obtener su Diploma Equivalente a la Preparatoria (HSED) en su idioma natal Español, o quisiéra tomar clases para mejorar su conocimiento en el idioma Ingles?

¡El Departamento de Alfabetización y Educación para Adultos de Northwest Iowa Community College ofrece clases GRATIS de 10 semanas para prepararlo y pasar su examen HSED en Español! En Sioux Center también ofrece clases GRATIS de 10 semanas para practicar y mejorar sus habilidades en lectura, escritura y conversación del idioma Ingles. Las clases en Hartley, Rock Valley, Orange City, Sioux Center, Sheldon (NCC).

Los estudiantes deben registrarse y asistir a una orientación antes de comenzar la sesión de clases.

Debido a la estructuración de las clases, los estudiantes no pueden iniciar las clases durante la mitad del programa de las 10 semanas, pero pueden llamar y registrarse para las siguientes orientaciones.

¡Llame a Norma Azpeitia en la oficina del Departamento de Alfabetización y Educación para Adultos hoy! Para más información e inscribirse para la siguientes sesiones de orientación (712) 324-5061 ext. 124.

**Sesión 1 Primavera 2020**
Orientaciones: 22 de Enero–1 de Febrero
Classes: 10 de Febrero–17 de Abril

**Sesión 2 Primavera 2020**
Orientaciones: 31 de Marzo–9 de Abril
Classes: 20 de Abril –26 de Junio
Payment must be made at time of registration unless indicated otherwise in the course description. We accept MasterCard, VISA, and Discover for payment of tuition and fees.

Refunds
You may cancel your registration by calling the Business or Continuing Education Office at least one business day before the start of class to receive a 100% refund (except for the Freezer Meals classes. Please see page 3 for refund details.)

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.

Photo Release
Northwest Iowa Community College may use your photo in publications, brochures, videos, web, facebook and similar documents, or releases for public relations purposes. If you would not like your image used, please email ce@nwicc.edu or call the Continuing Education office at 800-352-4907 and talk to your instructor prior to the start of the class.

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.
ATTENTION HIGH SCHOOL STUDENTS

2nd Annual
2020 PRECISION AG EXPO

Tuesday, June 30-Wednesday, July 1
Northwest Iowa Community College

Topics include:
• Auto-Guidance Systems
• GPS
• Precision Application
• Remote Sensing
• Geographic Information Systems
• Data Collection/Management

Hands-on opportunities with equipment:
• Combine
• Planter
• Tractor
• Sprayer

*FREE lunch, snacks, t-shirt
*Win PRIZES for your FFA program
*Tour the new diesel lab on NCC’s Campus
*Stay overnight on campus (optional)

ATTENTION HIGH SCHOOL STUDENTS

Register Now!
nwicc.edu/agrivationexpo
Contact Megan Dieken
712-324-5061 ext. 308
mdieken@nwicc.edu
Limited Space Available!