Boost your Small Business Learning Series p1

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Explore short-term training options with CBIZ.

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Fall 2017 Catalog
Continuing Education Course Catalog offered through SCC

<table>
<thead>
<tr>
<th>Business Careers</th>
<th>Environmental &amp; Industrial Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management ....................................</td>
<td>Alcohol and Other Drug Safety ..........................</td>
</tr>
<tr>
<td>Cosmetology Re-Licensure ................................</td>
<td>OSHA ..................................................</td>
</tr>
<tr>
<td>Social Media ..............................................</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Development</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Coaching .........................................</td>
<td>Commercial Driving Programs ............................</td>
</tr>
<tr>
<td>Leadership ..................................................</td>
<td>Motorcycle ................................................</td>
</tr>
<tr>
<td></td>
<td>State Mandated Driving ..................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Technology</th>
<th>General Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Productivity ......................................</td>
<td>Arts .....................................................</td>
</tr>
<tr>
<td></td>
<td>General Interest ........................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Care</th>
<th>Industrial Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR &amp; First Aid .........................................</td>
<td>Continuous Improvement ..................................</td>
</tr>
<tr>
<td>Professional Health Care .................................</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Industrial Technology</th>
<th>Online Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Licensure - Electrical ................................</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult Education &amp; Literacy ................................</td>
</tr>
</tbody>
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Connect with CBIZ!
Join our weekly update list.
Email us to join: cbiz@scciowa.edu

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SCC Mount Pleasant Center
200 North Main Street
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NEW Tips, Tricks, and Q&A with QuickBooks®
The top 10 tips and tricks will be presented for both the desktop and online version of QuickBooks®. Bring your questions to help you utilize QuickBooks to its fullest potential. Registration is required to ensure seating and materials. Sponsored by America’s SBDC Iowa.

#60444 1 Hour, 1 Session $0
SCC CBIZ, 103  Janine Clover, MBA
Wednesday, Sep 20  8 - 9 AM

#60531 1 Hour, 1 Session $0
SCC CBIZ, 103  Janine Clover, MBA
Wednesday, Sep 20  3 - 4 PM

NEW Business Succession Planning
You own a business and it’s time to retire. This workshop will walk you through planning and preparing your business for succession or selling. Registration is required to ensure seating and materials. Sponsored by America’s SBDC Iowa.

#60436 1 Hour, 1 Session $0
SCC CBIZ, 111  Janine Clover, MBA
Wednesday, Oct 18  8 - 9 AM

#60525 1 Hour, 1 Session $0
SCC CBIZ, 111  Janine Clover, MBA
Wednesday, Oct 18  3 - 4 PM

NEW Financial Ratios: Benchmarking Your Business
Financial ratios tell a story about your business and how well it stacks up to the competition, the industry, and management. Learn which ratios are most important to your business and how to prepare them. Registration is required to ensure seating and materials. Sponsored by America’s SBDC Iowa.

#60447 1 Hour, 1 Session $0
SCC CBIZ, 111  Janine Clover, MBA
Wednesday, Nov 8  8 - 9 AM

#60528 1 Hour, 1 Session $0
SCC CBIZ, 111  Janine Clover, MBA
Wednesday, Nov 8  3 - 4 PM

NEW Small Business Taxes
Income tax, sales tax, payroll tax, and the list goes on for taxes that your business pays. Discussion will center on the various business taxes and things you can do in your record keeping system to lessen your tax burden. Registration is required to ensure seating and materials. Sponsored by America’s SBDC Iowa.

#60527 1 Hour, 1 Session $0
SCC CBIZ, 103  Janine Clover, MBA
Wednesday, Dec 13  8 - 9 AM

#60439 1 Hour, 1 Session $0
SCC CBIZ, 103  Janine Clover, MBA
Wednesday, Dec 13  3 - 4 PM

ARE YOU A SOLOPRENEUR?
SBDC invites you to our first monthly “Study Group” just for Solo Entrepreneurs.

Macmillan dictionary defines a solopreneur as a business owner who works and runs their business alone. We’ll focus on business goals and network through the direction of the SBDC. There is no cost, just your desire to improve your business.

SCC CBIZ, 103  Janine Clover, MBA
Monday, August 28  8:30 - 9:30 PM

NEW How to Compete
What unique value do you provide to your customers? Discover your unique value proposition and 3 competitive strategies that you could use to compete in the marketplace. Registration is required to ensure seating and materials. Sponsored by America’s SBDC Iowa.

#60437 1 Hour, 1 Session $0
SCC CBIZ, 103  Janine Clover, MBA
Wednesday, Jan 17  8 - 9 AM

#60526 1 Hour, 1 Session $0
SCC CBIZ, 103  Janine Clover, MBA
Wednesday, Jan 17  3 - 4 PM

Call to Register: 319-208-5375
Call toll-free: 866-SCC-IOWA x5375
CERTIFICATE PROGRAM

Business Bookkeeping

This course is approved for Business Careers outside of the certificate. Certificate classes in this catalog. Look for ★ to locate Business Bookkeeping Certificate classes in this catalog. Certificate classes may be taken individually outside of the certificate.

Accounting Basic Concepts
Designed for the non-accountant bookkeeper, office manager or owner of a business. Learn basic accounting terms including revenues, expenses, assets, and liabilities. Learn to build and read the income statement, balance sheet, and statement of cash flows. Become familiar with accounting debits and credits as you learn how to record transactions in this hands-on course.

Certificate Program ★ This course is approved for the Business Bookkeeping Certificate.

#60429 24 Hours, 6 Sessions $255
SCC CBIZ, 110 Carol Oglesby
Mon/Wed/Fri, Sep 25 - Oct 6 8 AM - Noon

Get Your Business on Google Maps
Get your business found on GOOGLE Maps. 97% of consumers look online for local goods and services. People are searching online for your business every day! Make sure they can find and connect to you by adding your business information to Google Search and Maps. It's EASY, it's FREE, and it's GREAT MARKETING! This hands-on workshop will guide you through putting your business on the map! Computers will be provided. You may bring your lap top. Space is limited.

Classes sponsored by America's SBDC Iowa.

#60461 2 Hours, 1 Session $0
SCC CBIZ, 111 Pam Johnson
Tuesday, Sep 12 2 - 4 PM

Payroll Accounting
It’s a fact of business—if a company has employees, it has to account for payroll, fringe benefits, and payroll taxes. This comprehensive course will guide you through processing a new employee, calculating payroll and payroll taxes, payroll tax reporting, and periodic and year end payroll reporting to the government.

Certificate Program ★ This course is approved for the Business Bookkeeping Certificate.

#60353 16 Hours, 4 Sessions $199
SCC CBIZ, 110 Janine Clover, MBA
Tue & Thu, Oct 31 - Nov 9 8 AM - Noon

QuickBooks Pro® Desktop Level I
If you are a new user of QuickBooks Pro® Desktop, this hands-on training seminar is for you! Learn how to set up a company, customer and vendor files, and chart of accounts. Learn how to manage money coming in and money going out including sales, invoicing, paying bills, and tracking expenses. You’ll also learn how to reconcile accounts, and use reports to understand your business, including profitability and sales trends. All materials are included. Basic computer knowledge is required.

#60533 9 Hours, 3 Sessions $139
SCC CBIZ, 110 Janine Clover, MBA
Mon/Wed/Fri, Oct 9 - 13 8:30 - 11:30 AM

Have a skill you’d like to share?
Teach a class for CBIZ!
Call 319-208-5375
QuickBooks Pro® Desktop Level II
Beyond the basics, in this seminar you will build on the knowledge gained in Level I as you learn to work with physical inventory and sales tax, set up and use QuickBooks® payroll, and deal with the “other” accounts found on the balance sheet, such as current assets and long-term liabilities. Also covered are estimates and time tracking features as well as data maintenance. Finally, you’ll learn how to make journal entries, customize reports, and create custom templates. Materials included.

#60532 9 Hours, 3 Sessions $139
SCC CBIZ, 110 Janine Clover, MBA
Mon/Wed/Fri, Nov 27 - Dec 1 8:30 - 11:30 AM

#60442 16 Hours, 4 Sessions $169
SCC CBIZ, 110 Janine Clover, MBA
Mon/Wed/Fri, Nov 27 - Dec 4 8:30 - 11:30 AM

Certificate Program ★ This course is approved for the Business Bookkeeping Certificate. Additional 3 hours for hands-on project.

Smart Start - Starting a New Business
This FREE 2-hour workshop will help you analyze your business idea and cover what you need to know to launch or buy a business. You will learn how important a business plan is and ways to create it, how to conduct market research, prepare for a bank loan, legally organize your business, record keeping and taxes, marketing ideas, and what financing options are available. Registration is required. All materials are provided.

Class sponsored by America’s SBDC Iowa.

#60405 2 Hours, 1 Session $0
Fl. Madison Chamber of Commerce J. Clover, MBA
Thursday, Sep 14 5:30 - 7:30 PM

#60407 2 Hours, 1 Session $0
Scc Mt. Pleasant Janine Clover, MBA
Monday, Sep 25 5:30 - 7:30 PM

#60406 2 Hours, 1 Session $0
Scc CBIZ, 112 Janine Clover, MBA
Wednesday, Oct 11 5:30 - 7:30 PM

#60408 2 Hours, 1 Session $0
Keokuk Public Library, Lower Level J. Clover, MBA
Thursday, Oct 26 5:30 - 7:30 PM

Strategic Planning
Specifically designed for small business owners and those looking to start a business, this workshop will help you answer the question “What do I really want from my business and how do I get there?” Determine your goals, evaluate where your business is in the business life cycle, utilize planning tools, and determine transition tactics to meet those goals. Leave the workshop with a strategic transition plan developed through guided, thoughtful analysis. Workbook included in class fee.

#60401 3 Hours, 1 Session $59
SCC CBIZ, 111 Janine Clover, MBA
Wednesday, Jan 10 1 - 4 PM

Cosmetology Re-Licensure

Iowa Law and Men’s Cuts
Learn new sanitation practices and review Iowa regulations for protecting the consumer in the salon. Changes to cosmetology Iowa law are highlighted. Learn more about the men’s hard part haircut - a developing trend from the side part. Also, other men’s hair style trends including clipper cutting will be covered.

#60376 4 Hours, 1 Session $55
SCC WB, 123 Tara Knoche
Sunday, Nov 5 8 AM - Noon

Art in the Makeovers: Updos & Make Up
Cosmetologists are artists. Bring out your client’s personality through these trendy updos. Learn the tips and tricks to build your skills. Acquire the art of sewing an updo. Great updos are complemented by great make up. Learn about the fall make up trends, techniques and products.

#60397 4 Hours, 1 Session $55
SCC WB, 123 Tara Knoche
Sunday, Nov 5 8 AM - Noon

Stay for the entire day and save.

Watch for your cosmetology postcard sent in August.

#60377 8 Hours, 1 Session $95
SCC WB, 123 Tara Knoche
Sunday, Nov 5 8 AM - 5 PM

Need new skills?
You might qualify for financial assistance if you’re training for any of these programs:

CDL Truck Driving
IOMS
Shielded Metal Arc (Stick) Welding
Certified Production Technician
Business Application Certificate
Business Bookkeeping Certificate
Health Care
Production Welding Certificate

319-208-5375
Social Media

Basics of Social Media for Business
Learn to use Social Media FREE marketing. Understand the different platforms and how to use them, such as Facebook, Twitter, Pinterest, eBay, YouTube and much more. Understand the top five things that make social media different than traditional marketing. Work through the top five difficult questions when using social media marketing.

Certificate Program ★ This course is approved for the Social Media Certificate.
#60418 6 Hours, 2 Sessions $89
SCC CBIZ, 110 Samantha Helmick
Tuesdays, Sep 12 & 19 6 - 9 PM

Blogging for Business
As marketing grows increasingly informal and conversational with customers, blogs are becoming one of the most important social media tools for business. Learn about successful blogging practices as demonstrated by mega corporations, mid-sized companies, and small Mom & Pop establishments. Discover and build your audience with creative tactics, quality content and analytics. Share your business plan and service options through the engaging and relatable voice of your own perspective.

