

NORTH IOWA AREA COMMUNITY COLLEGE

CONTINUING EDUCATION

SUMMER COURSE CATALOG | JULY – SEPTEMBER 2022

Growing minds
and careers in
our own backyard.

BUSINESS
WORKFORCE
SOLUTIONS



DiscoverU

POSSIBLE FREE TUITION

NIACC Adult Education & Literacy



NIACC Adult Education & Literacy
Opening doors and changing lives.

High School Equivalency (formerly GED) Preparation Classes

Available in Mason City, Charles City, Hampton, Garner, and Forest City

For more information or to enroll, contact

Lauren Hunt

lauren.hunt@niacc.edu

641-422-4278

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Improve your reading, writing, speaking, and listening skills in a supportive, friendly environment.

Available in Mason City, Charles City, Hampton, and Forest City

For more information or to enroll, contact

Molly Knoll

molly.knoll@niacc.edu

641-422-4404



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- Phlebotomy
- Medication Aide
- Data Analysis Specialist
- Fundamentals of Construction
- Production Welding
- CDL Prep Class
- Professional Driver Prep Program
- Human Services Direct Support

Learn more at www.NIACC.edu/GAP
or 641-422-4358



GAP

TUITION ASSISTANCE PROGRAM



**NORTH IOWA AREA
COMMUNITY COLLEGE**
Continuing Education
Train • Develop • Enrich

(641) 422-4358

www.niacc.edu/continuing-education



@niaccce



north iowa area community
college continuing education

Register Today!

It's as easy as...

- 1 Choose your course or program of interest.
- 2 Register online, by phone, mail, or fax.
- 3 Make your payment upon registration.

Additional registration information and form found on page 23.

COMING SOON!

LIFELONG LEARNING INSTITUTE KICKOFFS

MASON CITY
August 30,
2022

FOREST CITY
August 31,
2022

CHARLES CITY
September 1,
2022



**NIACC offers
a variety of
tuition assistance
programs.**

If you see this icon



call 641-422-4358
to inquire about
possible free tuition.

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Online 24/7

Online



Live - Online



In-Person



Possible Free Tuition



It is the policy of North Iowa Area Community College to not discriminate on the basis of race, color, national origin, sex (including pregnancy), disability, age, sexual orientation, gender identity, genetic information, creed, religion, actual or potential parental, family and marital status or veteran's status in its programs, activities or employment practices as required by the Iowa Code sections 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Individuals having questions or complaints related to compliance with this policy should contact Shelly Schmit, EEO/AA Officer, 500 College Drive, Mason City, IA 50401 or via telephone at 641-422-4211. Inquiries may also be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

certificates

SHRM Certification Prep Information Session



Undecided about whether or not to pursue SHRM Certification? Earning your SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®) designation establishes you as a globally recognized human resource expert. In this free information session, you will learn about SHRM and the SHRM Learning System for SHRM-CP/ SHRM-SCP. We'll walk through how the SHRM-CP and SHRM-SCP certifications focus on teaching and testing the practical, real-life information HR professionals need to excel in their careers today, including knowledge, skills and behavioral competencies. Join our instructors virtually over your lunch hour to learn more.

Course #11040

7/14/2022
Thu | 12:00 PM - 1:00 PM
Live-Online
\$0
Instructor Konig

SHRM Certification Test Prep



Now is the time to earn your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential. Expand your HR knowledge and practical, real-life competencies to make an immediate impact on your job and excel in your career. Our program will help you acquire the knowledge and understand the behavioral and technical competencies needed to prepare for and feel confident on exam day. In this class, you will learn from an experienced, SHRM-certified instructor, engage in discussions and learn from your classmates and peers, and benefit from a structured environment to keep you on track.

Course #11446

8/18/2022 - 11/17/2022
Thu | 6:30 PM - 9:00 PM
Live-Online
\$1295
Instructor Konig



Fundamentals of Advanced Manufacturing



Advanced manufacturing is Iowa's largest industry. Throughout our region and the state, careers in advanced manufacturing are in high demand and evolving every day. Discover what advanced manufacturing has to offer. You will be introduced to basic foundational knowledge and skills such as measurement tools/instruments, basic hand tools, shop math, safety in the workplace, and blueprint reading, as well as basic concepts in welding, computer numerical control (CNC), robotics, 3D printers, and employability skills.

Course #11041

9/13/2022 - 11/8/2022
Tue, Thu | 5:30 PM - 8:30 PM
NIACC Buettner Careers Building, CB124
\$995
Instructor Cockrum

continuing professional education

Sales for the Non-Seller



"I'm not a salesperson." "I don't like to sell." "I don't want to sell." Ever said any of these things? If you're a leader, you are selling every day! And you're actually good at it! Let's talk about how you can empower your non-sales staff to help customers see added value in your products and services, even though they don't think of themselves as salespeople. It's a win-win; they won't feel like the stereotypical salesperson, but they will increase your business using subtle selling techniques that you can teach them. During this class we will define selling and learn how our brain connects with sales tactics. We will also review selling techniques like relationship selling and connection selling. In the end you will be able to teach your team how to add value to customers, not just "up-sell" what is on the counter in front of the customer.

Course #10978

9/15/2022
Thu | 1:00 PM - 3:00 PM
Live-Online
\$89
Instructor Rotz

Finance FUNdamentals with QuickBooks Online



Small business finances can be FUN!! Learn the basic financial principles and procedures needed to manage a small-to-mid-size business using QuickBooks online. This course is intended for those who are new to QuickBooks as well as those who have utilized earlier versions and are ready to make the switch to online. We will begin with the very basics of setting up your company and move into the different functions of the program. Enroll today to learn the basic FUNdamentals of QuickBooks Online.

Course #11485

8/10/2022 - 9/21/2022
Wed 6:00 PM - 8:00 PM
John V Hanson Career Center, Forest City
\$199
Instructor Current



Microsoft Excel Level 1

Excel is the most popular spreadsheet program on the market today. It makes seemingly difficult math formulas a breeze! Discover how to enter data, create charts and graphs, use your own formulas as well as the built-in formula wizard.

Course # 11438

7/19/2022
Tue | 9:00 AM - 4:00 PM
John V Hanson Career Center, Forest City
\$129
Instructor Brunsvold



Microsoft Excel Level 2

Do you want to take your skills to the next level? This Excel course is designed for anyone who has a foundational knowledge and wishes to advance to an intermediate level. Join us as the instructor leads you through charting, data analysis, PivotTables and more advanced functions. Make your life easier by gaining more from Excel!



