Better employees, better profitability.
Basic Industrial Maintenance Technology Certificate from CBIZ!

REGISTER TODAY: 319-208-5375
www.cbiziowa.com
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### Connect with CBIZ!

Join our weekly update list.

Email us to join: cbiz@scciowa.edu

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RiverPark Place  
610 North 4th Street, Suite 220  
Burlington, IA 52601  
319-208-5375  
Fax 319-752-3407  
Toll-free 866-722-4692

**SCC West Burlington Campus**  
1500 West Agency Road  
West Burlington, IA 52655  
319-752-2731  
Toll-free 866-722-4692

**SCC Keokuk Campus**  
335 Messenger Road  
Keokuk, IA 52632  
319-524-3221  
Toll-free 866-722-4692

**SCC Mount Pleasant Center**  
200 North Main Street  
Mount Pleasant, IA 52641  
319-385-8012  
Toll-free 866-722-4692
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.

#67472 24 Hours, 6 Sessions $295
SCC CBIZ, 111 Leann Blakley
Mon/Wed/Fri, Feb 18 - Mar 1 1 - 5 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.

#67469 16 Hours, 4 Sessions $275
SCC CBIZ, 112 Leann Blakley
Mon & Wed, May 6 - 15 1 - 5 PM

Business Record Keeping
While not the most exciting or creative aspect of running a business, record keeping is nevertheless a critical part of business operations. In this course you will learn the importance of record keeping, what records to keep and how long, bookkeeping, payroll, customer service, safety, and inventory records, and ideas on software to help with record keeping. Materials included.

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

#67494 3 Hours, 1 Session $59
SCC CBIZ, 111 Janine Clover
Wednesday, Mar 6 8:30 - 11:30 AM

QuickBooks Online® - Software Comprehensive
If you subscribe to QuickBooks Online®, 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.

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

#67512 9 Hours, 3 Sessions $139
SCC CBIZ, 110 Janine Clover
Mon & Thu, Jan 21 - 28 5:30 - 8:30 PM

#67513 9 Hours, 3 Sessions $139
SCC CBIZ, 110 Janine Clover
Mon & Wed, Apr 22 - 29 8:30 - 11:30 AM

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.

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

#67515 9 Hours, 3 Sessions $159
SCC CBIZ, 110 Janine Clover
Mon & Wed, May 29 - Jun 5 8:30 - 11:30 AM

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.

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

#67514 9 Hours, 3 Sessions $159
SCC CBIZ, 110 Janine Clover
Mon & Thu, Feb 18 - 28 5:30 - 8:30 PM
Class does not meet 2/25

#67515 9 Hours, 3 Sessions $159
SCC CBIZ, 110 Janine Clover
Mon & Wed, May 29 - Jun 5 8:30 - 11:30 AM

NEW Quickbooks Pro Desktop Level 1 - Review
Certificate Program ★ This course is approved for the Business Bookkeeping Certificate.

#67495 2 Hours, 1 Session $60
SCC CBIZ, 110 Janine Clover
Friday, May 3 8:30 - 10:30 AM

Look for ★ to locate Business Bookkeeping Certificate classes in this catalog.

Tuition assistance may be available. Certificate classes may be taken individually outside of the certificate.
**Human Resources**

**NEW** Employment Law: Keys to Hiring and Firing
This class provides executives and managers with a substantive overview of the key employment laws to consider when hiring and firing personnel, including anecdotes from cases litigated by the instructor and useful tips for compliance and litigation avoidance.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Instructor</th>
<th>Times, Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>#67517</td>
<td>2 Hours, 1 Session</td>
<td>Sarah DeFranco</td>
<td>Wednesday, Apr 10, SCC CBIZ, 111</td>
</tr>
</tbody>
</table>

**NEW** Retention Tools: The Value of a Stay Interview
Retention Tools: The Value of a Stay Interview based on research by Richard Finnegan, this session will explore different kinds of employee retention tools with focus on the stay interview. Building trusting relationships, asking probing questions, and developing opportunities to have meaningful conversations with employees about what motivates them to stay with your company will be one of the key competitive advantages of being an employer of choice. Discussion and activities will offer tools that all participants can apply immediately on the job.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Instructor</th>
<th>Times, Location</th>
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</thead>
<tbody>
<tr>
<td>#67525</td>
<td>3.5 Hours, 1 Session</td>
<td>Celina Peereman</td>
<td>Wednesday, Apr 24, SCC CBIZ, 111</td>
</tr>
</tbody>
</table>

