

BUSINESS**MANAGEMENT & SUPERVISION****LEADERSHIP TRAINING****NAVIGATING CITY GOVERNMENT**

Learn what elements are needed to successfully structure citizen and association partnerships with city government. Neighborhood associations and individual citizens can be instrumental participants with involvement in the decision making processes for local governments. Learn how to access the proper departments with informational tips for making the process less intimidating. Cost: \$0

Tue. Jun 29 7:00 - 9:00PM 79522

XBULT-1536-SGR02 Urban Center Inst. Malin

NAVIGATING COUNTY GOVERNMENT

Discover what elements are needed to successfully structure citizen and association partnerships with county government. Neighborhood associations and individual citizens can be instrumental participants with involvement in the decision-making processes for local governments. Learn how to access the proper departments with information tips for making the process less intimidating. Cost: \$0

Tue. Jun 22 7:00 - 9:00PM 79524

XBULT-1537-SGR01 Urban Center Inst. Minard

COMMUNICATING FOR RESULTS

Emphasis will be placed on relationship development, public presentations, building consensus, leadership styles, and the three crucial variables of negotiation. Cost: \$24

Tue. Jun 8 7:00 - 9:00PM 79400

XBULT-1541-SGR02 Urban Center Inst. DeWitt

LEADERSHIP BUILDING BLOCKS

Learn when to hold and not hold a meeting, the importance of an agenda and minutes, and how to avoid meeting hijacking. Cost: \$24

2 Wks Tue. Begins May 11 7:00 - 9:00PM 79401

XBULT-1542-SGR02 Urban Center Inst. DeWitt

COST CUTTING WITHOUT REDUCING STAFF

This 2 hour webinar is designed for business owners and management staff who want to explore more creative and effective ways to cut costs without eliminating valuable employees. In this course you will learn ways to reduce expenses without eliminating needed employees. Discover how a commodity management system that will help you look for and maintain cost reductions in your expense line items, no matter what the economic outlook is. By the end of the course, you will have learned methodologies on how to evaluate, simplify and when needed, consolidate each commodity without eliminating valuable employees. Materials, to help you implement what you have learned, will be provided. You will need to have a computer with DSL or High Speed Internet access to participate in this course. Cost: \$49

Wed. Jul 14 6:00 - 8:00PM 79795

XBUMS-0056-SDG01 Online Inst. Poe

GIVE ME MY MONEY, PLEASE

In case you haven't noticed, it's a cold, hard world out there. Business is slow, the economy stinks and, today more than ever, your company needs to collect every cent its customers owe. All of which means your job just got a lot more important - AND a whole lot harder.

If you're new to collections, you will find this seminar a real eye-opener. And even if you've been calling debtors for years you will find strategies that will make you more effective, less stressed and a whole lot happier.

It could take you years and can cost you a small fortune to figure out just the right combinations that make some companies cash flow machines who continue to attract new customers -- while others starve for cash flow and go out of business. But instead of knocking yourself out trying to come up with just the right combination, this seminar will provide you with proven strategies you can start using right away. Cost: \$127

Tue. Jun 22 8:30AM - 12:00PM 80250

XBUMS-0052-SDG01 Urban Center Inst. Shepard

NON-PROFIT ORGANIZATION**NON-PROFIT PURCHASING/SUPPLY MANAGEMENT**

This 1.5 hour webinar is designed for non-profit management staff who are looking to add value through Purchasing, a professional function that often gets overlooked. The true knowledge of Purchasing/Supply Chain Management is often not known in non-profit organizational settings. At the end of this course, you will have a full understanding of why this organized and dedicated professional function is needed in non-profit organizations.

Having a Purchasing/Supply Chain Management system adds real value to any non-profit organization. You will need to have a computer with DSL or High Speed Internet access to participate in this course. Cost: \$45

Wed. May 26 6:00 - 7:30PM 79793
XBUNP-0100-SDG01 Online Inst. Poe

REAL ESTATE**REAL ESTATE PRE LICENSE ONLINE**

Discover a new career in real estate! A staggering 7.2 million homes were sold last year, and experts predict sales to remain steady. This 60 hour online course will provide you with: 1) the most comprehensive coverage of all required aspects of the real estate industry and 2) Help you successfully pass the Iowa Real Estate Licensing Examination. This course is entirely self-contained online; no additional textbooks or study materials are needed. For more details, please visit www.eicc.edu/realtor. After completion of this online course, an additional 36 hours of classroom coursework is required before you can apply for your real estate license (Listing Practices, 12 hours; Buying Practices, 12 hours; and Developing Professionalism and Ethical Practices, 12 hours OR New Agent Training, 36 hours). Most of the classroom courses are offered in the Des Moines area. Before registering for this class, please call Deb Goodall at 563-336-3405. Cost: \$425