Course #11445

8/16/2022
Tue | 9:00 AM - 4:00 PM
John V Hanson Career Center, Forest City
\$129
Instructor Brunsvold

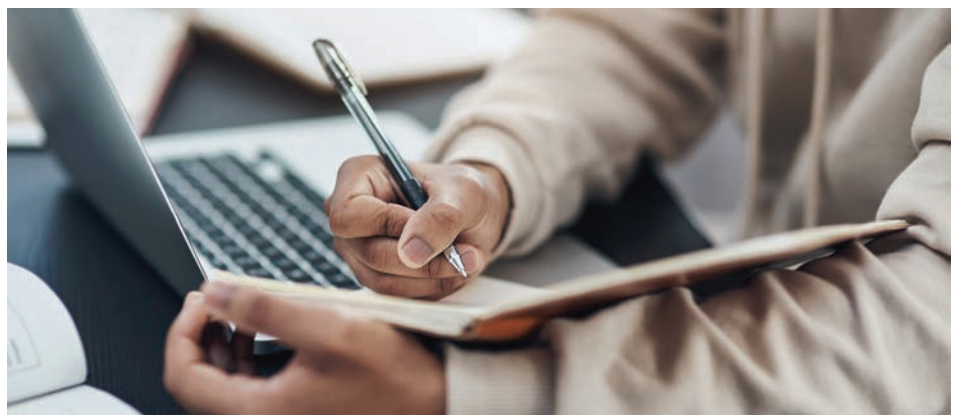
Dealer 101



This course is the basic course on understanding dealer responsibilities. This class will serve as a refresher course and will teach the requirements of being an auto dealer in Iowa and how to maintain a dealer's license. Updates of changes to state and federal law, rule and regulation will be provided. The trainer will discuss new laws enacted during the most recent legislative session impacting auto dealers as well as providing new information from federal and state agencies pertaining to the auto industry. Dealers will be encouraged to bring forth areas of concern to assist with possible solutions to these concerns. Dealers will review videos from the staff of the Iowa Department of Transportation Bureau of Investigation and Identity Protection and the Consumer Protection Division of the Iowa Attorney General's office. An updated manual or a USB/flash drive will be provided to all attendees.

Course #11016

8/18/2022
Thu | 12:00 PM - 5:00 PM
NIACC Activity Center, AC101
\$179
Instructor Thein



CDL Courses



Effective February 7, 2022, the Federal Motor Carrier Safety Administration is implementing new regulations for Entry Level Driver Training (ELDT).

- If an applicant who obtains a Commercial Learners Permit (CLP) prior to February 7, 2022, obtains a CDL before the CLP or renewed CLP expires, the applicant is not subject to the ELDT requirements.
- Beginning February 7, 2022, drivers applying to obtain a NEW or UPGRADED CDL and receive a Commercial Learners Permit on or after February 7, 2022, will be subject to the requirements in the Entry-Level Driver Training (ELDT) regulations. These regulations establish a Federal standard for training. CDL applicants must successfully complete this training before they will be permitted to take the CDL skills test.

At the time of the printing of this bulletin, information is still being obtained from the FMCSA to assist us in determining how we will proceed with CDL training and testing to meet the needs of both applicants. Updates will be posted on <https://www.niacc.edu/continuing-education/short-term-certificate-programs/>. You can go to niacc.augusoft.net and search "CDL" for classes.



3-Week Professional Driver CDL Program



Description Coming

Course #12143

08/08/22 - 08/14/22

Online 24/7

08/15/22 - 08/26/22

Mon, Tue, Wed, Thu, Fri, Sat

7:00 AM - 5:00 PM

\$4,995

Northland CDL Training, Mason City
Instructor Grey

3-Week Professional Driver CDL Program



Description Coming

Course #12144

09/12/22 - 09/30/22

Online 24/7

09/17/22-09/30/22

Sat, Mon, Tue, Wed, Thu, Fri

7:00 AM - 5:00 PM

\$4,995

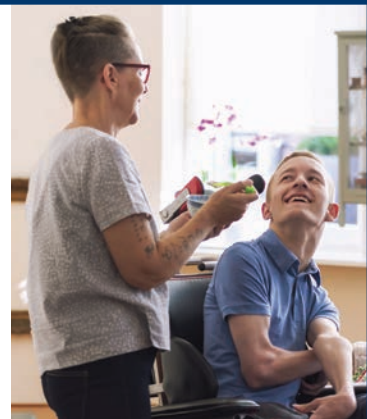
Northland CDL Training, Mason City
Instructor Grey

Human Services Direct Support Certificate



Do you want a career where you can make a difference while caring for others? This program prepares you for a rewarding, service-oriented career helping individuals and families. You'll learn and develop valuable skills that can help you move your career forward while being an integral part of change in the lives of others. In 12-weeks, this certificate program connects you to local human services agencies and includes the following courses: Introduction to Ethics in Human Services, Introduction to Intellectual Disability and Mental Illness, Person-Centered Care, Rights of Those We Serve, Heartsaver Adult CPR-AED, Mental Health First Aid, Medication Manager, and Employment in Human Services. Possible free tuition. Call 641.422-4358 to inquire and register.

4/4/2022 – 6/24/2022 | Hybrid | \$2,495 | Instructor Multiple



PHLEBOTOMY - See Health Section

For Information About Our Online Certificates Call 641-422-4358

Power B1 Certificate

Certificate in Customer Service

Certificate in Web Design

SQL Certificate

Certificate in

Basic Game Design



Let Your Resume Work for You



Do you have a resume? When was the last time you updated it? You can stand out from the crowd in a positive way with your resume and cover letter. Learn how to project your hard-earned skills with the right keywords and grab the attention of decision-makers with a summary that shouts "hire me!" Time is built in for you to work on your resume and cover letter with the instructor, so bring them with you if you have the current version. Let your resume work for you to land that interview!

Course #11470

7/13/2022

Wed | 10:00 AM - 12:00 PM

NIACC McAllister Hall, MH106B

\$29

Instructor Kiger

Course #11471

8/10/2022

Wed | 2:00 PM - 4:00 PM

NIACC Pappajohn Business Center, PC118

\$29

Instructor Kiger

Course #11472

9/14/2022

Wed | 10:00 AM - 12:00 PM

NIACC Pappajohn Business Center, PC118

\$29

Instructor Kiger

Interviewing Made Easy



Do you have an interview coming up and are unsure of what to say? Find out how easy interviewing can be when you learn how to answer interview questions like a pro! Also, learn what to bring to the interview, how to negotiate, and how to dress to impress. Interviewing Made Easy will give you the confidence you need to get the job!

Course #11462

7/27/2022

Wed | 10:00 AM - 11:00 AM

NIACC Activity Center, AC101

\$19

Instructor Kiger

Course #11463

8/24/2022

Wed | 2:00 PM - 3:00 PM

NIACC Pappajohn Business Center, PC118

\$19

Instructor Kiger

Course #11464

9/28/2022

Wed | 10:00 AM - 11:00 AM

NIACC Activity Center, AC101

\$19

Instructor Kiger

Course #11749

8/17/2022

Wed | 1:00 PM - 3:00 PM

Garner Education Center, 102

\$29

Instructor Kiger

Course #11748

8/17/2022 - 8/17/2022

Wed | 3:30 PM - 4:30 PM

Garner Education Center, 102

\$19

Instructor Kiger



trade & industry



Drug and Alcohol Supervisor Initial Training



Learn the characteristics of substance abusers and regulations governing drug-free workplaces. This two-hour Supervisor training is designed for those attending substance abuse and reasonable suspicion training for the first time. However, it also qualifies as an annual refresher course.

Course #10892

8/25/2022- 8/25/2022

Thu | 1:00 PM - 3:00 PM

Live-Online

\$69

Instructor Riggert

Drug and Alcohol Supervisor Refresher



Learn the characteristics of substance abusers and regulations governing drug-free workplaces. This one-hour supervisor training is designed for those who have already attended the Drug and Alcohol Supervisor Initial Training and are renewing their credential.

Course #10893

8/23/2022

Tue | 1:00 PM - 2:00 PM

Live-Online

\$49

Instructor Riggert

MSHA Refresher



Annual refresher instruction designed to train and recertify persons employed in MSHA part 46 and 48B industries only. Part 46: includes all miners employed in MSHA Part 46 industries surface mines, including contractors working on mine sites. Part 48B: includes those who work on surface areas of underground mines. Refresher classes are not comprehensive in scope. It is assumed participants meet the MSHA definition of "experienced miner."