**SHRM Certification Prep**
This certification preparation course is designed for individuals preparing for the SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) exam. The 2017 SHRM Learning System® is included. This 12-week webinar is provided through a partnership with North Iowa Area Community College.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Times, Location</th>
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<tbody>
<tr>
<td>#67409</td>
<td>24 Hours, 12 Sessions</td>
<td>Thursdays, Jan 24 - Apr 18, SCC CBIZ, 111</td>
</tr>
</tbody>
</table>

**Social Media**

**Certificate Program**
This certificate will take you through a series of classes that will not only take your business to the next level, but help you build skills to navigate social media to gain a competitive edge. You will understand the functions of the different platforms and how to use them together. Learn new skills to achieve recognition for your business and to generate free leads. This special price covers the cost for classes between Jan - May 2019 and does not include any additional make-up classes or projects.

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

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Times, Location</th>
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</thead>
<tbody>
<tr>
<td>#67454</td>
<td>6 Hours</td>
<td>Tuesdays, Feb 5 &amp; 12, SCC WB, 111</td>
</tr>
</tbody>
</table>

**Are You a Solopreneur?**
Macmillan dictionary defines a solopreneur as a business owner who works and runs their business alone. Southeastern Community College SBDC has a monthly “Study Group” just for Solo Entrepreneurs. The group will work on business goals together and network through the direction of the Southeastern SBDC. There is no cost, just your desire to improve your business.

**NEXT STUDY GROUP**: January 14, 8:30-9:30 AM, Room 111
For more info, contact Janine Clover at 319-208-5381 or jclover@scciowa.edu.
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.
#67456 4 Hours, 2 Sessions $59
SCC WB, 111
Jeff Ebbing
Tuesdays, Feb 19 & 26
5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info.

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.
#67455 4 Hours, 2 Sessions $59
SCC WB, 111
Samantha Helmick
Tuesdays, Mar 5 & 12
5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info.

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.
#67464 4 Hours, 2 Sessions $59
SCC WB, 111
Jeff Ebbing
Tuesdays, Apr 2 & 9
5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info.

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.
#67457 4 Hours, 2 Sessions $59
SCC WB, 111
Samantha Helmick
Tuesdays, Mar 19 & 26
5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info.

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.
#67458 6 Hours, 2 Sessions $99
SCC WB, 111
Samantha Helmick
Tuesdays, Apr 16 & 23
5:30 - 8:30 PM
Available in KEO via zoom – call CBIZ for info.

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.
#67501 2 Hours, 1 Session $39
SCC WB, 111
Jeff Ebbing
Tuesday, Apr 30
5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info.

Social Media Certificate Final Project
Attending all Social Media Certificate classes is strongly recommended before taking the final project and will not be considered complete until all parts of the Final Project Guidelines are met. 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.
#67459 2 Hours, 1 Session $39
SCC WB, 111
Helmick & Ebbing
Tuesday, May 7
5:30 - 7:30 PM

Google Analytics
How do you know if your website is effective and driving the business that you want? Managing your web presence be it via website, mobile applications, or any combination is key for your success. Through hands-on activities you will discover how to set up and use Google Analytics and standard Google Analytics reports. You will create a Google Analytics account, tag website with a Google Analytics tracking code, understand collecting and analyzing data, and much more.