Certificate Program ★ This course is approved for the Social Media Certificate.
#60392 4 Hours, 2 Sessions $59
SCC CBIZ, 111 Samantha Helmick
Tuesdays, Dec 5 & 12 6 - 8 PM

Email Marketing in a Candy Crush World
Wish there was a way to magically deliver a message straight to the hands of your customers? There is: email! Learn how to start your own email marketing program. Learn how to use automated tools, get ideas for content, understand when to schedule, see how to grow your list, drive customers to your website, measure your efforts, and more.

Certificate Program ★ This course is approved for the Social Media Certificate.
#60394 4 Hours, 2 Sessions $59
SCC CBIZ, 110 Jeff Ebbing
Tuesdays, Nov 7 & 14 6 - 8 PM

Facebook Advertising: Big Ideas for Small Business
Still think Facebook is a fad? Advertisers of all shapes and sizes are finding ways to leverage the social media giant’s 1.7 billion users. You know you don’t need to reach everyone on Facebook, but engaging even a teeny-tiny fraction of users who live in your corner of the world could do a lot for your business. Learn how to use Facebook’s advertising tools to reach, engage and motivate your customers. Also learn tips on what to say, how to say it, and when.

Certificate Program ★ This course is approved for the Social Media Certificate.
#60389 4 Hours, 2 Sessions $59
SCC CBIZ, 110 Jeff Ebbing
Tuesdays, Sep 26 & Oct 3 6 - 8 PM

Pimp My Profile: LinkedIn for Professionals
You know you should be using LinkedIn for networking, but it’s all a mystery: connections, profiles, endorsements, groups. Where do you start? Your LinkedIn profile is your business card, your resume, your soapbox, and your rolodex – all in one. Learn how to pimp your profile and get noticed. Then see how you can leverage LinkedIn’s other features to grow your network and build influence.

Certificate Program ★ This course is approved for the Social Media Certificate.
#60423 2 Hours, 1 Session $39
SCC CBIZ, 110 Jeff Ebbing
Tuesday, Nov 28 6 - 8 PM

Social Media Certificate Final Project
Note: you must have attended all Social Media Certificate classes as a prerequisite to the final project. The Final Project consists of two parts: first, meeting the attendance requirement for the Social Media certificate classes: Basics of Social Media for Business, Blogging for Business, Facebook Advertising: Big Ideas for Small Business, Pimp my Profile: LinkedIn for Professionals, Twitter Tagging for Business Optimization, and Visual Media in Social Media Marketing, and second, presentation of the final Social Media Marketing Plan which meets the provided guidelines.

Certificate Program ★ This course is approved for the Social Media Certificate.
#60384 2 Hours, 1 Session $39
SCC CBIZ, 110 Carlene Woodside
Tuesday, Dec 19 6 - 8 PM
**Professional Development**

### Athletic Coaching

**Coaching Authorization Certificate**

This course is designed to enable you to meet the state requirements for coaching, ethics, care and prevention of athletic injuries, anatomy, and growth and development. Upon completion students qualify to make application to the IA Board of Education Examiners for Coaching Authorization. Course work is completed in an online format with a mandatory 6 hour, face-to-face taping clinic and CPR/AED class. All taping clinic materials and books are included in price.

#60381 56 Hours, 15 Sessions

Online, Aug 28 - Nov 3  Ralph Kaufman

Taping Clinic, SCC WB  Sheena Abbott
Saturday, Sep 16  8 AM - Noon

CPR/AED, SCC WB  Hilary Beaird
Saturday, Sep 16  12:30 - 5:30 PM

**Coaching Ethics**

This course is designed to enable you to meet the state requirements for coaching ethics re-certification. This is an independent study program.

#60378 5 Hours, 1 Session

Self-Study  Ralph Kaufman
Jul 1 - Jun 30

### Leadership

**Behavioral Interviewing**

Hiring the right person for the right job requires behavioral, objective, and fact-based criteria to be part of your hiring process. You will learn how to construct a thorough list of job requirements and how to ask questions to reveal past experiences and interpret behavior. Finally, you will learn the importance of prompt and fair follow-up in order to build a successful team.

Certificate Program  ★ This course is approved for the Effective Management Certificate.

#60386 6 Hours, 1 Session

SCC CBIZ, 103  Daniel Shull
Wednesday, Oct 11  9 AM - 4 PM

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**SCC CBIZ**

**110  Samantha Helmick**

Samantha is a user experience pundit committed to tech trends, innovative marketing and community informatics. She earned her master’s degree from the Graduate School of Library of Information Science at the U of IL. She is the author of Mobile Social Marketing in Libraries.

**Professional Development**

**Tagging for Business Optimization**

Harness the power of the hashtag to enable your customers (and future customers) to search and discover your business content on social media. Learn about metadata marketing and how to word weight tag subjects, events, people and geolocations to piggyback on their momentum and connect your business with trending topics.

Certificate Program  ★ This course is approved for the Social Media Certificate.

#60393 4 Hours, 2 Sessions

SCC CBIZ, 110  Samantha Helmick
Tuesdays, Oct 24 & 31  6 - 8 PM

**Visual Media In Social Media Marketing**

While traditional marketing techniques tell your story to customers, visual media marketing shows your story and lets them see first-hand what you have to offer. Learn how to utilize innovative approaches to sharing your company’s content through various formats, such as video loops, live streaming, images and text, on multiple social networks for better customer engagement. Develop a visual media marketing strategy to captivate your audience, capitalize on visual media trends, and take your brand narrative to the next level.

Certificate Program  ★ This course is approved for the Social Media Certificate.

#60419 6 Hours, 2 Sessions

SCC CBIZ, 110  Samantha Helmick
Tuesdays, Oct 10 & 17  6 - 9 PM

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**Call to Register:** 319-208-5375  I  **Call toll-free:** 866-SCC-IOWA x5375
Custom on-site training available.

On-site training is an EFFICIENT & COST-EFFECTIVE way to bring key concepts to your team at one time.

LEARN MORE, CALL 319-208-5375

Business Mentoring and Coaching
Learn a coaching strategy to supplement your leadership and management strategies. Understand the qualities of great coaches, leadership coaching strategies and coaching skills. You will have the opportunity to practice coaching skills as well as experience being coached with fellow participants.

Certificate Program: This course is approved for the Effective Management Certificate.

#59976  4 Hours, 1 Session $239
SCC CBIZ, 103  Heather Woody
Thursday, Aug 24  8 AM - Noon

Communication Skills for Managers
Participants will discuss how to be a better listener and how to coach an employee to change their performance to meet expectations. Practice giving feedback to employees through role-play. Whether communicating to your team members, peers or your own manager, this course will help you hone both your communication and influencing skills, helping you deliver the right message for winning outcomes.

Certificate Program: This course is approved for the Effective Management Certificate.

#60388  6 Hours, 1 Session $459
SCC CBIZ, 103  Don McKee
Tuesday, Jan 9  9 AM - 4 PM

Effective Performance Appraisals
Learn to write measurable performance expectations and evaluate non-tangibles such as attitude and communication skills. Learn to evaluate employee’s current performance and write performance objectives they can follow to meet expectations. Covers when employees do not meet expectations and disciplinary action that must be taken. Also covers progressive discipline, including written performance plans.

Certificate Program: This course is approved for the Effective Management Certificate.

#60379  6 Hours, 1 Session $459
SCC CBIZ, 103  Don McKee
Thursday, Nov 9  9 AM - 4 PM

Emotional Intelligence
Our emotions play a vital role in our work and personal lives. Channeling emotions, either positively or negatively, can make or break professional relationships. Gain insight into how to use our emotions to create positive workplace results. Through discussion we will uncover the right techniques that allow you to set aside emotions that sabotage your own effectiveness.

Certificate Program: This course is approved for the Effective Management Certificate.

#60391  3 Hours, 1 Session $159
SCC CBIZ, 103  Heather Woody
Wednesday, Dec 6  9 AM - Noon

Management Basics
Get the core skills you need to ensure success as a manager or front-line supervisor. Learn about contemporary management theories and the role of a manager. Topics include team building, relationship building, communications, delegation, professionalism, and ethics.

Certificate Program: This course is approved for the Effective Management Certificate.

#59399  8 Hours, 1 Session $495
SCC CBIZ, 103  Tom Westbrook
Thursday, Sep 14  8 AM - 5 PM

Supervisory Survival Skills
This training program is designed for new managers and non-managers interested in or identified for promotion. Knowledge gained in this program will enable you to avoid some of the hard lessons that come from on-the-job learning. Applicable in manufacturing, service, and retail organizations, this seminar presents the fundamental leadership and communication skills and techniques required to manage employees effectively. Content of this training covers the first two modules of the Supervision Certificate.

Certificate Program: This course is approved for the Effective Management Certificate.

#60470  6 Hours, 2 Sessions $159
SCC CBIZ, 103  Brian Stone
Mon & Wed, Sep 25 & 27  9 AM - Noon

Supervision Certificate
Leader, manager, supervisor, team leader – no matter what your official title, you’re expected to get the job done through others. This course provides new and experienced supervisors with the tools and skills for building personal confidence in their leadership role. You will see the relevance of the training, rapidly acquire the skills, and quickly put them to use on the job. Attend all twelve modules and earn a Certificate in Supervision. Our program is designed for anyone who manages people in manufacturing, retail or service industries.

#60471  36 Hours, 12 Sessions $975
SCC CBIZ, 103  Brian Stone
Mon & Wed, Sep 25 - Nov 1  9 AM - Noon

Tom Westbrook
Tom is an active presenter and consultant at corporations and organizations across the Midwest. His success at blending the theoretical aspects of leadership with practical, performance-based applications has won him praise as a master facilitator. Tom’s company, Learn Associates LLC, designs and offers leadership and organization development courses, institutes (I-LEAD), workshops and provides coaching. He is a featured speaker at numerous association meetings and annual conferences. Tom Westbrook serves on the administration and faculty of Drake University. Tom coordinates and teaches in the new undergraduate Concentration in Leadership Education and Development.

www.cbiziowa.com
New Introduction to Programming using the Raspberry Pi
This class is for those who wish to have an in-depth introduction to computer programming using Python, a widely-used and easy-to-learn language. In this class, students will learn programming using the Raspberry Pi - a credit-card sized, yet fully-functional, Linux-based computer. Students who successfully complete this class will be ready to take the next step in programming their Raspberry Pi to interface with robotics and sensors.

Tuition includes a Raspberry Pi, power supply, case, and programming textbook, which the student keeps.

#60521  24 Hours, 8 Sessions  $345
SCC CBIZ, 101  Don Weiss
Mon & Wed, Oct 11 - Nov 2  6 - 9 PM

New Robotic Programming using the Raspberry Pi
This class is a follow-up to the Introduction to Programming using the Raspberry Pi, and is for those who wish to have an introduction to interfacing with robotics and sensors. In this class, students will learn how to program a Raspberry Pi to interface with a robotic car with ultrasonic obstacle avoidance, light follower, and line follower sensors. The class assumes the student is familiar with Python programming and the Raspberry Pi.

#60520  12 Hours, 4 Sessions  $195
SCC CBIZ, 103  Don Weiss
Mon & Wed, Nov 8 - 16  6 - 9 PM

Computer Essentials for Home & Work
This course is the starting point for anyone using a computer at home or entering the workforce. Learn how to use a computer in a fun and relaxed environment. A step-by-step approach will be utilized to cover the Windows operating system, word processing, working with files, Internet and email. This course will provide fundamental computer competencies to survive and prosper in today’s fast-changing world. No previous computer knowledge is required. No book required.

#60412  24 Hours, 8 Sessions  $195
SCC CBIZ, 110  Larry Cutsinger
Mon & Wed, Oct 9 - Nov 1  1 - 4 PM

Computer Essentials for Home and Work 50+
Discounts available—birth date required.