Course #10839

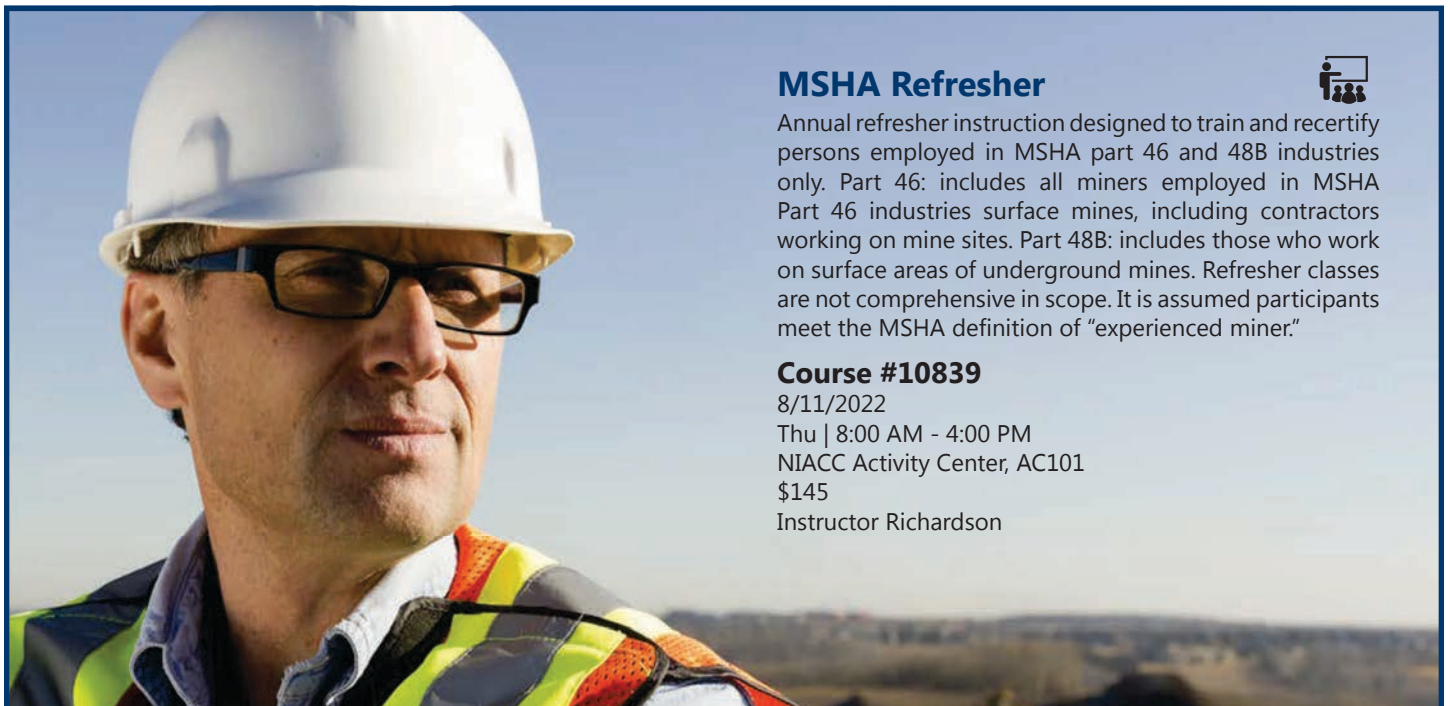
8/11/2022

Thu | 8:00 AM - 4:00 PM

NIACC Activity Center, AC101

\$145

Instructor Richardson



health & public services

North Iowa Community College (NIACC) is:

- An Iowa Board of Nursing approved provider for continuing education for licensed nursing personnel and has been issued Provider No. 3.
- A State Department of Health Emergency Medical Services approved sponsor of continuing education programs for Basic and Advanced EMS personnel.
- ACLS and PALS courses have been implemented in accordance with the accreditation requirements and policies of the Iowa Medical Society (IMS) through the joint providership of MercyOne North Iowa and North Iowa Area Community College. MercyOne North Iowa is accredited by IMS to provide continuing medical education for physicians.



Continuing education units will be awarded on the basis of actual presence and attendance and on satisfactory completion of the program. Participants need to be present for the entirety of the program to receive continuing education credit.

The American Heart Association strongly promotes knowledge and proficiency in Basic Life Support and has developed instructional materials for this purpose. Use of these materials in an education course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.

NIACC is an authorized American Heart Association Training Center and offers both basic and advanced courses.



American Heart Association®

**AUTHORIZED
TRAINING
CENTER**

Trauma Nursing Core Course TNCC



This course, developed by the Emergency Nurses Association, is designed to present core-level knowledge and psychomotor skills associated with the initial assessment and management of patients with traumatic injury.

Course #10493

7/12/2022 - 7/13/2022

Tue, Wed | 7:30 AM - 5:00 PM

NIACC Activity Center, AC106

\$399

Instructor Wilde

AHA Instructor Renewal Courses



This course is designed to recertify current AHA instructors to teach courses using the program DVD and lesson plans according to the standards established by the AHA. Revised and updated ECC and Training Center information will be disseminated and provider skills will be renewed. Course requirements: present expired Instructor Card; submit Teaching Renewal Checklist; submit Instructor Monitor Form for the previous two years.

Course #11866 BLS Instructor

9/10/2022

Sat | 12:30 PM - ??? PM

NIACC McAllister Hall, MH106A

\$79

Instructor TBD

Course #10067 BLS Instructor

9/15/2022

Thu | 5:30 PM - 8:30 PM

NIACC McAllister Hall, MH106A

\$79

Instructor TBD

Advanced Cardiac Life Support (ACLS) Provider



This course is designed to provide healthcare providers the knowledge and skills needed in the diagnosis and treatment of cardiopulmonary arrest or other cardiovascular emergencies, acute arrhythmia, stroke and ACS based on the AHA Guidelines.

Pre-course Requirements

Proficient in BLS CPR skills; reading and interpreting ECGs; understand ACLS pharmacology, complete the ECG Pharmacology Pre-course Self-assessment. This is mandatory. Print your certificate and bring with you to class. A passing score of 70% or above is required to attend the class. You may take the self-assessment as many times as needed to achieve a passing score. Student Manual is required for class participation. Pre-course reading and preparation is mandatory. Continuing Education hours are contingent upon successful completion of the course. Registration deadline: 20 days prior to class

Provider Course

Student Manual will be mailed 2 weeks prior to course. Pre-course reading and self-assessment score of 70% or above is mandatory. Class size limit: 12

Course #10920

7/12/2022 - 7/13/2022

Tue, Wed | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

\$279

Instructor TBD

Course #10921

9/1/2022 - 9/2/2022

Thu, Fri | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

\$279

Instructor TBD

Audience: 10 Contact Hours for Registered Nurses, 13 FE CEHs for EMS. Other health care personnel will receive a CE certificate reflecting 10.25 hours of education. NIACC is Iowa Board

of Nursing Provider #3 and State Department of Health Emergency Medical services approved sponsor #2 of continuing education programs for EMS Personnel. MercyOne North Iowa designates this live activity for a maximum of 10.0 AMA PRA Category 1 Credit(s)™. Physicians should claim only credit commensurate with the extent of their participation in the activity.

(ACLS) Update



Student Manual will be mailed 2 weeks prior to course. Pre-course reading and self-assessment score of 70% or above is mandatory. Class size limit: 12.

