

NEW ONLINE CERTIFICATE PROGRAMS

Eastern Iowa Community College District is pleased to offer several new comprehensive, affordable, and self-contained online programs that will prepare you for employment.

You can learn everything you need to know to start your new career (or advance your existing one), right in the comfort of your own home. The support of a knowledgeable and caring instructor is just a click or call away.

Cutting edge technology delivering rich multimedia lectures supported by audio, video, animation, and interactive charts and graphs provide a broad and powerful learning experience.

You will have ample study time, allowing you to study when and where it's convenient, and to advance from course - to - course at your own pace. Built-in message boards make it easy to form relationships and share knowledge with other students.

PC REPAIR TECHNICIAN CERTIFICATE

Job growth in PC repair reflects the increasing dependence of business and residential customers on computers and other sophisticated office machines. A Career Certificate in PC Repair will show future employers that you are well trained and ready to work as PC assemblers or testers, upgrade technicians, or field service PC repair technicians. You'll learn to repair and add peripherals, troubleshoot, install, and maintain the system, remove and replace CPUs, motherboards, and memory. After earning your certificate, you will be ready to start your own repair business, work for an existing repair business, or gain employment in any business, government agency, or other organization that relies on computers. Cost: \$ 738

52 Wks Begins Feb 21 31569
XONCC-0005-SDG08 Inst. Internet Classes

52 Wks Begins Mar 21 31570
XONCC-0005-SDG09 Inst. Internet Classes

52 Wks Begins Apr 18 31571
XONCC-0005-SDG10 Inst. Internet Classes

HOME INSPECTOR CAREER CERTIFICATE

Homes are being refurbished and placed on the market with great regularity. And every day, buyers turn to qualified home inspectors to evaluate the condition of the home they're about to purchase. A Career Certificate as a Home Inspector will show future employers (buyers and sellers alike) that you have been trained to evaluate structural quality, plumbing, roofing, heating and air conditioning systems, electrical wiring, and more. This exciting and timely new certificate program could be exactly what you need to begin a new career as a home inspector or establish a home inspection business. Cost: \$ 588

52 Wks Begins Feb 21 31572
XONCC-0100-SDG08 Inst. Internet Classes

52 Wks Begins Mar 21 31573
XONCC-0100-SDG09 Inst. Internet Classes

52 Wks Begins Apr 18 31574
XONCC-0100-SDG10 Inst. Internet Classes

BUSINESS

MANAGEMENT & SUPERVISION

ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

The SHRM Essentials of Human Resource Management Certificate Program provides an overview of the human resource function and covers real-life HR issues and today's most vital and timely topics, including employment law, selecting qualified employees, compensation, orientation and training, and the employee performance process. This program is offered across the state of Iowa via teleconference. Cost: \$ 349

6 Wks Tue. Begins Feb 13 6:30 - 9:00PM 30675

XBUMS-0045-CMS01 GATC/Clinton Inst. ICN

6 Wks Tue. Begins Feb 13 6:30 - 9:00PM 30673

XBUMS-0045-SDG01 Kahl Educational Ctr Inst. ICN

HOW TO MANAGE PROBLEM EMPLOYEES

Inspiring or motivating a team can be rewarding, but managing people isn't always a cake walk. This special program focuses on how to best address, resolve, and prevent a whole array of the most common - and most challenging - aspects of dealing with people. You will learn how to handle absenteeism, apathetic employees who just don't care, bullies, employees who are chronically late, how to supervise friends and former peers, employees who always answer "I don't know" or "that's not my job", employees who blame everyone else, insubordination, know-it-alls, negative attitudes, narrow minded people, pathological liars, short tempers, and prima donnas. Cost: \$ 169

Wed. Apr 4 9:00AM - 3:00PM 31123

XBUMS-0051-SDG01 Urban Center Inst. Shepard

SMALL BUSINESS**BUSINESS PLAN 101**

You wouldn't bake a cake without a recipe and you can't run a successful business without a plan.

Writing a business plan is the most important step you will take in starting or growing your business. EVERY business needs one. This class will take you through the steps to creating a successful plan. Register early; some homework will be required before this class. Sample business plans are included. Cost: \$ 35

Mon. Feb 12 1:00 - 4:00PM 31209

XBUSB-1001-SAH01 Kahl Educational Ctr Inst. Hutchinson

BOOT CAMP FOR ENTREPRENEURS - PM

TWO intense training sessions in the evening on what you need to know to start and operate a new business. Boot Camp covers the business plan, market research, financing and running your business after it opens. You'll come away with information on taxes, personnel issues, insurance and real estate. Don't miss this one - it's everything a new business owner needs in order to move through the ranks of Success! Prepayment is required, includes Boot Camp for Entrepreneurs manual. Cost: \$ 69

2 Wks Thu. Begins Feb 8 5:30 - 9:00PM 31246

XBUSB-1003-CAH01 GATC/Clinton Inst. Hutchinson

QUICKBOOKS 2006 - BASIC

QuickBooks is a fast, easy way to manage your business finances. This course can make it a snap to set up a chart of accounts, reconcile your checking account, customize and print invoices, receipts and statements, track your receivables, and generate reports. Join us in the computer lab for hands-on learning to discover how QuickBooks can keep you in charge of your small business accounting needs. Cost: \$ 100