#60409  24 Hours, 8 Sessions  $169
SCC CBIZ, 110  Larry Cutsinger
Mon & Wed, Oct 9 - Nov 1  1 - 4 PM

Access Basics
This seminar will take you from knowing little or nothing about databases and Access to a basic level of understanding. Topics include database concepts, databases and tables, fields and records, data entry rules, simple queries, using forms, creating and modifying reports, and much more. You'll practice what you learn in this hands-on course.

Certificate Program ★★★ This course is approved for the Business Bookkeeping Certificate and Business Applications Certificate.

#59351  8 Hours, 2 Sessions  $129
SCC CBIZ, 110  Cindy Chambers
Mon & Wed, Sep 11 & 13  8 AM - Noon

#60366  8 Hours, 2 Sessions  $129
SCC CBIZ, 110  Cindy Chambers
Mon & Wed, Nov 6 & 8  8 AM - Noon

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Mon & Wed, Sep 11 & 13  8 AM - Noon

#60366  8 Hours, 2 Sessions  $129
SCC CBIZ, 110  Cindy Chambers
Mon & Wed, Nov 6 & 8  8 AM - Noon

Call to Register: 319-208-5375  I  Call toll-free: 866-SCC-IOWA x5375
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CBIZ is your authorized testing center for Microsoft Office Specialist certification. This certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Earning the Microsoft Office Certification acknowledges expertise and sets individuals apart in today’s competitive job market.

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**319-208-5375**

cbiz@scciowa.edu

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**Access Intermediate**

Topics covered include relational databases, working with related tables, complex queries, advanced form design, advanced reports, charts in forms and reports, pivot tables and pivot charts, and Internet integrations. You’ll practice what you learn in this hands-on course. Prior knowledge of Access required.

**Certificate Program** ★ This course is approved for the Business Applications Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Sessions</th>
<th>Date</th>
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<td>8 Hours, 2 Sessions</td>
<td>$129</td>
<td>SCC CBIZ, 110 Cindy Chambers</td>
<td>Tue &amp; Thu, Sep 19 &amp; 21</td>
<td>1 - 5 PM</td>
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<tr>
<td>#60369</td>
<td>8 Hours, 2 Sessions</td>
<td>$129</td>
<td>SCC CBIZ, 110 Cindy Chambers</td>
<td>Tue &amp; Thu, Nov 14 &amp; 16</td>
<td>8 AM - Noon</td>
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</table>

**Access Advanced**

Students will learn how to query with SQL; use crosstabs, parameter, and action queries; create and run macros; import, export, and link database objects; optimize, replicate, and synchronize databases; and maintain database security. Prerequisite: Access Intermediate or equivalent knowledge.

**Certificate Program** ★ This course is approved for the Business Applications Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>Tue &amp; Thu, Sep 26 &amp; 28</td>
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</tbody>
</table>

**Excel Basics**

Work with numbers? Then you need to learn Excel 2013. In this class you will discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll benefit from hands-on activities covering creating and editing workbooks, modifying worksheets, using functions, formatting worksheets, creating charts, and managing large workbooks.

**Certificate Program** ★ ★ This course is approved for the Business Bookkeeping Certificate and Business Applications Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
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<td>#60365</td>
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<td>#60364</td>
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<td>Tue &amp; Thu, Dec 5 &amp; 7</td>
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</table>

**Excel Intermediate**

Continue with your Excel proficiencies by learning the benefits of the more advanced features of Excel 2013. Topics covered include using multiple worksheets and workbooks, customizing Excel, advanced formatting, outlines and subtotals, cell and range names, list and table management, advanced charting, documenting and auditing, templates and settings, and Internet features. Pre-requisite: Excel Basics or equivalent knowledge.

**Certificate Program** ★ ★ This course is approved for the Business Bookkeeping Certificate and Business Applications Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>Mon &amp; Wed, Nov 27 &amp; 29</td>
<td>1 - 5 PM</td>
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</table>

**Excel Advanced**

Learn the advantages of working with advanced functions, lookups and data tables, advanced list management, working with pivot tables and pivot charts, exporting and importing. Also learn analytical options, how to use macros, conditional formatting and SmartArt. Pre-requisite: Excel Intermediate or equivalent knowledge.

**Certificate Program** ★ This course is approved for the Business Applications Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>#60414</td>
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<td>$129</td>
<td>SCC CBIZ, 110 Cindy Chambers</td>
<td>Tue &amp; Thu, Dec 19 &amp; 21</td>
<td>1 - 5 PM</td>
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</tbody>
</table>

**NEW Excel for Accounting**

Accountants rely on Excel to illustrate and summarize financial statements and solve problems. This course is specifically designed to help accountants effectively use Excel. Key Excel concepts and features are uniquely connected to the common accounting activities that require their use.

This class assumes a general knowledge of accounting, but only rudimentary knowledge of Excel.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
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<th>Time</th>
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<td>24 Hours, 6 Sessions</td>
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<td>SCC CBIZ, 110 Carol Oglesby</td>
<td>Tue &amp; Thu, Oct 3 - 19</td>
<td>8 AM - Noon</td>
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</table>

**Excel Formulas, Functions, and Charts**

Learn the secrets behind writing mathematical formulas and functions to calculate values such as sum, average, maximum and minimum. Discover how to use absolute and relative cell references. Discover dozens of shortcuts and tricks. Learn the best way to sort and analyze data, create custom charts and graphs.

Basic understanding of Excel is strongly encouraged. Materials are included.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Time</th>
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<th>Instructor</th>
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<td>Tue &amp; Thu, Oct 17 &amp; 19</td>
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<td>#60415</td>
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<td>Tue &amp; Thu, Oct 17 &amp; 19</td>
<td>1 - 4 PM</td>
<td></td>
</tr>
</tbody>
</table>
Introduction to Windows 10
Whether you’re new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This course will help you to define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10, learn how to create documents, send email, browse the Internet, and share information between applications and with other users. This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons.

Certificate Program ★★★ This course is approved for the Business Bookkeeping Certificate and Business Applications Certificate.

#59368 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Wed & Fri, Sep 6 & 8 8 AM - Noon

Microsoft Outlook Basics
Are you overwhelmed by emails, meetings, and to-do lists? In this course you'll learn how to manage the flood of emails, creating folders and archives, how to keep track of your contacts and how to use Outlook's Calendar and Alert features. Find out how to customize Outlook so it perfectly meets your needs, and discover how to automate your work with rules. Whether you’re new to Outlook or you’ve been using it for years, you’re sure to learn something useful in every lesson.

Certificate Program ★ This course is approved for the Business Applications Certificate.

#60430 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Larry Cutsinger
Tue & Thu, Oct 3 & 5 1 - 5 PM

Microsoft Publisher
This course teaches the core features and functions of Publisher 2013. You’ll learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables. You will also learn how to flow text across text boxes, create facing-pages layouts, export publications to PDF, and prepare publications for commercial printing.

#60432 12 Hours, 3 Sessions $185
SCC CBIZ, 110 Cindy Chambers
Mon/Wed/Fri, Dec 11 - 15 8 AM - Noon

QuickBooks Pro® Desktop Level I
If you are a new user of QuickBooks Pro® Desktop, this hands-on training seminar is for you! Learn how to set up a company, customer and vendor files, and chart of accounts. Learn how to manage money coming in and money going out including sales, invoicing, paying bills, and tracking expenses. You’ll also learn how to reconcile accounts, and use reports to understand your business, including profitability and sales trends. All materials are included. Basic computer knowledge is required.

#60533 9 Hours, 3 Sessions $139
SCC CBIZ, 110 Janine Clover, MBA
Mon/Wed/Fri, Oct 9 - 13
8:30 - 11:30 AM

iPads for 50+
iPads aren’t just for teenagers! In this class we will discuss how to configure your iPad, setup an email account, send photos by email, setup a calendar with reminders, create a contact list, map a location, download books to your library, set up an iTunes account for music and more. Requirements: an iPad and a basic knowledge of computers.

#60344 4 Hours, 1 Session $39
SCC WB, 603 Cindy Chambers
Saturday, Oct 7 8 AM - Noon

QuickBooks Pro® Desktop Level II
Beyond the basics, in this seminar you will build on the knowledge gained in Level I as you learn to work with physical inventory and sales tax, set up and use QuickBooks® payroll, and deal with the “other” accounts found on the balance sheet, such as current assets and long-term liabilities. Also covered are estimates and time tracking features as well as data maintenance. Finally, you’ll learn how to make journal entries, customize reports, and create custom templates. Materials included.

#60532 9 Hours, 3 Sessions $139
SCC CBIZ, 110 Janine Clover, MBA
Mon/Wed/Fri, Nov 27 - Dec 1
8:30 - 11:30 AM

Keyboarding for Computers
You will learn the alphabetic keyboard, practice alphanumeric skills and apply those skills to word processing situations you are likely to encounter.

#59362 9 Hours, 3 Sessions $129
SCC CBIZ, 110 Larry Cutsinger
Mon/Wed/Fri, Sep 11 - 15 1 - 4 PM

PowerPoint
PowerPoint 2013 is used to create presentations that can combine text, graphics, charts, clip art, and WordArt. These presentations can then be shown at internal business meetings, sales calls, and training events. Additional topics include building new presentations, formatting slides, using drawing tools, working with graphics, using tables and charts, and modifying the proofing presentations. Experience with Windows is recommended. New users of previous PowerPoint versions will also benefit.

Certificate Program ★ This course is approved for the Business Applications Certificate.

#59352 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Curtis Clark
Tue & Thu, Sep 5 & 7 8 AM - Noon

Need to finish your HS Equivalency Diploma or find training to improve your skills?
Adult Educational Learning
Learn more on page 22 or call (319) 208-5314.
Computer Technology

Word Basics
In this course you will gain basic proficiency with Microsoft Word 2013. Discover the best and fastest ways to perform everyday tasks. Learn how to create and edit documents, format characters and paragraphs, create and manage tables, control page layout, work with web features, instant messaging, and much more. You’ll be able to practice what you learn in this hands-on course. New users of previous Word versions will also benefit.

Certificate Program ★ This course is approved for the Business Bookkeeping Certificate and Business Applications Certificate.

#59345 8 Hours, 4 Sessions $129
SCC Keokuk, 417 Jill Ita
Tuesday, Sep 5 - 26 6 - 8 PM

#59346 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Larry Cutsinger
Tue & Thu, Sep 12 & 14 1 - 5 PM

#60362 8 Hours, 4 Sessions $129
SCC CBIZ, 110 Jill Ita
Mon & Wed, Oct 9 - 18 5:30 - 7:30 PM

#60360 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Curtis Clark
Tue & Thu, Nov 28 & 30 1 - 5 PM

#60431 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Curtis Clark
Mon & Wed, Dec 11 & 13 8 AM - Noon

Word Intermediate
Topics covered include working with sections and columns, formatting tables, working with Excel data, working with styles, headers and footers, printing labels and envelopes, working with graphics and objects, creating document templates, and managing document revisions. Pre-requisite: Word Basics or equivalent knowledge.

Certificate Program ★ This course is approved for the Business Applications Certificate.

#60371 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Curtis Clark
Mon & Wed, Oct 2 & 4 1 - 5 PM

Word Advanced
Topics covered in this class include, working with forms, working with large documents, creating macros, customizing menus and toolbars, using XML features, and sharing Word documents. Pre-requisite: Word Intermediate or equivalent knowledge.

Certificate Program ★ This course is approved for the Business Applications Certificate.

#60372 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Oct 24 & 26 8 AM - Noon

We’ve invested $27 million in brand new facilities for health care, science, and industrial technology. Add all that to our first-rate programs, and you’ve got an education that’ll take you places.