Begins Anytime before July 1, 2010 67077
XBURE-0002-SDG01 Online Inst. Internet Classes

Begins Anytime after June 30, 2010 79538
XBURE-0002-SDG01 Online Inst. Internet Classes

AUTO DEALERS SURVIVAL GUIDE

This updated course is designed to provide dealers with training on comprehensive legislative changes, including Time 21 legislation, effective July 1, 2008 and changes to Iowa law beginning January 1, 2009 relating to new registration fee requirements and dealer requirements under the law. This five hour certification course will provide dealers with an understanding of the most current legislation, titling issues and changes dealers need to know NOW!!!

New material for your resource manual will be provided which will contain a thorough explanation of many of the new state and federal laws effecting the legal operation of an automobile dealership. This course will cover the FTC's Red Flags rule, effective November 1, 2008 and dealer compliance to this rule by May of 2009. Understanding the new state and federal requirements can save your business thousands of dollars. This refresher course and updates for those who want to know more about being a compliant dealer will include how to do your paperwork properly and the use of standard dealer forms. Cost: \$149

Fri. May 14 8:00AM - 1:00PM 77422
XSRDI-0020-SDG02 Urban Center Inst. Kirkpatrick

SMALL BUSINESS**IOWA SALES & USE TAX FOR MANUFACTURERS**

In this class we will cover the machinery, equipment, and computer exemption for the Iowa manufacturing industry. You will learn about the qualifications for exemption and the definitions of the qualifying equipment. We will also cover the tax implications of industrial machinery and equipment, replacement parts, fuel used in processing, recycling, and research and development. Local option sales taxes and how to properly fill out an exemption certificate will also be discussed. Cost: \$20

Wed. May 19 1:00 - 3:00PM 79634
XBUSB-0015-SAH03 BTC Inst. O'Neill

BOOT CAMP FOR ENTREPRENEURS

Intense all day training 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 box lunch and materials). Cost: \$79

Sat. Jun 12 8:30AM - 3:30PM 79812

XBUSB-1000-SAH06 New Ventures Ctr
Inst. Hutchinson

IA SALES & USE TAXES FOR SMALL BUSINESS

This course is for both new and existing businesses that work with Iowa sales and use taxes. You will cover the basics of Iowa sales and use taxes including: sales of tangible personal property, taxable services, exemptions, exemption certificates, local option tax, Efile & Pay and more. Don't be an audit waiting to happen!! Your instructor is from the Iowa Department of Revenue.

Begins Anytime before July 1, 2010 67082

XBUSB-1010-SDG01 Online Inst. O'Neill
Cost: \$25

Wed. May 5 10:00AM - 12:00PM 79624

XBUSB-1010-SAH06 BTC Inst. O'Neill
Cost: \$20

Wed. Jun 2 1:00 - 3:00PM 79637

XBUSB-1010-SAH07 BTC Inst. O'Neill
Cost: \$20

Begins Anytime after June 30, 2010 79537

XBUSB-1010-SDG01 Online Inst. O'Neill
Cost: \$25

IA SALES TAX FOR CONSTRUCTION CONTRACTOR

This course is designed for construction contractors and related businesses, both new and existing. You will learn about how to treat "new construction" and "repairs". This includes purchasing materials and collecting tax on taxable services. Other topics include: doing work for designated exempt entities, local option taxes, exemptions, exemption certificates and more. Don't be an audit waiting to happen!! Your instructor is from the Iowa Department of Revenue. Cost: \$20

Wed. Jun 16 10:00AM - 12:00PM 79638

XBUSB-1011-SAH06 BTC Inst. O'Neill

IA SALES & USE TAX ISSUES FOR TAX PROFESSIONALS

A comprehensive sales and use tax program, designed for the sophisticated needs of individuals responsible for complicated sales and use tax issues and for tax professionals. This valuable presentation is provided by the popular Field Tax Specialists from the Iowa Department of Revenue and co-sponsored by EICCD's Small Business Development Center. The agenda covers exempt and taxable services and tangible property as well as the differences between sales and use taxes. Highlighted are the specific exemptions for computers, agriculture, manufacturing and exempt organizations. Further areas of concentration include the complicated issues faced by the construction industry, local option taxes and the latest laws. Ample time for discussion, questions and answers is allotted. Six hours of CE credits are provided. No lunch. Cost \$55