#67526 6 Hours, 2 Sessions $149
SCC CBIZ, 110
Angela Shipleys
Mon & Fri, Feb 4 & 8
2 - 5 PM

Need new skills but short on cash?
You might qualify for financial assistance if you’re training for any of these programs:
- CDL Truck Driving
- Basic Industrial Maintenance Technology Certificate
- Shielded Metal Arc (Stick) Welding
- Certified Production Technician
- Business Application Certificate
- Business Bookkeeping Certificate
- Health Care
- Production Welding Certificate

Call now to see if you qualify!
319-208-5375

Call to Register: 319-208-5375 | Call toll-free: 866-SCC-IOWA x5375
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.  
**This class also includes the NEW mandatory CPR/First Aid training.**  
This course meets the coursework and CPR requirement for the state’s coaching authorization application. Students must purchase these books: Successful Coaching, - 4th Edition and Sport First Aid - 5th Edition.  
**#66907 55 Hours**  
Jan 21 - Mar 8 Ralph Kaufman  
Taping Clinic, SCC WB 201 Sheena Abbott  
Sat, Feb 9 8 AM - Noon  
CPR/AED, SCC WB 201 Beard  
Sat, Feb 9 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.  
**#65108 5 Hours/Self-Study**  
Jul 1 - Jun 28 Ralph Kaufman

Theory of Coaching  
This online self-paced class enhances your understanding of techniques and theory of coaching interscholastic athletics. This class will take about 10 hours to complete and meets all requirements for the State of Iowa Coaching Authorization required core subject matter. Students must purchase their own Successful Coaching, 4th Edition book.  
**#65128 10 Hours/Self-Study**  
Jul 1 - Jun 30 Ralph Kaufman

Cosmetology Re-Licensure

Cosmetology  
Roll out the Red Carpet for these trending updos! This 6 hour technical class will have you inspired to turn your ordinary looks into fabulous formal dos! Your clients will leave feeling inspired and new with all the new tricks you can do! In the afternoon, you will have fun learning new rules and laws as you participate in game shows! This 2 hour format fulfills the new Iowa Law requirement and you will discover new laws and ways to keep up on sanitation.  
**#66909 6 Hours, 1 Session**  
SCC WB, Little Theater Stacy Besch  
Monday, Feb 18 8 AM - 3 PM

Cosmetology - Iowa Law and Sanitation  
Law & Sanitation 2 hour segment: Have fun learning new rules and laws as you participate in game shows! This 2 hours of fun and entertainment will make your required hours go fast yet educational!  
**#66908 2 Hours, 1 Session**  
SCC WB, Little Theater Stacy Besch  
Monday, Feb 18 1 - 3 PM

Leadership

Effective Management Certificate Program  
This certificate is the next step in professional development after the Supervision certificate and is built especially for those who have been promoted from supervisory to managerial responsibilities. Certificate candidates must successfully complete all 15 courses within a two-year period from the start of their first class. Classes may be taken in any order.

- Behavioral Interviewing  
- Business Mentoring  
- Communication Skills for Managers  
- Delegation for Leaders  
- Effective Performance Appraisals  
- Emotional Intelligence  
- Fostering Diversity in the Workplace  
- Handling Conflict  
- HR Legal Issues for Managers  
- Introduction to Project Management  
- Leading Change in the Workplace  
- Leading High Performance Teams  
- Management Basics  
- How Millennials and Gen Z Affect the Culture of Work  
- Problem Solving for Teams

Look for ★ to locate Effective Management Certificate classes in this catalog. Certificate classes may be taken individually outside of the certificate.

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.  
**#65126 6 Hours, 1 Session**  
SCC CBIZ, 103 Daniel Shull  
Thursday, Jan 10 9 AM - 4 PM

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 today 319-208-5375
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 that must be taken. Also covers progressive discipline, including written performance plans.

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

#66875 6 Hours, 1 Session $459
SCC CBIZ, 103
Don McKee
Tuesday, Feb 12 8:30 AM - 3:30 PM

Problem Solving for Teams
Explore strategies and skills to define the problem, foster creative solutions, identify participant qualifications for a given problem and select problem-solving techniques. *(Elective CLO)*

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

#66877 4 Hours, 1 Session $94
SCC CBIZ, 103
Susan Dunek
Tuesday, Mar 12 8 AM - Noon

Introduction to Project Management
Increase your awareness of key project management behaviors. Participants will define a project, identify critical components for project management at each stage, and develop a personal action plan for applying project management skills.