THINK YOU KNOW SCC?
THINK AGAIN.
Learn more at scciowa.edu

NEXT STEP ON YOUR ROAD TO WORLD DOMINATION: COLLEGE
We’ve invested $27 million in brand new facilities for health care, science, and industrial technology. Add all that to our first-rate programs, and you’ve got an education that’ll take you places.

THINK YOU KNOW SCC?
THINK AGAIN.
Learn more at scciowa.edu

Did you know...
PACE offers support through many health and career tech classes? Call today!

CALL PACE FIRST!
319-208-5263
HOLLY FOR HEALTH CLASSES
319-208-5262
CLAY FOR INDUSTRIAL TECH CLASSES
Pathways for Academic Career and Employment
www.scciowa.edu (click) Continuing Ed, PACE

LIKE THE VIEW?
4 weeks and the open road could be yours.
Commercial Truck Driving pg 18
Class PACE eligible. Call 319-208-5262 for info.
Health Care

CPR & First Aid

Heartsaver First Aid and CPR/AED
This course combines information for both basic first aid procedures including the first aid skills recommended by OSHA and CPR skills training with instruction and practice using an AED.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Hours, Session</th>
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<td>John Williams, Wednesday, Oct 11 9 AM - 2 PM</td>
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<td>#60146</td>
<td>5 Hours, 1 Session</td>
<td>$85</td>
<td>SCC WB, 111</td>
<td>John Williams, Tuesday, Dec 5 8 AM - 1 PM</td>
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Professional Health Care

Basic Life Support for HCP
The BLS for Healthcare Provider class is designed to teach the skills of CPR and relief of foreign airway obstruction appropriate for use with victims of all ages. This course follows the American Heart Association guidelines for those required to be trained in Basic Life Support Healthcare Provider CPR including nursing students and various health care providers. Includes AHA workbook.

Class PACE eligible. Call 319-208-5263 for info.

Phlebotomy
This class of 60 hours of classroom and 120 hours of externship will prepare students to function as a phlebotomist in a medical laboratory setting. Background check is required and will be explained the first class meeting. Textbook available in SCC bookstore.

To register for this class, call 319-208-5391.

Medication Aide
This is a 46-hour class and 10-hour clinical for a total of 56 hours to prepare individuals to safely administer medications in long term care and residential care facilities. Successful completion qualifies the participants to pass medications according to regulatory standards. Applicant must be employed at least six months in the sponsoring facility, be recommended by their facility, and if CNA must be eligible on the DCW Registry if employed in a certified nursing facility. All other applicants must provide recommendation from their administrator at the facility where they are employed. Text is available in SCC bookstore, and is not included in cost of tuition.

The CORE module will be provided on Nov. 1 from 8:30 AM - 3 PM and must be completed in order to start the Medication Aide class.

To register for this class, call 319-208-5391.

<table>
<thead>
<tr>
<th>Course ID</th>
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<td>SCC WB, HP 125</td>
<td>Wanda Carden, Tue &amp; Thu, Nov 7 - Dec 19 9 AM - 1:30 PM</td>
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Phlebotomy
This class of 60 hours of classroom and 120 hours of externship will prepare students to function as a phlebotomist in a medical laboratory setting. Background check is required and will be explained the first class meeting. Textbook available in SCC bookstore.

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<td>8 Hours, 1 Session</td>
<td>$89</td>
<td>SCC WB, HP 119</td>
<td>Wanda Carden, Friday, Oct 27 8:30 AM - 5 PM</td>
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<td>#60155</td>
<td>8 Hours, 1 Session</td>
<td>$89</td>
<td>SCC WB, HP 119</td>
<td>Wanda Carden, Friday, Sep 22 8:30 AM - 5 PM</td>
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<tr>
<td>#60158</td>
<td>8 Hours, 1 Session</td>
<td>$89</td>
<td>SCC WB, HP 119</td>
<td>Wanda Carden, Friday, Nov 17 8:30 AM - 5 PM</td>
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<td>#60154</td>
<td>8 Hours, 1 Session</td>
<td>$89</td>
<td>SCC WB, HP 119</td>
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<td>#60157</td>
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<td>#60159</td>
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<td>SCC WB, HP 119</td>
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Phlebotomy
This class of 60 hours of classroom and 120 hours of externship will prepare students to function as a phlebotomist in a medical laboratory setting. Background check is required and will be explained the first class meeting. Textbook available in SCC bookstore.

To register for this class, call 319-208-5391.

Medication Aide
This is a 46-hour class and 10-hour clinical for a total of 56 hours to prepare individuals to safely administer medications in long term care and residential care facilities. Successful completion qualifies the participants to pass medications according to regulatory standards. Applicant must be employed at least six months in the sponsoring facility, be recommended by their facility, and if CNA must be eligible on the DCW Registry if employed in a certified nursing facility. All other applicants must provide recommendation from their administrator at the facility where they are employed. Text is available in SCC bookstore, and is not included in cost of tuition.

The CORE module will be provided on Nov. 1 from 8:30 AM - 3 PM and must be completed in order to start the Medication Aide class.

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<td>$425</td>
<td>SCC WB, HP 125</td>
<td>Wanda Carden, Tue &amp; Thu, Nov 7 - Dec 19 9 AM - 1:30 PM</td>
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Medication Manager
This 15-hour class is designed to certify persons to administer medications or supervise the client who self-administers non-parenteral medications in 15 or less bed residential care facilities, supervised apartment living, and community supported living arrangements. The course content, approved by the Iowa Department of Inspections & Appeals, covers rules/ regulations for all three types of facilities. Required: Drug reference text less than 4 years old. Suggested texts are Davis Drug Guide for Nurses or Nursing 2017 Drug Reference.

To register for this class, call 319-208-5391.

<table>
<thead>
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<th>Location</th>
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<td>Wanda Carden, Mon &amp; Tue, Sep 5 - 19 4 - 7 PM</td>
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<td>#60146</td>
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<td>SCC WB, HP 125</td>
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<td>#60128</td>
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<td>SCC WB, HP 125</td>
<td>Wanda Carden, Mon &amp; Tue, Nov 27 - Dec 11 4 - 7 PM</td>
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Nurse Aide Review
This 8-hour class is for students who have completed the Nursing Assistant course, have been on the registry in the past, or simply want a refresher prior to taking the state test. Includes a practice written test and discussion with the rest of the day devoted to practicing skills in preparation for the skills test. The student receives an updated copy of the skills book with step-by-step info and info on contacting the Direct Care Worker Registry in the future.

To register for this class, call 319-208-5391.

<table>
<thead>
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<th>Course ID</th>
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<td>SCC WB, HP 119</td>
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</table>

Phlebotomy
This class of 60 hours of classroom and 120 hours of externship will prepare students to function as a phlebotomist in a medical laboratory setting. Background check is required and will be explained the first class meeting. Textbook available in SCC bookstore.

To register for this class, call 319-208-5391.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Hours, Session</th>
<th>Instructor</th>
<th>Location</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>#60159</td>
<td>180 Hours, 20 Sessions</td>
<td>$595</td>
<td>SCC WB, HP 205</td>
<td>Wanda Carden, Tue &amp; Thu, Sep 12 - Nov 16 5 - 8:15 PM</td>
</tr>
</tbody>
</table>

Individualized Music for Dementia Patient Care
For professionals or family caregivers.

Learn to use music to soothe anxiety.

pg 19
Industrial Technology

Continuous Improvement

Professional LEAN Practitioner Certifications

Becoming a Certified Professional Lean Practitioner demonstrates your commitment to Lean principles and tools, and tactical implementation to drive improvement that shows measurable results! CBIZ’s extensive coursework gives participants the skills and confidence to raise important questions, see the real problems and develop leadership in the transformation process. Take one course, or start your journey to certification… the benefits will be real. We live in a global economy that is extremely fast paced. Lean certification coursework starts you with the fundamentals and keeps you abreast of latest practices.

Our three tiered certification provides professional development for people in all levels of an organization:
1. Certification in LEAN Operations (CLO)
2. Certification in LEAN Applications (CLA)
3. Certification in Professional LEAN Leadership (CPLL)

The Certification program is “hands-on” and application based. Each certification level includes implementation activities, which allows participants to better absorb what they learn in the coursework.

Learn more! Call 319-313-1918
www.cbiziowa.com

Production and Inventory Management Certificate (APICS)

Expand your Career Opportunities and improve your company’s profitability. APICS, the Association for Operations Management, is the premier professional association for supply chain management. CBIZ partners with APICS to build your leadership, recognition and knowledge as you complete the Certified in Production and Inventory Management Program (CPIM). Basics of Supply Chain Management is a prerequisite for all APICS CPIM courses.

Must be registered ten days prior to the start of class.
Classes PACE eligible. Call 319-208-5262 for more info.

Last chance to complete APICS on current system!

APICS Execution and Control of Operations
#59993 16 Hours, 2 Sessions $550
SCC CBIZ, 111 Tammy Dean
Fridays, Sep 8 & 29 8 AM - 4:30 PM

APICS Master Planning of Resources
#60462 16 Hours, 2 Sessions $550
SCC CBIZ, 111 Tammy Dean
Fridays, Nov 3 & 17 8 AM - 4:30 PM

APICS Strategic Management of Resources
#60464 16 Hours, 2 Sessions $550
SCC CBIZ, 111 Tammy Dean
Fridays, Dec 1 & 8 8 AM - 4:30 PM

In 2018, CBIZ will launch the NEW APICS CPIM Version 6.0. This new streamlined certification experience gets you certified faster.

LAST CHANCE OFFER! Already taken an APICS class on the current system? This is your last opportunity to complete the class series on the current APICS system.
Industrial Technology

Manufacturing

Basic Shop Math
Designed to strengthen basic math skills, this face-to-face course will cover properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Participants should be able to perform basic computations and solve relevant mathematical problems. Great for welders, mechanics, or anyone working in a hands-on skill.

#60443 7 Hours, 1 Session $229
SCC CBIZ, 111 Dave Rector
Tuesday, Oct 3 8 AM - 4 PM

Blueprint Reading Basics - Online
This self-paced, interactive, 16-hour online course discusses the specific data that is drawn on a blueprint and explains how to read and interpret the drawing format. Students will learn orthographic and isometric drawings to understand shapes, sizes, and dimensions. Students will study building terms and construction features of carpentry, masonry, electrical, mechanical, and plumbing trades. Students will have one calendar month to complete the class.

#60446 16 Hours, 16 Sessions $174
Mon - Fri, Oct 2 - 31

Blueprint Reading for Manufacturing
This course provides instruction and exercises on reading manufacturing blueprints. Topics covered include: blueprint stands, the specific data drawn on a blueprint; how to read and interpret the drawing format; understanding shapes, sizes, and dimensions of drawings; building terms; and basic features of blueprints for various trades trades.

#59373 6 Hours, 1 Session $125
SCC CBIZ, 112 Dave Rector
Thursday, Sep 14 8 AM - 3 PM

#60445 6 Hours, 1 Session $125
SCC CBIZ, 112 Dave Rector
Thursday, Dec 7 8 AM - 3 PM

Blueprint Reading for Welders & Fitters
This course provides instruction and exercises on reading welding and fitting blueprints. Topics covered include: blueprint stands, the specific data drawn on a blueprint; how to read and interpret the drawing format; understanding shapes, sizes, and dimensions of drawings; building terms; and basic features of blueprints for various types of welding and fitters.

#60522 48 Hours, 16 Sessions $495
SCC WB, 607 Chris Jennings
Mon - Fri, Aug 17 - Sep 8 5 - 8 PM

#60343 12 Hours, 2 Sessions $499
SCC Keokuk Dave Rector
Wed & Thu, Sep 27 & 28 8 AM - 3 PM

Certified Production Technician (CPT)
The nationally recognized Certified Production Technician is available at CBIZ!
Earn the CPT certificate from the Manufacturing Skill Standards Council (MSSC) by completing your certification in four modules:
• Safety Awareness
• Quality Practices & Measurement
• Manufacturing Processes & Production
• Maintenance Awareness

Contact a CBIZ representative at 319-208-5375 or cbiz@scciowa.edu to learn more about how this certification can benefit individuals as well as companies.
Tuition assistance may be available.