Tue. Feb 27 9:00AM - 4:00PM 31071

XBUSB-1005-CAH03 GATC/Clinton Inst. Capion

Tue. Apr 17 9:00AM - 4:00PM 31073

XBUSB-1005-SAH08 Urban Center Inst. Capion

QUICKBOOKS ADVANCED

Now that you have set up your QuickBooks system, learn to fine tune your accounting methods. This course covers payroll, customized reports, inventory management and more, plus allowing time for your individual questions. Cost: \$ 100

Thu. Mar 29 9:00AM - 4:00PM 31072

XBUSB-1006-SAH04 Urban Center Inst. Capion

IA SALES & USE TAXES FOR SMALL BUSINESS

This course is designed for small business owners who do their own Iowa sales tax and withholding tax returns. It is targeted toward both new and existing businesses. We will cover the basics concerning IA sales tax. Topics are: completing the return, exemptions, exemption certificates, local option tax, when & when not to charge tax, penalty, interest, sales tax bonds, withholding basics and more. Cost: \$ 20

Wed. Feb 7 1:00 - 3:00PM 30795

XBUSB-1010-SAH07 BTC Inst. O'Neill

Wed. Mar 7 10:00AM - 12:00PM 30798

XBUSB-1010-SAH08 Kahl Educational Ctr Inst. O'Neill

Wed. Mar 21 10:00AM - 12:00PM 30192

XBUSB-1010-CMQ03 Maquoketa Community Center Inst. O'Neill

Wed. Apr 4 6:00 - 8:00PM 30801

XBUSB-1010-SAH09 BTC Inst. O'Neill

IA SALES TAX FOR CONSTRUCTION CONTRACTOR

New construction? Remodeling? Reconstruction? Alteration? Repair? Expansion? As a construction contractor, you know these terms apply to you, but do you know what they mean in terms of sales tax? Learn when to pay tax, when to collect it, and when you need a sales tax permit or not. Learn about doing work for schools, churches and the government, plus much more! Cost: \$ 20

Wed. Feb 21 10:00AM - 12:00PM 30796

XBUSB-1011-SAH05 BTC Inst. O'Neill

Wed. Mar 28 1:00 - 3:00PM 30800

XBUSB-1011-SAH06 BTC Inst. O'Neill

Wed. Apr 18 6:00 - 8:00PM 30803

XBUSB-1011-SAH07 BTC Inst. O'Neill

QUICKBOOKS PAYROLL

In QuickBooks Payroll, participants will hear instruction on setting up the necessary information to use the payroll features in Quick Books. Topics include payroll set-up, tracking employee time, issuing paychecks, paying liabilities and producing required payroll reports. Cost: \$ 50

Mon. Mar 5 1:00 - 4:00PM 31258

XBUSB-1025-SAH01 Urban Center Inst. Capion

PAY ME, NOW!

Are you having trouble collecting accounts receivable? Are you a pushover for your customers and clients? Learn valuable techniques for collecting past due accounts. Find out what steps to take to get your money. A must have "how-to" resource guide includes sample collection letters and phone scripts. Cost: \$ 50

Tue. Feb 20 1:00 - 4:00PM 31219

XBUSB-1203-SAH01 New Ventures Ctr Inst. Hutchinson

BOOST YOUR SALES!

Traditional selling techniques simply don't work anymore. Most sales prospects have heard the lines and gimmicks before. The Sandler Sales Institute teaches honest, no-nonsense sales techniques that get results. Join A.J. Perisho for a fast-paced 2-hour course that covers a 10-step plan to increased sales. Anyone who sells a product or service needs this class. (Brown bag lunch included) Cost: \$ 35

Thu. Apr 12 11:30AM - 1:30PM 31241

XBUSB-1225-SAH02 Kahl Educational Ctr Inst. Perisho

SMALL BUSINESS BY THE NUMBERS

A healthy business is all about the numbers! Let us show you how to track trends and measure your company's worth by using ratio tools that will make sense of your financial statements. Includes inventory turnover, sales to receivables, profit margins, return on equity and more. Our goal is to help you determine your business's overall financial condition and give you the tools to implement change for higher profits. Cost: \$ 35

Wed. Mar 14 1:00 - 4:00PM 31256

XBUSB-1226-CAH01 GATC/Clinton Inst. Hutchinson

Tue. Mar 20 1:00 - 4:00PM 31257

XBUSB-1226-SAH01 New Ventures Ctr Inst. Hutchinson

"SENIORPRENUERSHIP - ENTREPRENEURSHIP AFTER 50"

The Breakfast Series: Session I: [Creating a Blueprint - Is Your Business Idea Feasible?](#) This 3 hour session will help you get your act together. Whether it's a hobby or a special skill, you need the tools to help you determine if it's the basis for a successful business and to write a convincing plan to make it a reality. Session II: [Buying a Business - How to Analyze a Business Opportunity.](#) This session shows you what to look for when you (or your kids) are thinking about buying an existing business. What information should you expect to see, how do you analyze it and what will it take to succeed. [Passion Turned Business - An Entrepreneur's Journey.](#) Join us for a panel discussion with entrepreneurs who made their passion a reality. Session III: [What's Hot and What's Not - The Country's Best Franchises.](#) A professional franchise consultant will discuss the best franchises in America and emerging franchise opportunities. A franchise may be the safety net you need. [How to Finance a Small Business.](#) This session introduces the possibilities for financing a small business, including using your own retirement assets to leverage a business purchase. In addition, we'll discuss how you should structure debt if you decide to become the banker for your kids. (Continental breakfast included each session). Cost: \$ 99

3 Wks Thu. Begins Mar 15 8:30 - 11:30AM 30969

XBUSB-1520-SAH01 New Ventures Ctr Inst. Staff