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

#66880 8 Hours, 2 Sessions $190
SCC CBIZ, 103
Tammy Dean
Fridays, Apr 5 & 19 8 AM - Noon

Leading Change in the Workplace
When faced with change, you have one of three choices…lead, follow or get out of the way. Choose to lead! This course will help managers deal with change in the workplace – both personally and as a leader of their team. Topics include understanding both positive and negative effects of change, learning personal response to change, helping to lead employees through change, seeing change as an opportunity, and communication during change.

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

#66883 6 Hours, 1 Session $459
SCC CBIZ, 103
Tom Westbrook
Thursday, May 9 9 AM - 3 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.

#66885 3 Hours, 1 Session $159
SCC CBIZ, 103
Heather Woody
Tuesday, Jun 11 9 AM - Noon

Supervision 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.

#67920 6 Hours, 2 Sessions $159
SCC CBIZ, 111
Chuck Griffin
Tuesdays, Jan 29 & Feb 5 1 - 4 PM

Strengthfinder, Discover You
Does your ideal day have high productivity and lots of energy? Understand where your strengths are by doing what comes natural to you. You will also discover ways to maximize your strengths to achieve your dreams. An online assessment must be completed before class, and you must bring to class. Please pick up your book prior to the start of class to receive your access code for the assessment.

#67440 2.5 Hours, 1 Session $249
SCC CBIZ, 103
Heather Woody
Wednesday, Feb 20 9 - 11:30 AM

Buddy to Boss
One day, they are your co-workers and buddies – the people you take coffee breaks and socialize with – now, you’re their boss. Suddenly, you find yourself questioning what you should and shouldn’t say to your former co-workers. Your job is now about them and no longer all about you. The challenge is not only in taking on the demands of a new elevated role and the skills and knowledge required, but also making the emotional and mental transition to that of manager.

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

#67463 3 Hours, 1 Session $159
SCC CBIZ, 103
Heather Woody
Tuesday, May 14 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.

#67521 36 Hours, 12 Sessions $975
SCC CBIZ, 111 & 112
Chuck Griffin
Tuesdays, Jan 29 - May 14 1 - 4 PM
Class does not meet 2/12, 3/12, 3/26 and 4/2
Office Productivity

Introduction to Personal Computers
Feel like you need to know more about computers? This course is targeted to individuals who do not have any background, knowledge, or experience in computers and who need to use personal computers at home or the office.

#67533 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Apr 16 & 18 8 AM - Noon

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.

#67491 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Jan 29 & 31 8 AM - Noon

iPad Basics
iPads aren’t just for teenagers! Bring your iPad and learn 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. A basic knowledge of computers would be helpful.

#67550 4 Hours, 1 Session $39
SCC CBIZ, 111 Cindy Chambers
Tuesday, May 7 8 AM - Noon

Business Applications CERTIFICATE PROGRAM
This certificate hands-on program is for those who need or want to learn more about the world of computers. Students will learn the essentials of computing for today’s technological workplace. Through hands-on, interactive training, students gain a working knowledge of a wide variety of computer software applications to help them be successful in a cross section of occupations. A final project due from each student will assess and review the concepts covered in the program.

★ Access Basics, Intermediate, & Advanced
★ Excel Basics, Intermediate, & Advanced
★ Introduction to Windows 10
★ Microsoft Outlook Basics
★ Microsoft PowerPoint Basics
★ Word Basics, Intermediate, & Advanced
★ Final Tests

Look for ★ to locate Business Applications Certificate classes in this catalog.
Tuition assistance may be available.
Certificate classes may be taken individually outside of the certificate.

Access Basics
This course 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.

#67476 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Apr 30 & May 2 8 AM - Noon

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.

#67479 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, May 14 & 16 8 AM - Noon

Excel Basics
Work with numbers? Then you need to learn Excel. 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. Experience with Windows is recommended. New users of previous Excel versions will also benefit.

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

#67484 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, May 21 & 23 8 AM - Noon

Excel 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.