Industrial Operations Maintenance Skills

6 WEEKS TO A NEW CAREER!

Learn to operate, repair and troubleshoot industrial machinery.
Training equipment includes more than 200 hands-on training aids that replicate tools, components and systems currently used on the factory floor across the country.

Tuition assistance may be available.
Class PACE eligible. Call 319-208-5262 for info.

Modules include:
> Shop Mathematics
> Blueprint Reading & Machine Drawing
> Measurement
> Hand Tools
> Basic Mechanical Components I
> Bearings & Lubrication
> Basic Mechanical Components II
> Machine Adjustment Fundamentals Using STM
> Basic Pneumatics & Hydraulics
> Electrical Components
> Pump Basics
> Valve Operation & Types

#60415 210 Hours, 30 Sessions $2,495
SCC Keokuk Dave Rector
Mon - Fri, Oct 9 - Nov 17 8 AM - 3 PM
PLC Core Skills Series
Participants in the PLC Core Skills Series will complete the 3 essential PLC classes: PLC Basics, PLC Intermediate and PLC Advanced Application Topics.

#59369 35 Hours, 5 Sessions $1,495
SCC CBIZ, 111  Dunek/Martin
Mon - Fri, Oct 9 - 13  8 AM - 3:30 PM

PLC Basics
This course is designed for maintenance personnel and electricians working in plants, facilities, and commercial buildings with minimal to no PLC experience. The topics covered in this course will include hardware components, establishing communication to the PLC, understanding uploading, downloading, online, offline, run mode, remote mode, program mode and basic PLC programming. This course is designed for students with minimal to no PLC experience.

#59370 7 Hours, 1 Session $350
SCC CBIZ, 111  Bruce Dunek
Monday, Oct 9  8:00 AM - 3:30 PM

PLC Intermediate
This course is designed for maintenance personnel and electricians working in plants, facilities or commercial buildings with basic PLC knowledge using the Compact Logix 5000 System. The topics covered in this course will include hardware components, establishing communication to the PLC, uploading, downloading, online, offline, run mode, remote mode, program mode and basic PLC programming. Also covered is interpretation of ladder diagrams, search functions, addressing, program files, data files and working with the following instruction sets: XIO, XIC, OTE, OTL, OTU, TON, RTO, TOF, RES, CTU, & CTD and basic troubleshooting.

#59371 14 Hours, 2 Sessions $695
SCC CBIZ, 111  Bruce Dunek
Tue & Wed, Oct 10 & 11  8:00 AM - 3:30 PM

PLC Advanced Application Topics
PLC Advanced Application Topics explores debugging and problem-solving of PLC programs and hardware. It is important that participants have a solid understanding of PLC programming and field hardware. Participants who have successfully completed PLC Basics and Intermediate will be ready to take their skills and knowledge to the next level.

#59372 14 Hours, 2 Sessions $695
SCC CBIZ, 111  Joseph Martin
Thu & Fri, Oct 12 & 13  8 AM - 3:30 PM

Introduction to ISO (Past & Present)
This introduction course will be a quick look at the history of ISO, how it has changed, and where it is now under the new ISO 9001:2015 Standard. There will be brief discussions on changes that have taken place as well as the requirements that companies must meet under the new guidelines. ISO-Ag, LLC will also give all companies a free ISO 9001:2015 GAP Analysis written by the instructor in a very practical & useful manner. At the end of the course each student will receive a certificate of completion for training records and/or resumes. Instructor is a certified QMS Principal Auditor-IRCA #1190886.

#60390 3.5 Hours, 1 Session $129
SCC CBIZ, 111  Michael Delaney
Tuesday, Sep 12  6 - 9 PM

ISO 9001:2015 Internal Auditor Training
This internal auditing course will review the new ISO standard and assist the auditor trainees in understanding how to best conduct an ISO audit and maintain a robust auditing process within their companies. The course will include extensive discussion on auditing, scheduling, planning, methods, best and worst practices, styles, etc. ISO-Ag, LLC will also give all companies a free ISO 9001:2015 GAP Analysis written by the instructor in a very practical & useful manner. At the completion of the course, all trained auditors will receive their own Internal Auditor Certificate for their training records and/or resumes. Instructor is a certified QMS Principal Auditor-IRCA #1190886.

#60383 7 Hours, 2 Sessions $459
SCC CBIZ, 101  Michael Delaney
Tue & Wed, Oct 10 & 11  6 - 9:30 PM

ISO 9001:2015 Updates & Impacts
This course is extremely detail-oriented toward understanding the transition from ISO 9001:2008 to ISO 9001:2015. This course will predominately compare the old standard to the new standard. Other topics addressed will include terms & definitions, significant changes, management & leadership, requirements, risks & opportunities, and overall control of quality systems. ISO-Ag, LLC will also give all companies a free ISO 9001:2015 GAP Analysis written by the instructor in a very practical & useful manner. At the completion of the course, all students will receive a certificate of completion for training records and/or resumes. Instructor is a certified QMS Principal Auditor-IRCA #1190886.

#60382 9 Hours, 3 Sessions $499
SCC CBIZ, 111  Michael Delaney
Tue - Thu, Nov 14 - 16  6 - 9 PM

Shielded Metal Arc (Stick)
In this American Welding Society “SENSE” aligned course, participants will learn the fundamentals of Shielded Metal Arc Welding (SMAW) welding, informally known as “Stick” welding. SMAW is one of the first and most popular welding processes. It is used extensively in industrial fabrication and the construction of steel structures. Topics covered include: welding safety, hands-on SMAW welding in all positions using various electrodes, applied math, blueprint reading and welding symbol interpretation. Welding material will generally be limited to carbon steel.

Tuition assistance may be available.
Class PACE eligible. Call 319-208-5262 for info.

#60448 224 Hours, 50 Sessions $2,995
SCC WB, 701  Kaczinski / Jennings
Mon - Fri, Aug 17 - Oct 27  5 - 10 PM

www.cbiziowa.com
Re-Licensure - Electrical

**Box Fill**
This 2-hour code class teaches proper sizing of pull boxes, device boxes, conductor counting and reductions using Article 314. (Box fill rules are one of the most misapplied rules.) Participants must bring a 2014 NEC code book, calculator, pencil/pen.

**CEUs:** 2 CEUs for Electrical Relicensing awarded after successful completion.

#59383 2 Hours, 1 Session $69  
SCC WB, 607 Herb Ogden  
Saturday, Aug 12 2:30 - 4:30 PM

#60458 2 Hours, 1 Session $69  
SCC WB, 607 Herb Ogden  
Saturday, Oct 7 2:30 - 4:30 PM

**Electrical Installations**
Topics covered include all aspects of an electrical installation including conductors, examination of equipment, short circuit current ratings, mechanical installation of work, electrical connections, arc flash warnings, identification of disconnecting means, lockable disconnects, space about electrical equipment, guarding of live parts, enclosures, tunnel installations, manholes and vaults.

**CEUs:** 3 CEUs for Electrical Relicensing awarded after successful completion.

#60456 3 Hours, 1 Session $79  
SCC CBIZ, 103 Herb Ogden  
Tuesday, Dec 5 4 - 7 PM

**Grounding & Bonding**
This course covers Article 250 including service and equipment grounding and bonding and conductor sizing from table 250.66, 250.102C and 250.122. Step and touch potential dangers are also covered as well as many other obscure rules regarding grounding and bonding. Please bring 2014 NEC code book, calculator, and pencil/pen.

**CEUs:** 4 CEUs for Electrical Relicensing awarded after successful completion.

#60453 4 Hours, 1 Session $89  
SCC WB, 607 Herb Ogden  
Saturday, Nov 11 2:30 - 6:30 PM

**Motor Controls**
This 3-hour class covers ladder diagrams, control switching, thermal overload relays and both NEMA and IEC motor starters. It also covers both proper branch circuit over current protection, as well as control circuit over current protection.

**CEUs:** 3 CEUs for Electrician Relicensing awarded after successful completion.

#60454 3 Hours, 1 Session $65  
SCC WB, 607 Herb Ogden  
Saturday, Nov 4 2:30 - 5:30 PM

**NEC Code Updates**
This course covers the major changes to the 2017 National Electric Code that affect most electricians including residential, commercial and industrial installations. Please bring 2017 NEC code book, calculator, and pencil/pen.

**CEUs:** 6 CEUs for Electrician Relicensing awarded after successful completion.

#60451 6 Hours, 1 Session $125  
SCC WB, 607 Herb Ogden  
Saturday, Oct 7 8 AM - 12:30 PM

**Photovoltaic Solar Electric Systems**
This 6-hour “CODE” Iowa ECU approved class will give you the most recent code updates and fundamentals for DC and AC conductor and circuit sizing. It covers all aspects of grounding and bonding for PV systems and the many differences from these types of systems and standard AC building wiring methods. It covers all the disconnect rules for both the AC and DC side as well as fuse and overcurrent protection rules. There are many existing rules that Article 690 modifies. Please bring code book, calculator, and pencil/pen.

**CEUs:** 6 CEUs for Electrical Relicensing awarded after successful completion.

#60449 6 Hours, 1 Session $125  
SCC WB, 607 Herb Ogden  
Saturday, Nov 4 8 AM - 2:30 PM

**Residential Circuits**
Topics covered include all aspects of residential circuits including required outlets, circuit sizing, over current protection, GFCI and AFCI requirements as well as conductors and their required ampacity adjustments. In addition it covers the rules for required disconnects and their location.

**CEUs:** 3 CEUs for Electrician Relicensing awarded after successful completion.

#60457 3 Hours, 1 Session $79  
SCC CBIZ, 103 Herb Ogden  
Tuesday, Dec 5 7 - 10 PM

**Residential Wiring**
This 6-hour class covers all the aspects and rules for residential electrical work including service calculations, conductor sizing, grounding and bonding of service equipment and devices, box fill calculations, ground fault rules, arc fault rules and rules for switch and receptacle locations and type. It also covers the use of NM cable and the associated rules and uses in accessory buildings.

**CEUs:** 6 CEUs for Electrician Relicensing awarded after successful completion.

#59367 6 Hours, 1 Session $125  
SCC WB, 607 Herb Ogden  
Saturday, Aug 12 8 AM - 2:30 PM

**Service Calculation, General Method/Standard Load**
This course covers all the rules for residential service calculation in Article 220, including lighting demands, cooking equipment, appliances, heating and air conditioning loads, and the sizing of service and feeder conductors. Participants must bring a 2014 NEC code book, calculator, pencil/pen.

**CEUs:** 6 CEUs for Electrician Relicensing awarded after successful completion.

#60455 6 Hours, 1 Session $125  
SCC WB, 607 Herb Ogden  
Saturday, Nov 11 8 AM - 2:30 PM

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**NEW & CURRENT IOWA BUSINESSES**
Find out more about the Iowa New Jobs Training Program (260E) and the Iowa Jobs Training Program (260F)

Contact Brenda Rubey: 319-208-5384 / brubey@scciowa.edu
Environmental & Industrial Safety

Alcohol & Other Drug Safety

Alcohol and Other Drug Awareness Refresher for Managers and Supervisors
Iowa’s drug testing law (Iowa Code Section 730.5, paragraph 9.h. and Administrative Code Section 640) enhances worker safety by creating drug & substance free workplaces. One tool available to private sector employers is drug testing (inclusive of alcohol testing). An employer who chooses to use this tool must attend a minimum of two hours of initial training, and a minimum of one hour annually for update or refresher training. This training meets the one-hour annual refresher training requirement and includes information concerning the recognition of evidence of employee alcohol and/or other drug abuse, the documentation and corroboration of alcohol and/or other drug abuse, and the referral of employees who abuse alcohol and/or other drugs to the employee assistance program.

