BUSINESS, COMPUTERS, & INSURANCE
3 easy ways to register

ONLINE
nwicc.edu/continuing-education/

PHONE
800-352-4907
712-324-5061

IN PERSON
Stop in the Business Office
Building A, at NCC, 603 West Park St.
Sheldon, Iowa
8:00AM–4:30PM  |  Monday–Friday

Please save this brochure for future reference. Classes start weekly through August 2021.
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.

2 Sessions. Instructor: Twyla Vogel

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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. 2 Sessions. Instructor: Twyla Vogel

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Twyla Vogel serves as the NCC Continuing Education Business Coordinator and is certified as a Microsoft Office Specialist. She has a Business Administration Degree from Briar Cliff University and a Master of Business Administration degree from the University of Sioux Falls. Twyla has many years of experience working with financial businesses and in teaching both basic and customized computer training.
**NEW CLASS**

**Disability by Social Security**

Since 1958 disability benefits have been part of Social Security. There is a lot of misinformation as to how to go about applying for it and what can be expected to happen in the application process. Also many people make critical mistakes in both understanding how disability works thru Social Security and how to maximize their chances of a quick approval. This class is designed to show both the critical errors people commonly make in the application process and in the follow up that is so often necessary. 3 hours general credit. Tuition includes state filing fee. Larry J. Battaglia LL.B.

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**Viaticals, Life Settlements & the Accelerated Death Benefit**

This course will not only partner with our class on Tax Issues for Life & Health products but also gives you an in-depth look at what people are being advised on, what they can do with their death benefit, not just their cash value. A requirement for those holding a Viatical license and a valuable resource for those who do not. Serious tax issues can arise from a careless market. 6 hours general credit. Tuition includes state filing fee. Instructor: Larry J. Battaglia LL.B.

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**Unethical Creativity**

So! It's the customer who is unethical! This unethical stuff is not always our fault. In this class we identify the characteristics of the unethical customer by education, culture and most of all personality. Every personality type presents a unique challenge for us, but if we identify the ethical composite of the customer it makes our jobs easier and being unethical with us more difficult. Still our most popular ethics class. 3 hours ethics credit. Tuition includes state filing fee. Instructor: Larry J. Battaglia LL.B.

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**Long Term Care Insurance...Is It Worth It?**

This course deals with both traditional long term care options from assistance in-home to clinical nursing care. We show how nursing homes are getting Medicare to pay for long term care albeit the fact that Medicare steadfastly claims that they do not pay for long term care. We also look at Iowa's Asset Preservation (Partnership) and Nebraska’s Long Term Care Partnership programs. Both states have requirements for a specific 4 hour CE course for these programs. THIS 6 HOUR COURSE DOES SATISFY THE 4 HOUR REQUIREMENT FOR IOWA. This course is a comprehensive look at traditional long term care options and is a valuable resource regardless of whether you work in the long term care market or just need information on a personal basis. 6 hours general credit. Tuition includes state filing fee. Instructor: Larry J. Battaglia LL.B.

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Larry J. Battaglia LL.B. is a Certified Instructor of Insurance for the States of Nebraska, Iowa, and South Dakota. Mr. Battaglia has been in the insurance profession since 1977 and has been a Certified Instructor since 1990. In addition to writing over 65 classes, Mr. Battaglia has moderated classes for Bank Iowa, St. Ambrose University, Career Achievement Insurance School, Lincoln Financial Insurance Co., AAA Nebraska, Mutual of Omaha, Primerica, AFLAC, Humana and numerous private agencies.
INFORMATION TECHNOLOGY SPECIALIST
Associate of Applied Science degree
*Diploma option is available*
2 Years | 4 Semesters & 1 Summer Term

Students will gain experience in a variety of IT skills including hardware, software applications, networking and programming, and principles of customer service.

VIRTUAL ADMINISTRATION MANAGEMENT
Associate of Applied Science Degree
*Diploma option is available*
4 Semesters

This innovative program will prepare graduates to organize the virtual business environment, prepare and manage documents in the cloud, communicate effectively in the digital environment, plan virtual meetings and host web-based events.

WEB AND GRAPHIC DESIGN
Associate of Applied Science Degree
*Diploma option is available*
4 Semesters & 1 Summer Term

Combine your artistic skills with the latest technological applications in NCC’s Web and Graphic Design program.
GENERAL INFORMATION

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.

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.

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.

Certificates
Certificates of attendance are awarded at the end of each program. These must be retained by licensed professionals for four years. Duplicate certificates are provided for a fee. No credit will be given for partial attendance.

Accreditation
Northwest Iowa Community College is fully accredited by North Central Association of Colleges and Secondary Schools, Iowa Department of Education, and Iowa State Board of Regents, acting jointly.

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.

Policy of Nondiscrimination
It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D403b or room A101D, email equity@nwicc.edu, phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, email OCR.Chicago@ed.gov, phone number 312-730-1560, fax 312-730-1576.
ENROLL IN A
BUSINESS, COMPUTERS,
& INSURANCE
CLASS TODAY!