#67475 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Feb 12 & 14 8 AM - Noon

#67562 8 Hours, 4 Sessions $129
SCC Mt. Pleasant Sarah Johnson
Tue & Thu, Mar 19 - 28 6 - 8 PM

#67565 8 Hours, 4 Sessions $129
SCC WB, TBD Jill Ita
Tue & Thu, Apr 2 - 11 6 - 8 PM

#67584 8 Hours, 4 Sessions $129
SCC Keokuk, TBD Erin Cruz
Mon & Wed, May 6 - 15 6 - 8 PM
Excel Intermediate
Continue with your Excel proficiencies by learning the benefits of the more advanced features of Excel. 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.
#67483 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Mar 26 & 28 8 AM - Noon

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.
#67486 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Apr 2 & 4 8 AM - Noon

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.
#67473 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Apr 9 & 11 8 AM - Noon

NEW The Seven Sins of Internet Security Risk
Ever wonder if you are safe while searching the internet? Understand how to stay safe on the internet, antivirus, malware, accidental loss of data and more. This class will give you the basic of cyber security.
#67516 4 Hours, 2 Sessions $39
SCC WB, 129 Staff
Tue & Thu, Mar 5 & 7 4 - 6 PM

PowerPoint
PowerPoint 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.
#67478 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Jun 11 & 13 8 AM - Noon

Word Basics
In this course you will gain basic proficiency with Microsoft Word. 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.
#67474 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Feb 5 & 7 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.
#67481 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Mar 5 & 7 8 AM - Noon

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.
#67482 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Mar 19 & 21 8 AM - Noon

Girls Coding Camp COMING THIS SUMMER!
This 5-day, summer camp provides girls going into grades 9 – 11 with an in-depth introduction to computer programming using the Python language, introduction to interfacing with robotics and sensors, the history of the role that women have played in Information Technology (IT), and the careers available in IT. In this camp, students will learn programming using the Python language, introduction to computer programming and robotics, and will build and test their own robotic car with ultrasonic obstacle avoidance, light follower, and line follower sensors.
JUNE 3 - 7, 9 AM - 4 PM $95
CPR & First Aid

Heartsaver CPR/AED and First Aid
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.

#67451 6 Hours, 1 Session $109
SCC Keokuk, IT114 Amanda Shockency
Wednesday, Feb 4 8 AM - 3 PM

#67452 6 Hours, 1 Session $109
SCC WB, 607 Amanda Shockency
Wednesday, May 8 8 AM - 3 PM

Heartsaver Pediatrics First Aid and CPR
This American Heart Association course is a 7-hour class teaching critical skills and knowledge needed to respond to and manage illnesses and injuries in a child or infant in the first few minutes until emergency medical services arrives. This content is inclusive for Child CPR state-required training for child care providers, and is also recommended for teachers, foster care providers, camp counselors, coaches, and the general public.

#67453 7 Hours, 1 Session $129
SCC CBIZ, 111 Amanda Shockency
Tuesday, Apr 9 8 AM - 4 PM

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.

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

#66860 4 Hours, 1 Session $69
SCC WB, HP 117 Josh Kramer
Monday, Jan 28 5 - 9 PM

#66861 4 Hours, 1 Session $69
SCC WB, HP 117 Josh Kramer
Monday, Feb 25 5 - 9 PM

#66862 4 Hours, 1 Session $69
SCC WB, HP 117 Josh Kramer
Monday, Mar 25 5 - 9 PM

#66863 4 Hours, 1 Session $69
SCC WB, HP 117 Josh Kramer
Monday, Apr 22 5 - 9 PM

#66864 4 Hours, 1 Session $69
SCC WB, HP 117 Josh Kramer
Monday, May 20 5 - 9 PM

Healthcare Registration Specialist
This course prepares individuals to work as a Registration Specialist in health care. This position represents the front line of healthcare services for patients entering a hospital or clinic. Students learn terminology associated with the revenue cycle, customer service, computer skills, basic Microsoft Office functions, HIPAA training, different types of insurance offerings and associated terminology, as well as communication skills. In addition to 64 hours of lecture, there is a 20 hour externship that must be completed in order to receive the course certificate.

#67415 64 Hours, 16 Sessions $1,200
SCC WB, HP 118 & HP 210 Abel/Massner
Thu & Fri, Jan 17 - May 10 8 - 10 AM
Medication Aide
This is a 46-hour class and 10-hour clinical, totaling 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 for 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.