#60374 1 Hour, 1 Session $35
SCC CBIZ, 103 Jim Towlerton Tuesday, Nov 14 10 - 11 AM

OSHA

Arc Flash (NFPA 70E) for Industry
This course is an OSHA requirement, and it involves educating employees about the dangers of arc flash from electrical devices. Employees are required to understand the potential danger from arc flash, how arc flash is categorized, and what can be done to limit exposure.

#60396 6 Hours, 1 Session $179
SCC CBIZ, 103 Dave Rector Friday, Sep 15 8 - 3 PM

Bloodborne-Pathogens
This is an OSHA required initial and annual training, which meets the requirements of OSHA 29CFR 1910.1030, includes but is not limited to: information on bloodborne pathogens and diseases, methods used to control occupational exposure, hepatitis B, vaccinations and medical evaluation. (This training is an annual requirement under OSHA.)

#60400 1 Hour, 1 Session $29
SCC CBIZ, 103 Dave Rector Tuesday, Nov 28 8 - 9 AM

Forklift Operator Training
This course is designed to meet the training requirements for OSHA standard 29 CFR 1910.178. Training topics include mechanics, inspection, and maintenance of forklifts; ANSI driving procedures; lift operation; and special operating rules. This course includes a driving module that allows participants to operate a forklift.

#59405 10 Hours, 2 Sessions $179
SCC CBIZ, 112 Dave Rector Thu & Fri, Sep 7 & 8 8 AM - 4:30 PM

Alcohol & Other Drug Awareness for Managers and Supervisors
This training meets the initial two-hour training requirement and satisfies the requirements for supervisor training.

#60345 2 Hours, 1 Session $49
SCC CBIZ, 103 Jim Towlerton Tuesday, Sep 12 8 - 10 AM

#60347 2 Hours, 1 Session $49
SCC CBIZ, 103 Jim Towlerton Tuesday, Nov 14 8 - 10 AM

Bloodborne-Pathogens
This is an OSHA required initial and annual training, which meets the requirements of OSHA 29CFR 1910.1030, includes but is not limited to: information on bloodborne pathogens and diseases, methods used to control occupational exposure, hepatitis B, vaccinations and medical evaluation. (This training is an annual requirement under OSHA.)

#60400 1 Hour, 1 Session $29
SCC CBIZ, 103 Dave Rector Tuesday, Nov 28 8 - 9 AM

Globally Harmonized Safety Program of OSHA
You will be able to identify recent changes to Safety Standard Sheets format, identify Safety and Health Labeling requirements, and new GHS Pictograms with a given chemical, physical and environmental classifications of hazards. In this class you will review the basics of the new system for Hazard Classification, and recognize new requirements that will need to be prepared and implemented.

#60398 2 Hours, 1 Session $69
SCC CBIZ, 103 Dave Rector Thursday, Oct 5 10 AM - Noon

OSHA 10-Hour General Industry
Training provides an overview on recognizing and preventing hazards in the workplace. Participants learn how to identify, abate, avoid and prevent job-related hazards on a job site. Training covers general industry safety and health hazards a worker may encounter, including, but not limited to: intro to OSHA; walking and working surfaces; exit routes, emergency action plans, fire prevention plans, and fire protection; PPE; hazardous communication; and electrical. Participants learn about employer responsibilities and worker rights. Active participation is required. Participants who successfully finish the training will receive a card from OSHA verifying completion of the course.

#59405 10 Hours, 2 Sessions $179
SCC CBIZ, 112 Dave Rector Thu & Fri, Sep 7 & 8 8 AM - 4:30 PM

Ask
A request may be all it takes.

Show
Give the catalog to your boss.

Learn
New skills = better employee.

Local
Training close to home.

Save
Good training at competitive prices.
OSHA 30-Hour General Industry
Training is intended to provide a variety of information to workers with some safety responsibility and will emphasize hazard identification, avoidance, control and prevention. Topics include, but are not limited to: Intro to OSHA; walking and working surfaces; exit routes, emergency action plans, fire prevention plans, and fire protection; PPE; hazardous communication; electrical; material handling; and managing safety and health. Active participation is required. Participants who successfully finish the training will receive a card from OSHA verifying completion of the course.

#60428 30 Hours, 4 Sessions $550
SCC CBIZ, 111 Dave Rector
Mon - Thu, Sep 18 - 21 8 AM - 4:30 PM

OSHA Maintenance Lock Out/Tag Out
This training is designed to provide a base knowledge in Lock Out/Tag Out (LOTO) fundamentals as well as an understanding of the tools and techniques used to establish LOTO procedures as required by OSHA. This training is appropriate for both operators and maintenance personnel.

#59403 2 Hours, 1 Session $49
SCC Keokuk, 114 Dave Rector
Thursday, Aug 31 8 - 10 AM

NEW Personal Protective Equipment (PPE) Safety
This OSHA-required course for initial and change in job-assignment training will cover the primary types of protection for head, eyes, hands, and feet. Respiratory protection will also be covered. Lecture and discussion covers the applications and limitations of equipment. Reference to applicable OSHA standards is made throughout the class.

#60402 2 Hours, 1 Session $59
SCC CBIZ, 103 Dave Rector
Tuesday, Nov 28 9 - 11 AM

Aerial Lift and Scaffolding
This is an OSHA-required competent person course for those working on scaffolding who are responsible for the safety of a work crew. This training is often given to all members of the crew as the statute requires a competent person be on-site for all work. Topics include: popular types of supported scaffold, mobile scaffolds including scissor lifts, articulating and telescopic boom lifts.

#59402 4 Hours, 1 Session $249
SCC Keokuk, 114 Dave Rector
Wednesday, Sep 13 8 AM - Noon

Trenching and Shoring for the Competent Person
This training is an OSHA-required course for all personnel who work in excavations. It covers soil analysis and categorization, selection and use of shoring, use of sheeting, barrier protection, egress requirements, and excavation inspection.

#59398 7 Hours, 1 Session $229
SCC WB, 607 Dave Rector
Tuesday, Aug 29 8 AM - 3:00 PM

Safety Seminar - Building a Safety Culture
Is your safety culture a museum, an art show, a junk yard or something else? Safety culture is the sum total of everything good bad and otherwise that your organization thinks, feels, and does concerning safety. Come and explore with David Rector the good, the bad, and ugly about safety culture and learn why maybe your safety program is not nearly as effective as it could be! We will look into how culture determines outcome, how culture is built and how your safety culture can be tuned up and perform like a winner!

#60399 2 Hours, 1 Session $17
SCC CBIZ, 103 Dave Rector
Thursday, Oct 5 7:30 - 9 AM

Call to Register: 319-208-5375 | Call toll-free: 866-SCC-IOWA x5375
Transportation

Commercial Driving Programs

The trucking industry is one of the fastest growing and largest employment sectors in today’s economy. The Center for Business at Southeastern Community College offers convenient, streamlined, CDL training programs designed to get you on the road quickly. Tremendous job opportunities are available through our placement program.

- Classroom and hands-on instruction
- Tailored training programs: Full & refresher courses
- Solid reputation—we have trained drivers from across the United States
- Job placement assistance—we help match you with the best companies after graduation
- Full tuition assistance may be available for those who qualify

Class A CDL Training

Our four-week, 160-hour program packs all the learning of a traditional program into a convenient, streamlined package that gets you on the road quickly. Tremendous job opportunities are available through our lifetime placement program. Learn the safe driving skills necessary to get your Class A CDL and in return receive the potential for a lucrative career with excellent pay and benefits. Classes start monthly, year-round.

Program hours are Monday-Friday 8 AM-4:30 PM. Evening and weekend hours may also be available. Times for class are subject to change due to weather or class sizes. Drug Screen, Physical, and CDL Permit need to be completed prior to start of class. CBIZ will schedule drug screen and physical for candidates.

Fee includes tuition, books, DOT physical, drug screen, license & testing fees. Call 319-208-5375 for more information.

Tuition assistance may be available. Class PACE eligible. Call 319-208-5262 for info.

Motorcycle

Moped Safety

A certified moped course must be completed by anyone 14 or 15 years of age wishing to obtain a moped license in Iowa. Certificates will be issued to those who successfully complete the course. Students should bring a sack lunch.

#60450 6 Hours, 1 Session $39
SCC Mt. Pleasant, 102 Matthew Prickett
Saturday, Sep 30 8 AM - 2:30 PM

Motorcycle Safety - Basic Rider Section

This 15-hour course fulfills the state of Iowa’s mandatory requirements for riders 16-18 years of age. It is also open for other new and experienced riders interested in learning safe riding techniques. Bring a helmet, face shield or goggles, and gloves. Wear long sleeves, long pants and leather shoes or boots that cover the ankle. Motorcycles are provided. Your book is included in the course fee. The class is limited to 12 students. Students must sign up for MSF ecourse prior to taking the class instruction.

#59338 15 Hours, 2 Sessions $169
SCC WB, 607 Crowner/Prickett
Sat & Sun, Aug 19 & 20 8 AM - 3:30 PM

#59339 15 Hours, 2 Sessions $169
SCC WB, 607 Crowner/Prickett
Sat & Sun, Aug 26 & 27 8 AM - 3:30 PM

#59340 15 Hours, 2 Sessions $169
SCC WB, 607 Matthew Prickett
Sat & Sun, Sep 16 & 17 8 AM - 3:30 PM

State Mandated Driving

Driver Improvement

#60501 8 Hours, 1 Session $105
SCC CBIZ, 103 Jennifer Brinkschroeder
Saturday, Sep 9 8 AM - 4:30 PM

#60502 8 Hours, 1 Session $105
SCC CBIZ, 103 Jennifer Brinkschroeder
Saturday, Nov 11 8 AM - 4:30 PM

Driving Unimpaired

#60499 12 Hours, 2 Sessions $115
SCC WB, 607 Mike McCullough
Fri, Oct 6 6 - 10 PM
Sat, Oct 7 8 AM - 4:30 PM

#60500 12 Hours, 2 Sessions $115
SCC WB, 607 Mike McCullough
Fri, Dec 8 6 - 10 PM
Sat, Dec 9 8 AM - 4:30 PM
General Interest

**Arts**

**NEW Beginning Crochet**
Learning the three fundamental steps in crocheting (chain, basic stitches, and turning) will allow you to begin just about any project. We’ll start by making small squares with varying stitches (single, double, half double, and triple). Then you will learn how to sew them together at the end to make a larger project on your own or take what you learn and begin your first scarf or blanket. The basics of pattern reading will also be reviewed.

Supplies: 1 skein of medium (#4) weight yarn and crochet hook. Choose hook size recommended on yarn package.

#60460 3 Hours, 1 Session $39  
SCC CBIZ, 111 Kim Tracy  
Tue & Thu, Oct 3 - 5  5 - 6:30 PM

**Potters Wheel**
Beginners learn basics while intermediates hone their skills. One wheel per student gives you plenty of access. Limited to 6 participants. Practice at other specified times can be arranged. Limited to six students.

#60468 12.5 Hours, 5 Sessions $65  
Art Center of Burlington Lillian Rubin  
Mondays, Oct 9 - Nov 6  6:30 - 9 PM

**Raku Pottery**
Due to popular demand, this class has been extended to four sessions. Make clay pieces (pots, boxes, bells, vases) during the first two sessions. Then move to the new Ceramics Park 10 miles north of Burlington for glazing and the all-day firing (come when you can) on the last day. Glazing in typical black and white or Raku reds and greens - reducing in pine needles, resulting in iridescent color accented by smoke. Amazing results! Minimum age is 16, but 14 and 15 year-olds will be accepted if a parent is also enrolled.

#60465 10 Hours, 4 Sessions $59  
Art Center of Burlington Lillian Rubin  
Mon & Tue, Sep 18 - Oct 3  7 - 9:30 PM  
Glazing Oct 2. Firing all day Oct 3.

**Stained Glass**
This class is geared towards both beginners and advanced students. Beginners learn copper - foil methods of constructing glass panels, while advanced students choose from larger panels, boxes, kaleidoscopes, and panel lamps. A beginner’s supply kit is available for approximately $80, payable at the first class.