Tue. Aug 17 9:00AM - 4:00PM 79648

XBUSB-1016-SAH01 Kahl Educational Ctr
Inst. O'Neill

QUICKBOOKS PRO: ESSENTIALS

In this class you will learn basic principles and also how to fine-tune your accounting methods. Sessions will include setting up chart of accounts, reconciling checking accounts, learn to customize and print invoices, receipts and statements, and track your receivables. We will cover payroll, customized reports, inventory management and more. Join us in the computer lab to discover how you can be in charge of your small business accounting needs. Cost: \$225 includes \$50 for textbook plus 140 day QB trial license. Cost: \$225

2 Wks Tue. May 4 & 11 9:00AM - 4:00PM 79856

XBUSB-1036-SAH09 Urban Center Inst. Capion

2 Wks Tue. Jun 22 & 29 9:00AM - 4:00PM 79857

XBUSB-1036-SAH10 Urban Center Inst. Capion

TECHNICAL & INDUSTRIAL TRAINING

QUICKBOOKS TIPS, TRICKS AND FEATURES

Join other QuickBooks users for lunch to get the inside track on the tips and tricks that make using QuickBooks faster and easier. Answer the question, Do I need to upgrade to a new version of QuickBooks? by learning what's new in QuickBooks 2010. Facilitated by Ann Capion, Advanced Certified QuickBooks Pro Advisor. Free, bring your own lunch. Cost: \$0

Tue. Jul 13 11:30AM - 1:30PM 79855
XBUSB-1037-SAH01 New Ventures Ctr
Inst. Capion

QUICKBOOKS FOR CONTRACTORS

Are you using QuickBooks effectively in your construction business? In this class, you will learn about QuickBooks contractor-specific features such as creating estimates, progress invoicing customers, and generating job profitability reports as well as add-on programs that help you prepare certified payroll reports and AIA billings. Cost: \$50

Thu. May 6 1:00 - 4:00PM 79871
XBUSB-1042-SAH03 Urban Center Inst. Capion

SALES & MARKETING

GETTING ATTENTION OF THE DECISION MAKER

This 2 hour webinar is designed for business owners and sales professionals who want to improve their sales and grow their business accounts. At the end of this course you will have a full understanding of the supplier selection decision making process. This understanding will help you to put yourself and your company in the right position to grow your business. In this course you will learn the lingo and techniques used by Purchasing/Supply Management Professionals and/or Decision-Makers in supplier selections. You will discover how to move through the four (4) levels of Sales Professional Status, from cold call to supplier partnership status. You will also learn how to maintain the Supplier Partnership Status. Materials and successful selling tips, to help you implement what you learned, will be provided. You will need to have a computer with DSL or High Speed Internet access to participate in this course. Cost: \$49

Wed. Jun 9 6:00 - 8:00PM 79794
XBUSM-0010-SDG01 Inst. Poe

TECHNICAL/INDUSTRIAL TRAINING

OPEN-ENTRY / OPEN-EXIT

The following courses, available through the Blong Technology Center are offered in a flexible format that allows students to schedule around their work and family commitments. Classes start every 8 weeks throughout the year. The BTC has both day and evening hours available. The number of classes you can take at any given time is determined by the amount of time you can allocate to each class. Registration is easy: Call or stop by to talk with one of the staff. Set up your schedule (when you plan to start and what time will you be attending classes). Fill out a registration card. Get your books and go to class. It's as easy as that! Call today 563-441-4360 to start a new career or to jump-start your current one.

TUITION IS SUBJECT TO CHANGE BY A VOTE OF THE EICCD BOARD OF TRUSTEES.

Technical &
Industrial

ELECTRICAL

BASIC ELECTRICITY I

This course is the same as ELE-115 This course covers basic electricity terminology and symbols, Ohm's Law, Power Law, Direct Current, series circuits, parallel circuits and combinational circuits, testing, measurements, introduction to Alternating Current and basic troubleshooting are also covered. Cost: \$224

8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30
8:00AM - 9:30PM 79899
XTIEL-1000-SJB01 BTC Inst. Staff

BASIC ELECTRICITY II

This is the same course ELE-131 This course presents alternating current symbols and terminology, single phase power concepts, testing and measurement, capacitive and inductive loads, filters, dc motors and generators, single phase ac motors. Phase angle calculations and measurements are covered as well. Cost: \$224

8 Wks Mon.,Tue.,Wed.,Thu. Begins May 3
8:00AM - 9:30PM 71205
XTIEL-1001-SJB06 BTC Inst. Carter
8 Wks Mon.,Tue.,Wed.,Thu. Begins Aug 30
8:00AM - 9:30PM 79900
XTIEL-1001-SJB01 BTC Inst. Staff