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

#66866  56 Hours, 12 Sessions   $425  
SCC WB, PH 125  Wanda Carden  
Tue & Thu, Jan 15 - Feb 21  3:30 - 8 PM

#66890  56 Hours, 12 Sessions   $425  
SCC WB, HP 125  Wanda Carden  
Tue & Thu, Mar 21 - Apr 30  3:30 - 8 PM

Medication Manager
This 20-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 2019 Drug Reference.

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

#66919  20 Hours, 5 Sessions   $160  
SCC WB, HP 124  Darla Boeding  
Tue & Thu, Jan 15 - 29  11:30 AM - 4 PM

#67465  20 Hours, 5 Sessions   $160  
SCC WB, HP 124  Darla Boeding  
Tue & Thu, Feb 19 - Mar 5  11:30 AM - 4 PM

#67466  20 Hours, 5 Sessions   $160  
SCC WB, HP 119  Darla Boeding  
Tue & Thu, Mar 26 - Apr 9  11:30 AM - 4 PM

#67467  20 Hours, 5 Sessions   $160  
SCC WB, HP 119  Darla Boeding  
Tue & Thu, Apr 23 - May 7  11:30 AM - 4 PM

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.

#66891  8 Hours, 1 Session   $99  
SCC WB, HP 119  Cheryl Sime  
Friday, Mar 1  8:30 AM - 5 PM

#66892  8 Hours, 1 Session   $99  
SCC WB, HP 119  Darla Boeding  
Friday, Apr 5  8:30 AM - 5 PM

#66893  8 Hours, 1 Session   $99  
SCC WB, HP 119  Darla Boeding  
Friday, May 3  8:30 AM - 5 PM

Introduction to Microsoft Project 2016
Discover how to effectively plan, implement, and control projects using Microsoft Project 2016. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress, analyzing variances, and revising your project plan.

www.getIT4U.com/secc/online-courses $120

GRE Preparation – Part 1
If you’re planning to apply to graduate school, you’ll likely have to take the GRE. Part 1 takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks.

www.getIT4U.com/secc/online-courses $89

Creating WordPress Websites
Learn how to create attractive, sophisticated blogs and websites—without any coding! WordPress is the world’s most popular website publisher. Find out how to use WordPress to create pages and posts, add images and videos, change a site’s look and feel, and include user-friendly features.

www.getIT4U.com/secc/online-courses $89

SAT/ACT Prep Series
Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This series will prepare you for both tests.

www.getIT4U.com/secc/online-courses $74

A to Z Grantwriting
Learn how to raise needed funds by discovering how and where to look for potential funders. How to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

www.getIT4U.com/secc/online-courses $89
APICS

Expand your Career Opportunities and improve your company’s profitability. APICS 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) or Certified Supply Chain Professional (CSCP). CBIZ offers expert guidance and peer discussion from instructor led courses that will help you prepare for certification. Must be registered ten days prior to the start of class.

APICS CPIM Part 1 - Basics of Supply Chain Management
Part 1, Basics of Supply Chain Management, covers basic concepts in managing the complete flow of materials in a supply chain. Candidates explore processes used to develop sales and operations plans, and identify and assess internal and external demand and forecasting requirements. The course focuses on the importance of producing achievable master schedules that are objective and consistent with business policies and resource constraints. This course helps prepare you to take Part 1 of the CPIM (Certified in Production and Inventory Management) exam.

#67551 21 Hours, 3 Sessions $1,159
SCC CBIZ 112 Tammy Dean
Fridays, Feb 1 - Mar 1 8 AM - 3:30 PM
Class meets 2/1, 2/15, 3/1

APICS CLTD - Certification in Logistics, Transportation & Distribution
Gain recognition and a certification (C). Become an expert in the logistics (L), transportation (T) and distribution (D) fields. The APICS CLTD designation provides a comprehensive body of knowledge and standards for those in the LTD industries. It serves both professionals and employers around the world by reducing the impact of industry skills gaps as well as assisting employers in developing the personnel needed to meet customer demand and impact bottom-line results. This face-to-face APICS CLTD Learning System is a comprehensive professional development and exam preparation program, consisting of eight instructor-led modules and interactive, web-based, study tools. Each module will further empower you with an understanding of the knowledge, best practices, and skills necessary to maximize your organization’s efficiency and impact the bottom line. Help keep you and your organization more competitive in today’s global economy.