Course #10922

7/14/2022

Wed | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

\$169

Instructor TBD

Course #10923

9/6/2022

Tue | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

\$169

Instructor TBD

Course #10924

9/14/2022

Wed | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

\$169

Instructor TBD

Audience: 5.25 Contact Hours for Registered Nurses, 7 FE CEHs for EMS. Other health care personnel will receive a CE certificate reflecting 5.25 hours of education. NIACC is Iowa Board of Nursing Provider #3 and State Department of Health Emergency Medical services approved sponsor #2 of continuing education programs for EMS Personnel. MercyOne North Iowa designates this live activity for a maximum of 4.0 AMA PRA Category 1 Credit(s)™. Physicians should claim only credit commensurate with the extent of their participation in the activity.

Pediatric Advanced Life Support (PALS) Provider



This course is designed to provide participants with the knowledge and skills necessary for resuscitating the infant and child in cardiopulmonary arrest, respiratory failure and shock and to discuss special considerations related to other pediatric illness, injury and care based on AHA Guidelines.

Pre-course Requirements

Take Pre-course Self-Assessment, print certificate and bring to class; be proficient in BLS; basic pharmacology; identify and interpret core ECG rhythms. Student Manual required for class participation, bring to class. Pre-course reading and preparation is mandatory. Continuing Education hours are contingent upon successful completion of the course. Registration deadline: 20 days prior to class.

Provider Course

Student Manual will be mailed 2 weeks prior to course Pre-course reading and self-assessment score of 70% or above is mandatory. Class size limit: 12.

Course #10928

7/18/2022 - 7/19-2022

Mon, Tue | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

\$279

Instructor TBD

Course #10929

9/7/2022 - 9/8/2022

Wed, Thu | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

\$279

Instructor TBD

Audience: 12.0 Contact Hours for Registered Nurses, 14 FE CEHs for EMS. Other health care personnel will receive a CE certificate reflecting 12 hours of education. NIACC is Iowa Board of Nursing Provider #3 and State Department of Health Emergency Medical services approved sponsor #2 of continuing education programs for EMS Personnel. MercyOne North Iowa designates this live activity for a maximum of 11.0 AMA PRA Category 1 Credit(s)™. Physicians should claim only credit commensurate with the extent of their participation in the activity.

(PALS) Update

Student Manual will be mailed 2 weeks prior to course Pre-course reading and self-assessment score of 70% or above is mandatory. Class size limit: 12.

Course #10925

7/15/2022

Fri | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

\$169

Instructor TBD

Course #10926

9/9/2022

Fri | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

\$169

Instructor TBD

Course #10927

9/12/2022

Mon | 8:00 AM - 4:00 PM

NIACC McAllister Hall, MH106A

Instructor TBD

Audience: 5.25 Contact Hours for Registered Nurses, 8 FE CEHs for EMS. Other health care personnel will receive a CE certificate reflecting 5.25 hours of education. NIACC is Iowa Board of Nursing Provider #3 and State Department of Health Emergency Medical services approved sponsor #2 of continuing education programs for EMS Personnel. MercyOne North Iowa designates this live activity for a maximum of 6.0 AMA PRA Category 1 Credit(s)™. Physicians should claim only credit commensurate with the extent of their participation in the activity.

Basic Life Support



The BLS course will train healthcare professionals to save lives of victims in cardiac arrest through high-quality CPR. The course is designed to teach how to perform high-quality CPR individually and as part of a team. Students will learn rescue techniques for adults, children and infants; how to use and AED; and how to relieve choking according to AHA guidelines.

Student manual is required for class and will be mailed. Registration deadline: 10 days prior to class. Class size limit: 12.

Course #10930

7/8/2022

Fri | 8:00 AM - 12:00 PM

NIACC McAllister Hall, MH106A

\$79

Instructor TBD

Course #10931

8/9/2022

Tue | 5:00 PM - 9:00 PM

NIACC McAllister Hall, MH106A

\$79

Instructor TBD

Course #10932

6/7/2022

Tue | 5:00 PM - 9:00 PM

NIACC McAllister Hall

\$79

Instructor TBD

Course #10933

9/13/2022

Tue | 5:00 PM - 9:00 PM

NIACC McAllister Hall, AC106A

\$79

Instructor TBD

Basic Life Support Renewal (BLS Renewal)



The BLS Renewal course is for current BLS providers who need to renew their BLS skills and BLS Provider course completion card. This course features accelerated content and is designed for learners with existing BLS knowledge. It teaches both single-rescuer and team BLS skills and includes rescue techniques for adults, children, and infants.

Registration deadline: 10 days prior to class. Class size limit: 12. Provider manual is required for class participation. If a manual is needed, please contact Nicky Williams: 641-422-4161 or nicole.williams@niacc.edu.

Course #10934

7/14/2022

Thu | 5:30 PM - 8:30 PM

NIACC McAllister Hall, MH106A

\$69

Instructor TBD

Course #10935

8/3/2022

Wed | 5:30 PM - 8:30 PM

NIACC McAllister Hall, MH106A

\$69

Instructor TBD

Course #10936

9/2/2022

Wed | 5:30 PM - 8:30 PM

NIACC McAllister Hall, MH106A

\$69

Instructor TBD

Heartsaver Adult, Child, Infant CPR-AED



This course is designed for people who are not professional healthcare providers—lay rescuers, community members who need or want certification in CPR. The course meets job, regulatory or other requirements and is taught according to American Heart Association guidelines. It includes CPR procedures for adults, children and infants and relief of choking. Upon successful completion a certification card will be issued.

Course #10951

7/20/2022

Wed | 5:30 PM - 8:30 PM

NIACC McAllister Hall, MH106A

\$58

Instructor TBD

Course #10952

7/27/2022

??? | 5:30 PM - 8:30 PM

NIACC McAllister Hall, MH106A

\$58

Instructor TBD

Nurse Aide



The Nurse Aide course prepares individuals to work in long-term care facilities (LTC) and hospitals. For acceptance into ADN and PN programs, the Nurse Aide course is required. Emphasis in the course is on students achieving a basic level of knowledge and demonstrating skills to provide safe, effective patient care. The course has been developed in six units of study. The theory portion includes 30 hours of classroom time and 25 hours of laboratory practice. The clinical experience includes 30 hours in a nursing facility.

Courses

Nurse Aide Theory:

The nurse aide course designed to meet the training requirements of the Omnibus Budget Reconciliation Act of 1987 (OBRA) for aides working in nursing facilities and skilled nursing facilities. 2.5 s.h. college credits upon successful completion. Nurse Aide Clinical course required.

Nurse Aide Clinical:

A 30 hour clinical designed to meet the training requirements of the Omnibus Budget Reconciliation Act of 1987 (OBRA) for aides working in nursing facilities and skilled nursing facilities. 1 s.h. college credit upon successful completion. Nurse Aide Theory course required.

To register visit the NIACC website:

- NIACC.edu
- Academics
- Degrees & Programs/Career Cluster-Transfer
- Nurse Aide (CNA)

www.niacc.edu/academics/career-clusters/nurse-aide/

Please call 641-422-4388 with registration questions.

Nurse Aide Refresher Course



This is an 8 hour course is to provide content and skill review for individuals who have successfully completed a 75 hour nurse aide course in the past or a nursing student who has successfully completed a "nursing fundamentals" course. The review of content will consist of 2-3 hour session that will focus on the Pre-Assessment instrument. Review of skills will include both demonstration and return demonstration. Resident scenarios will be used as a group activity to promote application of content and skills and assist with preparation for the State Competency Testing. This review is to help facilitate re-entry into the long term work force.