#60467 24 Hours, 7 Sessions $89  
Pat Latty’s Studio Pat Latty  
Thursday, Oct 5 - Nov 16  6:30 - 9:30 PM

**General Interest**

**Conversational Spanish - Level 1**
This course is for those who interact with Spanish speakers and want to be able to understand and communicate at a basic level. No prior knowledge of Spanish is required. Materials are designed for adult learners; non grammar based; learner friendly.

#60375 20 Hours, 10 Sessions $159  
SCC CBIZ, 112 Richard Dunshee  
Tue & Thu, Sep 19 - Oct 19  6 - 8 PM

**Get Published: How to Publish a Book**
Getting a book published can be one of the most exciting things you will ever do. This course will explore what you need to transition from a completed manuscript or nonfiction book idea to book publication, including traditional avenues, options in self-publication, and even ebook applications.

#60422 2 Hours, 1 Session $25  
SCC CBIZ, 111 Tara Dowd  
Friday, Oct 20  8 - 10 AM

**Essential Oils 101: Understanding the Basics**
True aromatherapy requires the use of high-quality aromatic essential oils. You will learn what goes into producing a high-quality essential oil and what to look for on labels. You will learn how essential oils can enhance your health and why our sense of smell is also our healing sense. You will be able to experience several oils and learn how each one can be used.

#60336 2 Hours, 1 Session $15  
SCC CBIZ, 103 Mary Ann Hunter  
Thursday, Sep 28  6:30 - 8:30 PM

**Detox for Health!**
If you suffer from fatigue, headaches, excess weight, joint pain, cravings, or sleeplessness, you may be able to eliminate many of these symptoms through a healthy Detox. Discover how to safely rid your body of toxins, boost your immune system, increase energy and focus, and lose belly fat. Learn the benefits of detoxing, how to recognize common toxins, and achieve balance to stay healthy. Detox plan and sample recipes included.

#60421 1.5 Hours, 1 Session $15  
SCC CBIZ, 111 Erika Salek  
Wednesday, Oct 25  6 - 7:30 PM

**Conversational Spanish - Level 1**
This course is for those who interact with Spanish speakers and want to be able to understand and communicate at a basic level. No prior knowledge of Spanish is required. Materials are designed for adult learners; non grammar based; learner friendly.

#60375 20 Hours, 10 Sessions $159  
SCC CBIZ, 112 Richard Dunshee  
Tue & Thu, Sep 19 - Oct 19  6 - 8 PM

**Raku Pottery**
Due to popular demand, this class has been extended to four sessions. Make clay pieces (pots, boxes, bells, vases) during the first two sessions. Then move to the new Ceramics Park 10 miles north of Burlington for glazing and the all-day firing (come when you can) on the last day. Glazing in typical black and white or Raku reds and greens - reducing in pine needles, resulting in iridescent color accented by smoke. Amazing results! Minimum age is 16, but 14 and 15 year-olds will be accepted if a parent is also enrolled.

#60468 12.5 Hours, 5 Sessions $65  
Art Center of Burlington Lillian Rubin  
Mondays, Oct 9 - Nov 6  6:30 - 9 PM

**Individualized Music for Dementia Patient Care**
Are you a professional or family caregiver for someone with dementia (such as Alzheimer's disease)? Are their behaviors negatively effecting quality-of-life, daily cares, and your relationship? Anxiety and agitation are expressions of an unmet need. Learn to use music as a non-pharmacological intervention. Class content will be further applied through an illustrated book. Dr. Gerdner has a PhD in Nursing & Aging and recently served as an ethno geriatric specialist at Stanford University.

#60524 2 Hours, 2 Sessions $25  
SCC CBIZ, 111 Linda Gerdner, PhD  
Tue & Thu, Oct 24 & 26  10 - 11 AM

#60523 2 Hours, 2 Sessions $25  
SCC CBIZ, 111 Linda Gerdner, PhD  
Tue & Thu, Oct 31 & Nov 2  5 - 6 PM

**Everyday Living with Essential Oils**
Learn how to use essential oils in your everyday life. Review a list of chemicals to avoid and get recipes for making your own household products containing essential oils instead of toxic chemicals. Learn how to oil up your recipes with healthy and flavorful oils. Get tips on which oils to keep handy for those unexpected emergencies.

#60404 2 Hours, 1 Session $15  
SCC CBIZ, 111 Mary Ann Hunter  
Thursday, Nov 30  6:30 - 8:30 PM

**Conversational Spanish - Level 1**
This course is for those who interact with Spanish speakers and want to be able to understand and communicate at a basic level. No prior knowledge of Spanish is required. Materials are designed for adult learners; non grammar based; learner friendly.

#60375 20 Hours, 10 Sessions $159  
SCC CBIZ, 112 Richard Dunshee  
Tue & Thu, Sep 19 - Oct 19  6 - 8 PM

**Essential Oils 101: Understanding the Basics**
True aromatherapy requires the use of high-quality aromatic essential oils. You will learn what goes into producing a high-quality essential oil and what to look for on labels. You will learn how essential oils can enhance your health and why our sense of smell is also our healing sense. You will be able to experience several oils and learn how each one can be used.

#60336 2 Hours, 1 Session $15  
SCC CBIZ, 103 Mary Ann Hunter  
Thursday, Sep 28  6:30 - 8:30 PM

**Detox for Health!**
If you suffer from fatigue, headaches, excess weight, joint pain, cravings, or sleeplessness, you may be able to eliminate many of these symptoms through a healthy Detox. Discover how to safely rid your body of toxins, boost your immune system, increase energy and focus, and lose belly fat. Learn the benefits of detoxing, how to recognize common toxins, and achieve balance to stay healthy. Detox plan and sample recipes included.

#60421 1.5 Hours, 1 Session $15  
SCC CBIZ, 111 Erika Salek  
Wednesday, Oct 25  6 - 7:30 PM
CERTIFICATE PROGRAM

Photography

This certificate is for those who are new to digital photography as well as those who wish to move from taking snapshots to making beautiful photographs in a variety of settings including studio portraits, landscape, vacation, sports, and other family events. This series will also sharpen your skills in editing digital images. Earn your certificate by taking all topical photography classes and completing one editing track.

- **Introduction to Digital Photography**
- **Advanced Photography**
- **Landscape & Vacation**
- **Portrait Photography**
- **Photography Lighting**
- **Sports Photography**

Complete one of three editing tracks.

- **Lightroom for Digital Photographers**
- **Photoshop for Digital Photographers**
- **Photoshop Elements Basic & Intermediate**

Look for ★ to locate individual class descriptions in this catalog.

Certificate classes may be taken individually outside of the certificate.

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**NEW** Introduction to Traditional Chinese Medicine
Learn the history and benefits of acupuncture, cupping, moxibustion and tuina massage. You will learn the basic theory of Traditional Chinese Medicine and the history of thousands of years of practicing Oriental medicine. You will learn and understand the differences between traditional Western and Eastern medicine approaches to treatment and how to manage health and wellness. You can learn how Traditional Chinese Medicine can benefit the treatment of various conditions with the use of acupuncture, cupping, moxibustion and tuina massage through the balance of Qi.

#60459 6 Hours, 4 Sessions  $39
SCC CBIZ, 111 Charisse King
Wednesday, Sep 6 - 27 6 - 7:30 PM

Meditation 101
Learn the basics of meditation through simple relaxation techniques. This class will guide you through deep breathing exercises, body relaxation, and methods on how to clear your mind. There is no shape, size, or age requirement. Please wear comfortable clothes. There will be gentle stretching.

#60529 1.5 Hours, Sessions  $15
SCC CBIZ Carolyn Evans
Tuesday, Nov 7 6 - 7:30 PM

Photography

Advanced Photography
For the serious advanced photographer who wants to learn MANUAL camera function, lighting, and an intro to basic portraiture. This four-session course details the technical manual functions of the camera, different types of lighting and their values, basic portraiture/composition, and how everything comes together to impact your photograph. The course relies on specific assignments and in-class critiques. Each student must have a camera with manual aperture, shutter speed and ISO. After the first session, classes will be in a professional photography studio and outdoors, weather permitting.

Certificate Program ★ Photography Certificate
#59378 12 Hours, 2 Sessions  $69
SCC Keokuk, 303 Phil Pool
Tuesdays, Sep 5 - 26 6 - 8 PM

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Introduction to Digital Photography
Beginner's level class. This class will cover many of the features and settings to today's digital cameras, and what can be done with the pictures you take. Learn the basics of photography such as exposure and composition with a goal of improving your picture taking skills. We will cover the use of natural lighting, but not the use of flash. Students need a camera, the manual for that camera, access to a computer, and email capability. Students will be expected to spend 2-3 hours per week on homework.

Certificate Program ★ Photography Certificate
#60452 12 Hours, 6 Sessions  $69
SCC CBIZ, 112 Rod Gerst
Wednesdays, Nov 1 - Dec 13 6 - 8 PM
No class the week of Thanksgiving

Photoshop Elements Basics
Beginning level class. Students will be introduced to photo editing software. Learn how to get your photos out of the camera and onto your computer to crop, resize, and straighten images, remove red-eye, and adjust contrast and exposure.

Certificate Program ★ Photography Certificate
#59388 12 Hours, 6 Sessions  $69
SCC CBIZ, 110 Rod Gerst
Thursdays, Sep 7 - Oct 12 6 - 8 PM

Portrait Photography
This class will cover photographing people in both studio and environmental settings. You will learn composition, studio and natural lighting, posing, and other techniques to start taking portraits instead of snapshots. Class will include time in a professional studio as well as outdoor shooting. Students must have a DSLR camera with manual settings. Some familiarity with Photoshop or Lightroom will also be helpful.

Certificate Program ★ Photography Certificate
#59387 12 Hours, 6 Sessions  $69
SCC CBIZ, 103 Phil Pool
Tuesdays, Sep 5 - 26 6 - 8 PM

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Youth

Super Sitter
This class is designed to give boys and girls, aged 11 years and older, the knowledge and experience to be super babysitters. Safety, first aid, positive guidance and play activities will be emphasized.

#60356 6 Hours, 2 Sessions  $59

#60357 6 Hours, 2 Sessions  $59

www.cbiziowa.com
Use your time how you want.

Need a class but your schedule doesn’t jive? Think online.

Tons of options | Affordable | Single class or series
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<table>
<thead>
<tr>
<th>Accounting &amp; Finance</th>
<th>Human Resources</th>
<th>Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Language &amp; Arts</td>
<td>Social Media for Business</td>
</tr>
<tr>
<td>Career Skills</td>
<td>Law &amp; Legal</td>
<td>Technology</td>
</tr>
<tr>
<td>College Readiness</td>
<td>Leadership</td>
<td>Training for K12</td>
</tr>
<tr>
<td>Computers</td>
<td>LEED Green Workplace</td>
<td>Teachers</td>
</tr>
<tr>
<td>Design &amp; Composition</td>
<td>Management</td>
<td>Writing &amp; Publishing</td>
</tr>
<tr>
<td>Health &amp; Medical</td>
<td>New Media Marketing</td>
<td></td>
</tr>
</tbody>
</table>

Visit www.cbiziowa.com to learn more and cruise our offerings.
Adult Education and Literacy

SCC offers free classes to adults who want to learn, get a better job, earn a high school equivalency diploma, or start college.

Call or go online for more information.
(319) 208-5314
www.scciowa.edu/conted/aelhsed

Adult Education

Get help with reading, writing, math and critical thinking abilities to get into college or a job training program and boost your chances of landing a great job.

- Classes are free.
- Prepare for high school equivalency testing.
- Work at your own pace.
- Day & evening classes available.