Course #11403

9/12/2022 - 9/14/2022

Mon, Wed | 8:30 AM - 12:45 PM

NIACC McAllister Hall

\$124

Instructor Lubkeman

Nurse Aide Competency Testing



Tests are required by the federal government and the State of Iowa if you plan to work in a certified long-term care facility as a nurse aide. The tests are given in two parts, the Nurse Aide Written Test and the Nurse Aide Skills Competency testing. You will have three (3) separate chances to take each test. When you pass both of these tests, your name will be placed on the Direct Care Worker Registry. After three (3) no passing scores, on either test, you must take a nurse aide training program and retake both tests.

Nurse Aide Written Test



The written test is given in the NIACC Student Learning Center (SLC) in Beem Center. Nurse Aide Written Test is given via computer. To request an oral test - Contact 641-422-4161 for arrangements. Requests must be made at least one week in advance.

Registration & Cost:

\$60. Payment is required when registering and will be collected in the Continuing Education Office, call 641-422-4358 or 1-888-466-4222 ext. 4358. Upon completion of payment ask to be transferred to the Student Learning Center to schedule a testing time.

Scheduling:

Minimum of one day prior to desired testing date, call 641-422-4237 or 1-888-466-4222 ext. 4237 or ask to be transferred upon completion of payment. Check the SLC website for current open hours.

Picture ID required in order to be admitted to testing.

Nurse Aide Skills Competency

Testing sessions will be offered as follows:

1st week of the month:

Tuesday | 1 – 6 pm

2nd week of the month:

Thursday | 5 – 9 pm

3rd week of the month:

Wednesday | 5 – 9 pm

4th week of the month:

Friday | 12 – 5 pm

Cost

\$115 – required at time of registration.

Registration

641-422-4358

When registering, you will need to provide the name of your course instructor(s). Your instructor(s) cannot be your evaluator.

Picture ID is required to test.

All testing is in McAllister Hall, 102. Candidates should bring a watch with a second hand, wear appropriate attire for testing session, and arrive during the first hour of testing. Testing times are on a first come first served basis. Due to potential wait time, candidates should plan accordingly and bring materials to study.

Testing session dates are subject to change.

Phlebotomy Certificate



Do you want to work in healthcare and like being part of a team? Then a medical laboratory is the place for you! Phlebotomy Technicians are an integral part of the health care team. They assist physicians in the diagnosis and treatment of diseases by drawing blood and returning it to the lab to be tested in a timely manner.

Series

9/6/2022 - 11/1/2022

Hybrid

\$995

Instructor TBD

Expanded IV Therapy for LPN



This course is designed to prepare the licensed practical nurse to perform procedures related to the expanded scope of intravenous therapy in a licensed hospital, licensed skilled nursing facility, and a certified end-stage renal dialysis unit identified in 655 IAC 6.5(3). Major emphasis is placed on specialized skills needed to provide intravenous therapy related to the expanded scope of the licensed practical nurse for clients who are age 12 or older and weighing 80 pounds or more.

Course TBD

8/30/2022 - 10/28/2022

Wed | 7:30 AM - 11:30 AM

NIACC McAllister Hall

\$541

Instructor TBD



career readiness



the workplace excellence series

Conversation & Communication: The Power of Listening



Are you aware that the most important job skill is the ability to listen? Do you give your full attention to your employer, instructor, or peers when spoken to? Most effective listeners are likely to be leaders. Learn how to become a good listener and excel in the career you choose!

Course #11478

9/19/2022

Mon | 5:30 PM - 7:00 PM

NIACC Charles City Center, 106

\$25

Instructor Wright

DEPENDability: Maximizing Your Time in the Workplace



How good is your time management? More than being 'on time' and working efficiently, companies need employees to use their time wisely. In this module, you will learn a 5-step process with strategies to focus on top priorities, stay engaged and productive, and avoid procrastination.

Course #12187

8/16/2022

Tue | 2:00 PM - 4:00 PM

NIACC Charles City Center

\$69

Instructor Beyerhelm Huey

REASONability: Managing Your Mindset in the Workplace



Did you know that you are in control of your mindset? Companies want employees who consistently maintain a productive mindset. Discover how to identify, adjust and improve problem outcomes, and learn practical ways to cultivate reasoning and a mindset that leads to success.

Course #12188

8/18/2022

Thu | 2:00 PM - 4:00 PM

NIACC Charles City Center

\$69

Instructor Beyerhelm Huey

COMMUNICATION-ability: Verbal & Non-Verbal Communication in the Workplace



Are your communication skills up to par? Companies cannot succeed if employees do not communicate clearly. This module will help you gain tools to improve verbal and non-verbal communication, learn the importance of active listening, and tips for effective greetings and introductions.

Course #12186

8/23/2022

Tue | 2:00 PM - 4:00 PM

NIACC Charles City Center

\$69

Instructor Beyerhelm Huey

ADAPTability: Navigating Success in the Changing Workplace



Are you ready and able to adapt to change? Can you show your adaptability to employers? Today's workplace is changing faster than ever, and companies need employees to respond appropriately and efficiently. In this module, you will learn strategies for succeeding in a changing environment, improving personal adaptability, and managing stress.

Course #12185

8/25/2022

Thu | 2:00 PM - 4:00 PM

NIACC Charles City Center

\$69

Instructor Kaufman



arts

Instant Piano for Hopelessly Busy People



In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do, using chords. Since this class is being held online via ZOOM, you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. This course includes an online book and follow up video lessons, so you can continue your practice and study on your own. An optional periodic online question/answer session is also included and a recording of the class is also included. The course is partly lecture/demonstration and partly hands on instruction.

Course #11834

9/26/2022

Mon | 6:30 PM - 9:30 PM

Live-Online

\$75

Instructor Coffman

Doodling with Watercolors



Learn the basics of beginner-level watercolor painting. Experience mixing colors and creating your own work of art to take home! No experience is necessary. Supply fee is included with tuition.

Course #11569

8/24/2022

Wed | 5:30 PM - 7:30 PM

NIACC Charles City Center, 110

\$45

Instructor Sebern-Beachy

See a class you like, but missed the registration deadline?

*Call us at
641-422-4358*

Fizzy Bath Bombs



Pamper yourself or make gifts with homemade bath bombs that you can make yourself year-round. Create them for Birthdays, Christmas gifts, or just because! You will make and take up to six bath bombs plus receive the recipe for making them, and molds to make plenty more! Supplies are included in the tuition price. Wear clothes you don't mind getting dirty!

Course #11570

8/10/2022

Wed | 5:30 PM - 7:00 PM

NIACC Charles City Center, 110

\$29

Instructor Coen-Ward

Instant Guitar for Hopelessly Busy People



Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Since this class is held online via ZOOM, you can sit at home with your guitar without any pressure at all. This course includes an online book and follow-up video lessons, so you can continue your practice and study on your own. An optional periodic online question/answer session is included and a recording of the class is also included. Class limited to 15 students. For ages 13+.

Course #11835

9/27/2022

Tue | 6:30 PM - 9:00 PM

Live-Online

\$75

Instructor Coffman

Knitting for Beginners



This course will cover the basic techniques of knitting, including casting on, binding off, knit and purl stitches, increases, and decreases. You will learn through making your choice of either a knit hat or scarf – and will be encouraged to customize! No prior knitting experience is required. Basic supplies will be available for \$10 each paid to the instructor before the first class, but you may bring your own needles and yarn if you choose. For older mature teens and up.

Course #10171

8/4/2022 - 8/25/2022

Thu | 5:30 PM - 7:30 PM

NIACC Charles City Center, 108

\$45

Instructor Rawerts

Refund Policy

As of July 1, 2021, students who cancel registration a minimum of two business days prior to the start of class, will be refunded via electronic voucher. If after hours, you must leave a message. **NO REFUND** will be issued for failing to attend class.

Register Online

Go online to register at
<https://niacc.augusoft.net> or
call us at
641-422-4358.



Design Your Blooms – A Floral Design Class

Participants will be provided with in-season focal plants, foliage, and filler/accent plants to use in arranging during the sessions. Workshop participants are encouraged to bring blooms from their own gardens if they prefer. Dan Brabec, Asst. Professor of Practice in the Department of Horticulture, Iowa State University will lead an interactive session walking participants through the floral arranging process. Join us for one or all the series for fun with floral arrangements at your local ISU Extension & Outreach Office on August 2, & November 16, 2022, from 6:00 to 7:00 PM. Questions about class content may be directed to Sarah DeBour, (641)423-0844 or sdebour@iastate.edu.

Course #11833

8/2/2022
Tue | 6:00 PM - 7:00 PM
Cerro Gordo County ISU
Extension & Outreach
\$29
Instructor DeBour

Course #12128

8/2/2022
Tue | 6:00 PM - 7:00 PM
Franklin County ISU
Extension & Outreach
\$29
Instructor TBD

Course #12122

8/2/2022
Tue | 6:00 PM - 7:00 PM
Floyd County ISU Extension
& Outreach
\$29
Instructor TBD

Course #12125

8/2/2022
Tue | 6:00 PM - 7:00 PM
Mitchell County ISU
Extension & Outreach
\$29
Instructor TBD



home & family

Be A Better Babysitter

Become a better babysitter in this course for 10 to 15 year olds. Quality babysitting skills such as safety of the child(ren) and safety in the home will be taught in this popular class. Robyn, a certified CPR instructor, will also teach basic knowledge of CPR.

Course #11475

9/17/2022

Sat | 9:00 AM - 12:00 PM

Osage Public Library, NIACC Room

\$25

Instructor Hansen

Course #11477

10/1/2022

Sat | 9:00 AM - 12:00 PM

NIACC Charles City Center

\$25

Instructor Hansen

Brain Chaser's 2022 Mini Camp (AM): Health, You, & Fitness, Too

Discover different ways to enjoy being active, creative, and healthy year-round! We will have different activities for you to try out, explore the benefits of healthy foods, and do games that involve teamwork! You don't want to miss our 2nd Summer of Fun! A Parent/Guardian must sign a consent form. Please have students dress for fitness activities. Ages 8 – 12 years old. T-shirt included in tuition.

Course #11479

7/20/2022

Wed | 8:30 AM - 12:00 PM

NIACC Charles City Center, 108

\$25

Instructor Weber

Brain Chaser's Mini Camp (PM): Health, You & Fitness Too

Discover different ways to enjoy being active, creative, and healthy year-round! We will have different activities for you to try out, explore the benefits of healthy foods, and do games that involve teamwork! You don't want to miss our 2nd Summer of Fun! Please have students dress for fitness activities. A Parent/Guardian must sign a consent form. Ages 8 – 12 years old. T-shirt included in tuition.

Course #11480

7/20/2022 - 7/20/2022

Wed | 1:00 PM - 4:30 PM

NIACC Charles City Center, 108

\$25

Instructor Weber

Foundations of Dog Training

Struggling to train or control behavior problems with your dog? Fixing it might be simpler than you think. Our six-week basic on-leash training will help you communicate with and have a calm cooperative dog. Our very different approach uses the special relationship we have with our dogs to simply and quickly teach them the skills they need so we can enjoy them for the rest of their lives. Covid impacted our dogs lives too, and they need to learn to cooperate with you around others...in a controlled guided environment

Course #12283

9/6/2022 - 10/11/2022

Tue | 0:00 - 0:00

NIACC Activity Center, Outside

\$49

Instructor Markham

Geocaching 101

Come learn Geocaching, an adventurous activity like a modern-day scavenger hunt that ties technology and nature together and is enjoyable for any age. Join us for an introduction to the basics of geocaching and then try your hand at hunting for hidden caches in the area. The class will be taught by Donald Johnson who has been geocaching since 2010 and has found over 1,700 geocaches and has hidden over 200 caches. Learn the brief history of geocaching, explanation of cache types, and useful terms, you will also be introduced to GPS and satellite technology with help setting up your geocaching account and logging your caches. You will get a hands-on demonstration that will assist with at least two "finds"! Bring the family out for a summer activity that is sure to be fun for all ages!

Course #12027

7/12/2022

Tue | 6:00 PM - 8:00 PM

Garner Education Center, 102

\$19

Instructor Johnson

Course #11837

7/19/2022

Tue | 6:00 - 8:00 PM

Clear Lake Music Enrichment Center

\$19

Instructor Johnson

Refund Policy

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Register Online

Go online to register at <https://niacc.augusoft.net> or call us at 641-422-4358.



Are you fascinated with bees? Would you like to learn how to make a career out of beekeeping? These hands-on classes will teach you the basics of beekeeping while also applying lessons of entrepreneurialism and the economics of the trade. Materials and supplies are provided; however, please bring your own protective gear if you have it.

Bee Business Modeling

7/9/2022

Sat | 9:00 AM - 12:00 PM

Bee Diseases: Prevention, Detection, and Treatment

8/6/2022

Sat | 9:00 AM - 12:00 PM

Prepping Your Bees for Winter

8/27/2022

Sat | 9:00 AM - 12:00 PM

Keeping Your Bees and Business Alive

9/17/2022

Sat | 9:00 AM - 12:00 PM

Instructor Ennis

\$19 per class

NIACC Murphy Technology Center, Room 154

Except the Bee Diseases class which is at 2105 110th St., Goodell, IA

health & wellness

Gentle Yoga: Good Vibes



Are you needing some "me" time? Are you willing to give up just one hour for you? Give yourself a gift on Monday evenings for six weeks, and enjoy the peace and relaxation we could all use in our lives. Steve Buchanan, RYT certified yoga instructor, leads the class and will lead you to a new and rejuvenated person you may have thought you couldn't be! Steve focuses on stretching, alignment, strength building, mindfulness, and balance. Previous yoga experience is not required.

Course #11473

9/26/2022 - 10/31/2022

Mon | 5:30 PM - 6:30 PM

NIACC Charles City Center, 110

\$35

Instructor Buchanan

Gentle Yoga: Sync Your Body



End of Summer blues? Thoughts of jeans, sweatshirts, and Autumn weekend trips? Yoga has so many benefits that will help you with developing the proper techniques for stretching and improved balance for that nature hike or climb. Your friends or family invite you to join in on a long Fall walk and your practiced flexibility from Yoga class will work wonders! Over the next six weeks, you will improve your balance, build up confidence in your focus and mindfulness, and experience deep relaxation in your body. You will learn to align your mind, body, and attitude!

Course #11476

8/8/2022 - 9/12/2022

Mon | 5:30 PM - 6:30 PM

NIACC Charles City Center, 106

\$35

Instructor Buchanan

Tai Chi and Mindfulness



Tai Chi and Mindfulness provides an enjoyable solution to the demands of everyday life. This four-session class offers guided instruction on mindfulness and meditation practices. Gentle stretching and mindful movement, along with soothing dialogue are aimed at enhancing your awareness in everyday life. You will learn to: use mindfulness to consciously and systematically work with your own stress, experience harmony with a healthful spirit, appreciation, and gratitude. Discover how to treat life as a loving art form and avoid stagnant plateaus.