Adult Education class locations:

IowaWorks: 1000 N. Roosevelt Ave., Burlington
- Mon, Tue, Wed, Thu: 9 AM – Noon & 1 – 4 PM

SCC West Burlington
- Tue, Wed, Thu: 5 – 8 PM

SCC Keokuk
- Mon, Tue, Wed, Thu: 9 AM – Noon & 1 – 4 PM

SCC Mount Pleasant
- Mon, Tue, Wed, Thu: 9 AM – Noon & 1 – 4 PM
- Tue, Wed: 5:30 - 8:30 PM

First Christian Church:
608 10th St., Ft. Madison
- Mon, Tue, Wed, Thu: 9 AM – Noon & 1 – 4 PM

High School Equivalency Diploma

Our instructors will work with you until you complete the required test.

Subjects covered include:
- Reading and Writing
- Math
- Science
- Social Studies

HiSED tests are administered by appointment.
- SCC West Burlington: (319) 208-5000 x5155
- SCC Keokuk: (319) 313-1923
- SCC Mount Pleasant: (319) 385-8012 x5314

English as a Second Language (ESL)

Get help with reading, writing, and speaking English.

- Classes are free.
- Day & evening classes available.

Classes are held at SCC Mt. Pleasant and SCC West Burlington.

Mount Pleasant: SCC, 200 North Main
- Tue, Wed, Thu: 1:30 - 3:30 PM & 4 - 6 PM
- Tue, Thu: 5:30 - 8:30 PM

West Burlington: SCC, 1500 West Agency Road
- Tue, Wed, Thu: 5:30 - 8:30 PM

Find us on Facebook.

SCC AEL
www.facebook.com/scc.edu.iowa/
Accounting
Accounting Basic Concepts……………………………2
Excel for Accounting……………………………2, 8
Payroll Accounting……………………………2
QuickBooks Pro® Desktop Level I…………………………2, 9
QuickBooks Pro® Desktop Level II…………………………3, 9

APICS
APICS Execution and Control of Operations…………12
APICS Master Planning of Resources…………12
APICS Strategic Management of Resources…………12

Arts & Crafts
Beginning Crochet……………………………19
Potters Wheel……………………………19
Raku Pottery……………………………19
Stained Glass……………………………19

Business Management
Accounting Basic Concepts……………………………2
Business Succession Planning……………………………1
Create a Plan, Create a Business……………………………2
Financial Ratios: Benchmarking Your Business………………1
Get Your Business on Google Maps…………………………2
How to Compete……………………………1
QuickBooks Pro® Desktop Level I…………………………2, 9
QuickBooks Pro® Desktop Level II…………………………3, 9
Small Business Taxes……………………………1
Smart Start – Starting a New Business……………………3
Strategic Planning……………………………3
Tips, Tricks, and Q&A with QuickBooks®.1

Coaching
Coaching Authorization Certificate……………………5
Coaching Ethics……………………………5

Computers
Access Advanced……………………………8
Access Basics……………………………7
Access Intermediate……………………………8
Computer Essentials for Home & Work………………………..7
Computer Essentials for Home and Work 50+………………………..7
Excel Advanced……………………………8
Excel Basics……………………………8
Excel for Accounting……………………………2, 8
Excel Formulas, Functions, and Charts………………………..8
Excel Intermediate……………………………8

Introduction to Programming using the Raspberry Pi……………………………7
Introduction to Windows 10……………………………9
iPads for 50+……………………………9
Keyboarding for Computers……………………………9
Microsoft Outlook Basics……………………………9
Microsoft Publisher……………………………9
PowerPoint……………………………9
QuickBooks Pro® Desktop Level I…………………………2, 9
QuickBooks Pro® Desktop Level II…………………………3, 9
Robotic Programming using the Raspberry Pi……………………………7
Word Advanced……………………………10
Word Basics……………………………10
Word Intermediate……………………………10

Cosmetology
Art in the Makeovers: Updos & Make Up.3
Cosmetology……………………………3
Iowa Law and Men’s Cuts……………………………3

Driving
Class A CDL Training……………………………18
Driver Improvement……………………………18
Driving Unimpaired……………………………18
Moped Safety……………………………18
Motorcycle Safety-Basic Rider Section……………………………18

Drug Safety
Alcohol & Other Drug Awareness for Managers and Supervisors……………………………16
Alcohol & Other Drug Awareness Refresher for Managers and Supervisors……………………………16

Electrical
Box Fill……………………………15
Electrical Installations……………………………15
Electrical Troubleshooting Fundamentals13
Grounding & Bonding……………………………15
Motor Controls……………………………15
NEC Code Updates……………………………15
Photovoltaic Solar Electric Systems……………………………15
Residential Circuits……………………………15
Residential Wiring……………………………15
Service Calculation, General Method/Standard Load……………………………15

Environmental & Industrial Safety
Alcohol & Other Drug Awareness for Managers and Supervisors……………………………16
Alcohol & Other Drug Awareness Refresher for Managers and Supervisors……………………………16
Arc Flash (NFPA 70E) for Industry……………………………16
Aerial Lift and Scaffolding……………………………17
Forklift Operator Training……………………………17

Globalized Harmonized Safety Program of OSHA……………………………16
ISO 9001:2015 Updates & Impacts……………………………14
OSHA 10-Hour General Industry……………………………16
OSHA 30-Hour General Industry……………………………17
Safety Seminar- Building a Safety Culture……………………………17
Trenching & Shoring for the Competent Person……………………………17

Foreign Language
Conversational Spanish - Level 1……………………………19

Health Care
Basic Life Support for HCP……………………………11
Heartsaver First Aid and CPR/AED……………………………11
Individualized Music for Dementia Patient Care……………………………19
Medication Aide……………………………11
Medication Manager……………………………11
Nurse Aide Review……………………………11
Phlebotomy……………………………11

Human Resources
Behavioral Interviewing……………………………5
Effective Performance Appraisals……………………………6
SHRM Certification Prep……………………………3

Industrial Technology
Basic Shop Math……………………………13
Blueprint Reading Basics - On Line……………………………13
Blueprint Reading for Manufacturing……………………………13
Blueprint Reading for Welders & Fitters……………………………13
Industrial Operations Maintenance Skills……………………………13
ISO 9001:2015 Updates & Impacts……………………………14
Lean 101- Principles of Lean Manufacturing……………………………12

Microsoft Office
Access Advanced……………………………8
Access Basics……………………………7
Access Intermediate……………………………8
Excel Advanced……………………………8
Excel Basics……………………………8
Excel Formulas, Functions, and Charts……………………………8
Excel Intermediate……………………………8
Microsoft Outlook Basics……………………………9
Microsoft Publisher……………………………9
PowerPoint……………………………9
Word Advanced……………………………10
Word Basics……………………………10
Word Intermediate……………………………10

Music
Individualized Music for Dementia Patient Care……………………………19

Online
Blueprint Reading Basics - On Line……………………………13
Coaching Authorization Certificate……………………………5

OSHA
Bloodborne-Pathogens……………………………16
Forklift Operator Training……………………………16
Globally Harmonized Safety Program of OSHA……………………………16
Personal Protective Equipment (PPE) Safety……………………………17
Safety Seminar - Building a Safety Culture……………………………17

Payroll
Payroll Accounting……………………………2

Photography
Advanced Photography……………………………20
Introduction to Digital Photography……………………………20
Portrait Photography……………………………20

Publishing
Get Published: How to Publish a Book……………………………19

QuickBooks
QuickBooks Pro® Desktop Level I…………………………2, 9
QuickBooks Pro® Desktop Level II…………………………3, 9

Re-Licensure
Box Filling……………………………15
Electrical Installations……………………………15
Grounding & Bonding……………………………15
Motor Controls……………………………15
NEC Code Updates……………………………15
Photovoltaic Solar Electric Systems……………………………15
Residential Circuits……………………………15
Residential Wiring……………………………15
Service Calculation, General Method/Standard Load……………………………15

Supervision
Super Sitter……………………………20

Social Media
Basics of Social Media for Business……………………………4
Blogging for Business……………………………4
Email Marketing in a Candy Crush World……………………………4
Facebook Advertising: Big Ideas for Small Business……………………………4
Pimp My Profile: LinkedIn for Professionals……………………………4
Social Media Certificate……………………………4
Social Media Certificate Final Project……………………………4
Tagging for Business Optimization……………………………5
Visual Media In Social Media Marketing……………………………5

Welding
Blueprint Reading for Welders & Fitters……………………………13
Shielded Metal Arc (Stick) Welding Certificate……………………………14

Youth
Super Sitter……………………………20
Important Information

Registration must be received no later than 3 business days prior to the start date of the class. You are not officially registered until payment is received. Classes with insufficient enrollment are subject to cancellation.

Refund Policy

If your plans change, you must cancel your registration at least 3 business days prior to the start of the program in order to receive a refund. Business days are Monday through Friday, with the exception of SCC school breaks and holidays. Please note that if you don’t cancel and don’t attend, you are still responsible for payment. If you cannot attend a course, it may be possible to send a substitute in your place. Please call in advance to make those arrangements.

Inclement Weather

If classes must be postponed or cancelled due to inclement weather, announcements will be broadcast on local radio stations and posted on the SCC website.

Payment Methods

When you call to register, you can pay with credit or debit card. To pay by cash or check, you must either fill out the registration form below and mail it with your payment, or register and pay in person at SCC’s West Burlington or Keokuk locations.

Registration Options

ONLINE at www.cbiziowa.com
- Click the register button
- Follow instructions at the top of the screen
- Enter birthdate, SSN and course numbers
- Pay with Credit or eCheck
- Using a Company CC? Call CBIZ at 208-5375.
- Check email for registration confirmation

PHONE SCC at 319-208-5375
- Call Monday thru Friday 8 AM - 4:30 PM
- Toll-free at 866-722-4692 ext. 5375
- Please have the information from the form below ready for the registrar.
- Use credit or debit card to pay.

E-MAIL US at cbiz@scciowa.edu
Include all the following information.
- Name and address
- Work, home and cell phone numbers
- Birthdate and SSN
- Titles and Course numbers of the classes you want to register for.
- Credit card number AND expiration date

MAIL OR FAX the form below to SCC
Mail to: SCC Continuing Education
P. O. Box 180
West Burlington, IA 52655-0180
Fax to: 319-752-3407

Use the form below for Mail and Fax Registrations

Continuing Education Registration Form

Class Information

Class Name ___________________________________________ # ________ Cost: _____________
Class Name ___________________________________________ # ________ Cost: _____________
Class Name ___________________________________________ # ________ Cost: _____________
Class Name ___________________________________________ # ________ Cost: _____________

Personal Information

Name ___________________________________________ Date of Birth ______/_____/_______
Address ___________________________________________
City __________________________ State __________ Zip __________
E-mail address ___________________________________________
Primary Phone (_____)_________________________ Secondary Phone (_____)_________________________

Payment Information

I’m paying by: ☐ Check ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover CVV#: ________ Total Enclosed $ ___________
Credit Card # __________________________________ Expiration Date ______/_____/_______
Cardholder Name ___________________________________________
Signature ___________________________________________
Intro to Programming

Robotic Programming

Learn how to use these super-cheap pocket-sized computers in specialized applications like robotics, media streaming, wifi network enhancement, smart drones, and more. Raspberry Pi’s compact size, simplified hardware and hassle-free software makes programming a snap. What will you do with your raspberry pi?
Learn more on pg 7

Progress as Promised!

Learn tomorrow’s manufacturing skills today at SCC’s new Industrial Technologies Training Center in Keokuk.

Build your skills in our mechanical and electrical labs, Learn programming skills in our computer lab, and more.

Coming in 2018, our Hall of Sciences will feature modern labs for Biology, Chemistry, Physics, and more. Build a strong foundation in science education right here at SCC.
Visit scciowa.edu or call (319) 208-5000.

Industrial Technologies Training Center

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Preparing for a Health Sciences degree? Call PACE for one-on-one navigation to guide you through your program.
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Don’t wait – fall semester starts August 23!

Not sure if college is for you? PACE may be just what you need. See pg 10 for details.