Course #11750

8/9/2022 - 9/20/2022

Tue | 6:30 PM - 7:15 PM

Mason City Tai Chi/Wellness Center, Tai Chi

\$25

Instructor Hepker

Yoga and Relaxation



You can expect to improve your balance, strength and flexibility. You will learn the basic yoga poses and how to transition to them. You can modify poses to make them work for your body. We will end each session with relaxation so bring layers to avoid getting a chill.

Course #11824

7/11/2022 - 8/29/2022

Mon | 5:30 PM - 6:30 PM

NIACC Activity Center, Room 150

\$35

Instructor Childress

Float & Yoga: River Retreat Day



Are you in need of fresh air, Vitamin D, and relaxation? Meet up at Rapids End Outfitters in Charles City and then explore the Cedar River with us as we float down the Cedar. We will then stop and enjoy a mini yoga session led by Steve Buchanan, and finish with a lite lunch that will be furnished! Transportation and tubes will be supplied by Rapids End Outfitters. Must be 18 yrs. and older and sign a release form.

Course #11481

8/6/2022 - 8/6/2022

Sat | 10:00 AM - 3:00 PM

Meet at Rapids End Outfitter,
100 S. Mary St., Charles City
\$49

Instructor Buchanan

Cognitive Brain Teaser



Do you suspect yourself or a loved one to be having problems with their memory or thinking? A licensed Occupational Therapist will help you to determine the next steps to solve this question and to prepare you for what to expect. This class will cover what to look for in-person who is having difficulty with their cognition, how to get proper testing lined up, what tests could be involved, and what the scoring results truly mean. Help yourself or your loved ones safe and independent for as long as possible!

Course #11829

7/19/2022

Tue | 7:00 PM - 8:30 PM

John V Hanson Career Center, Forest City

\$19

Instructor Kraus

Course #11830

8/16/2022

Tue | 7:00 PM - 8:30 PM

Lake Mills Community School, 125

\$19

Instructor Kraus

Course #11831

9/13/2022

Tue | 7:00 PM - 8:30 PM

Garner Education Center, 101

\$19

Instructor Kraus

See a class you like, but missed the registration deadline?

*Call us at
641-422-4358*

Home Financing Series

Take all 3 for \$99!

How to Save Money: Purchase or Refinance



Keep calm and save money! Did you know that a home loan is an investment that can also save you money? Learn about the impact of rate decreases and the option of refinancing, how a new job or career change can allow you to change the term of loan, and steps for saving money to purchase another home as an investment. A local loan officer will walk you through the information you need to know to move forward with confidence and save money in the process.

Course #11563

7/19/2022

Tue | 6:00 PM - 8:00 PM

NIACC Activity Center, AC101

\$39

Instructor Kaufman

To Rent or To Buy? First Time Home Buyer Guide to Success



There's no place like home... but should you rent or buy your home? A local loan officer will help answer your questions, such as how much money do you really need down? She will show you different types of loan programs to help with first-time home buyers, discuss first-time home buyer grants, and help you to understand your credit as a potential first-time home buyer. Learn what options might be best for you.

Course #11562

8/16/2022 - 8/16/2022

Tue | 6:00 PM - 8:00 PM

NIACC Activity Center, AC101

\$39

Instructor Kaufman

Don't Qualify? How to Increase Your Credit Score to Buy Your Forever Home



Is your credit score impacting what you want in life? Do you have no score or a low credit score? A local loan officer will show you how to boost your credit, how to get loans paid off and get collections off your back, and how to check your score and stay on track. Learn how you can get qualified to buy your forever home.

Course #11484

9/6/2022

Tue | 6:00 PM - 8:00 PM

NIACC Pappajohn Business Center,

PC117

\$39

Instructor Kaufman



language & creative writing

Children's Story Writing



This workshop discusses the components of writing children's stories starting with identifying the target age group, working towards building relatable characters, and developing a fully fleshed storyline. Exercises throughout the workshop are used to build each section of the story in order to complete a full first draft by the workshop's end!

Course #10129

8/2/2022

Tue 5:30 PM - 7:30 PM

Osage Public Library, NIACC Room

\$59

Instructor Berche



Mason City-College Access
Network's key to your future....

Pathways to a better career



Scan here for
local resources

CREATING A COMMUNITY OF PREPARED,
PURPOSED, & PERSISTENT LEARNERS

personal & cultural enrichment

Chasing Forces of Nature



Local meteorologist Adam Frederick has chased over 80 tornadoes from Kansas and Nebraska to Iowa and Minnesota. In this class, you will learn how storm chasers identify and chase storms. You will also learn how to spot severe weather to help keep you and your family safe.

Course #11838

7/14/2022

Thu | 6:30 PM - 8:00 PM

NIACC Activity Center, AC101

\$19

Instructor Frederick

Citizen's Police Academy



The Charles City Police Department (CCPD) Academy is a course designed to train citizens to be active partners in ensuring the safety and well-being of their community. Officers from the CCPD and others will teach the ten-session course. Topics will include: criminal investigation, police communications, use of force, facilities tours, demonstration of equipment used by officers, and many other related topics! Limit 30 students.

Course #11474

9/6/2022 - 11/1/2022

Tue | 5:30 PM - 7:30 PM

NIACC Charles City Center, 108

\$0

Instructor Anderson

Book Club: Pride and Prejudice



Explore this fascinating novel written by Jane Austen in 1813. Even though most call it a romantic novel, it is also a social satire. The book explores the effects of what happens when hasty judgments are made. Austen highlights the importance of young peoples' character and morality even if they had a difficult upbringing. You may purchase the book online or check with your local library.

Course #11482

9/7/2022 - 9/14/2022

Wed | 5:30 PM - 7:00 PM

NIACC Charles City Center, 106

\$19

Instructor Byrd

Book Club: Of Mice and Men



This classic novel written by John Steinbeck reflects on the life difficulties experienced during the Great Depression by American migrant workers. It reveals the pain and hardship of this historical era and relates to the author's own experience and knowledge about the lives of the migrant ranch workers. Look for this classic book at your local library or purchase the novel online or at your favorite book store.

Course #11483

7/6/2022 - 7/13/2022

Wed | 5:30 PM - 7:00 PM

NIACC Charles City Center, 106

\$19

Instructor Mulcahy

Bikini Book Club: The People We Meet On Vacation



We get it, summer is busy! We all try to get in a book or two before school starts, and work becomes more hectic, but it doesn't always happen. Set some time aside for yourself for a quick, fun summer read, no bikini required! In three sessions we will read and discuss this summer best seller. Let us take care of the place (no need to clean your house to have a club over), snacks and beverages. Just relax and have some summer fun enjoying a book! Books are not provided so make sure to purchase or check your library!

Course #11825

7/13/2022 - 7/27/2022

Wed | 5:30 PM - 6:30 PM

Garner Education Center, 101

\$19

Instructor Kraus

Refund Policy

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Register Online

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NIACC Community Education

community education

Charles City

Course #10171	Knitting for Beginners	8/4/2022	- 8/25/2022	Thu	5:30 PM - 7:30 PM
Course #11473	Gentle Yoga: Good Vibes	9/26/2022	- 10/31/2022	Mon	5:30 PM - 6:30 PM
Course #11474	Citizen's Police Academy	9/6/2022	- 11/1/2022	Tue	5:30 PM - 7:30 PM
Course #11476	Gentle Yoga: Sync Your Body	8/8/2022	- 9/12/2022	Mon	5:30 PM - 6:30 PM
Course #11478	Conversation & Communication: The Power of Listening	9/19/2022	- 9/19/2022	Mon	5:30 PM - 7:00 PM
Course #11479	Brain Chaser's 2022 Mini Camp (AM): Health, You, & Fitness, Too	7/20/2022	- 7/20/2022	Wed	8:30 AM - 12:00 PM
Course #11480	Brain Chaser's Mini Camp (PM): Health, You & Fitness Too	7/20/2022	- 7/20/2022	Wed	1:00 PM - 4:30 PM
Course #11481	Float & Yoga: River Retreat Day	8/6/2022	- 8/6/2022	Sat	10:00 AM - 3:00 PM
Course #11482	Book Club: Pride and Prejudice	9/7/2022	- 9/14/2022	Wed	5:30 PM - 7:00 PM
Course #11483	Book Club: Of Mice and Men	7/6/2022	- 7/13/2022	Wed	5:30 PM - 7:00 PM
Course #11569	Doodling with Watercolors	8/24/2022	- 8/24/2022	Wed	5:30 PM - 7:30 PM
Course #11570	Fizzy Bath Bombs	8/10/2022	- 8/10/2022	Wed	5:30 PM - 7:30 PM
Course #12122	Floral Design	8/2/2022	- 8/2/2022	Tue	6:00 PM - 7:00 PM
Course #12185	ADAPtability: Navigating Success in the Changing Workplace	8/25/2022	- 8/25/2022	Thu	2:00 PM - 4:00 PM
Course #12186	COMMUNICATIONability: Verbal & Non- Verbal Communication in the Workplace	8/23/2022	- 8/23/2022	Tue	2:00 PM - 4:00 PM
Course #12187	DEPENDability: Maximizing Your Time in the Workplace	8/16/2022	- 8/16/2022	Tue	2:00 PM - 4:00 PM
Course #12188	REASONability: Managing Your Mindset in the Workplace	8/18/2022	- 8/18/2022	Thu	2:00 PM - 4:00 PM

Clear Lake

Course #12027	Geocaching 101	7/12/2022	- 7/12/2022	Tue	6:00 PM - 8:00 PM
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Forest City

Course #12258	Painless Public Speaking	9/27/2022	- 9/27/2022	Tue	6:00 PM - 7:30 PM
Course #11438	Microsoft Excel Level 1	7/19/2022	- 7/19/2022	Tue	9:00 AM - 4:00 PM
Course #11445	Microsoft Excel Level 2	8/16/2022	- 8/16/2022	Tue	9:00 AM - 4:00 PM
Course #11829	Understanding Memory Loss	7/19/2022	- 7/19/2022	Tue	7:00 PM - 8:30 PM
Course #12259	Children's Story Writing	9/29/2022	- 9/29/2022	Thu	6:00 PM - 7:30 PM

Garner

Course #11748	Interviewing Made Easy	8/17/2022	- 8/17/2022	Wed	3:30 PM - 4:30 PM
Course #11749	Let Your Resume Work for You	8/17/2022	- 8/17/2022	Wed	1:00 PM - 3:00 PM
Course #11825	Bikini Book Club: The People We Meet On Vacation	7/13/2022	- 7/27/2022	Wed	5:30 PM - 6:30 PM
Course #11831	Understanding Memory Loss	9/13/2022	- 9/13/2022	Tue	7:00 PM - 8:30 PM
Course #11837	Geocaching 101	7/19/2022	- 7/19/2022	Tue	6:00 PM - 8:00 PM
Course #12091	Crystals and Oils	7/18/2022	- 7/18/2022	Mon	6:00 PM - 7:00 PM

Hampton

Course #12128	Floral Design	8/2/2022	- 8/2/2022	Tue	6:00 PM - 7:00 PM
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Lake Mills

Course #11830	Understanding Memory Loss	8/16/2022	- 8/16/2022	Tue	7:00 PM - 8:30 PM
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Mason City

Course #11484	Don't Qualify? How to Increase Your Credit Score to Buy Your Forever Home	9/6/2022	- 9/6/2022	Tue	6:00 PM - 8:00 PM
Course #11562	To Rent or To Buy? First Time Home Buyer Guide to Success	8/16/2022	- 8/16/2022	Tue	6:00 PM - 8:00 PM
Course #11563	How to Save Money: Purchase or Refinance	7/19/2022	- 7/19/2022	Tue	6:00 PM - 8:00 PM
Course #11750	Tai Chi and Mindfulness	8/9/2022	- 9/20/2022	Tue	6:30 PM - 7:15 PM
Course #11824	Yoga and Relaxation	7/11/2022	- 8/29/2022	Mon	5:30 PM - 6:30 PM
Course #11833	Floral Design	8/2/2022	- 8/2/2022	Tue	6:00 PM - 7:00 PM
Course #11838	Chasing Forces of Nature	7/14/2022	- 7/14/2022	Thu	6:30 PM - 8:00 PM
Course #12283	Dog Training Fundamentals	9/6/2022	- 10/11/2022	Tue	6:30 PM - 7:15 PM

Online

Course #11834	Instant Piano for Hopelessly Busy People	9/26/2022	- 9/26/2022	Mon	6:30 PM - 9:30 PM
Course #11835	Instant Guitar for Hopelessly Busy People	9/27/2022	- 9/27/2022	Tue	6:30 PM - 9:00 PM
Course #12150	Uncover Hidden Messages In Song Lyrics	7/26/2022	- 7/26/2022	Tue	5:30 PM - 9:00 PM

Osage

Course #10129	Children's Story Writing	8/2/2022	- 8/23/2022	Tue	5:30 PM - 7:30 PM
Course #11475	Be A Better Babysitter	9/17/2022	- 9/17/2022	Sat	9:00 AM - 12:00 PM
Course #12125	Floral Design	8/2/2022	- 8/2/2022	Tue	6:00 PM - 7:00 PM

Register Today!

(Many classes have limited seating.)



ONLINE | <https://niacc.augusoft.net>



PHONE | (641) 422-4358

Fax (641) 422-4112



MAIL | 500 College Dr. | Mason City, IA | 50401

CONTINUING EDUCATION COURSE REGISTRATION FORM

Sex ☐ Male ☐ Female

Name _____
Last First Middle Initial

Address _____

City _____ State _____ Zip _____

Phone: Day _____ Evening _____

Email _____

Date of Birth _____ Social Security Number _____

COURSE(S)

1. Title _____ 3. Title _____

Course # # _____ Tuition _____ Course # # _____ Tuition _____

2. Title _____ 4. Title _____

Course # # _____ Tuition _____ Course # # _____ Tuition _____

Tuition Total Paying by ☐ Check ☐ Money Order Credit Card (Circle One)
Visa MasterCard Discover

Card Holder Name _____

Address (if different from above) _____

Credit Card Number _____ Exp. Date _____ CVV# _____

REFUND POLICY: As of July 1, 2021, students who cancel registration a minimum of two business days prior to the start of class, will be refunded via electronic voucher. If after hours, you must leave a message. **NO REFUND** will be issued for failing to attend class. If NIACC cancels a class, you will receive an automatic refund. Payments made by debit or credit card are refunded to the card. Please allow up to three days for your provider to process it. Payments made by check or cash are refunded by check. Please allow up to three (3) weeks to receive your check refund.

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