#67552 40 Hours, 5 Sessions $2,195
SCC CBIZ 112 Tammy Dean
Fridays, Mar 8 - Jun 7 8 AM - 4:30 PM
Class meets 2/8, 3/8, 4/12, 5/10, 6/7

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

Lean

NEW Lean Practitioner CERTIFICATE PROGRAM
REDESIGNED!
You might be closer than you think!

Become a Certified Lean Practitioner and flex your continuous improvement muscle! CBIZ’s extensive coursework gives you the skills and confidence to ask questions, spot problems and take ownership in the transformation process. Our three-tiered certification provides professional development for people in all levels of an organization:

1. Lean Practitioner Level 1
2. Lean Practitioner Level 2
3. Lean Practitioner Level 3

The certification program is “hands-on” and application based which allows participants to better absorb what they learn in the coursework. Implementation activities will be required at the completion of Level 2 and Level 3 coursework. This special price covers the cost for classes between February - April 2019 and does not include any additional make-up classes or projects.

Look for to locate Lean Practitioner Level 3 classes in this catalog.

#67553 28 Hours, 5 Sessions $1,075
SCC CBIZ Staff
Feb 27 - Apr 24 See Classes for Times

Industrial Technology
**Cellular Flow**
This hands-on course teaches how to link and balance manufacturing operations to reduce lead times, minimize work-in-process, optimize floor space usage, and improve productivity through a combined classroom and hands-on simulation. The instructor leads the class through the 5-step process for designing and implementing cellular flow.

**Certificate Program** ★ This course is approved for the Lean Practitioner Level 3 Certificate.

#67540 8 Hours, 1 Session  $295
SCC CBIZ, 112  Vicki Baum
Wednesday, Feb 13  8 AM - 4:30 PM

**Pull/Kanban**
Students will learn how to control shop floor inventory and production schedules by implementing pull systems. This course teaches how to design and implement a visually-driven, employee-controlled, material replenishment system. Participants also learn how to implement repetitive and non-repetitive pull systems, set up point-of-use material storage, interface with planning systems, and balance lot sizes with capacity.

Prerequisites: Lean 101 and Lean Mapping Tools. Participants should be proficient with fractions and ratios, data tables and able to solve equations.

**Certificate Program** ★ This course is approved for the Lean Practitioner Level 3 Certificate.

#67527 8 Hours, 1 Session  $295
SCC CBIZ, 112  Vicki Baum
Wednesday, Mar 20  8 AM - 4:30 PM

**NEW Setup Reduction**
This course teaches the fundamental principles of setup reduction. The instructor will clearly define setup and discuss reasons and barriers to reducing setup time. The course follows the principles first expressed by Dr. Shigeo Shingo and his work in Single Minute Exchange of Dies (SMED).

Participants learn the standard methodology in applying SMED to any type of setup in industry.

**Certificate Program** ★ This course is approved for the Lean Practitioner Level 3 Certificate.

#67541 4 Hours, 1 Session  $195
SCC CBIZ, 112  Vicki Baum
Wednesday, Mar 27  12:30 - 4:30 PM

**NEW Total Productive Maintenance**
This course offers the student an overview of the method to proactively maintain machines and equipment at their peak productivity. Participants come away with a basic understanding of TPM, its five major components, and the seven steps to process maintenance. Learn how TPM increases overall equipment effectiveness and how it can help avoid interruptions to production.

**Certificate Program** ★ This course is approved for the Lean Practitioner Level 3 Certificate.

#67542 4 Hours, 1 Session  $195
SCC CBIZ, 112  Vicki Baum
Wednesday, Apr 10  12:30 - 4:30 PM

**Performance Measurement**
Learn various performance measurement systems, from the basic to the complex. You will consider a wide variety of measurement needs, from the shop floor to top management reviews. Find out what works to get measured results.

**Certificate Program** ★ This course is approved for the Lean Practitioner Level 3 Certificate.

#67543 4 Hours, 1 Session  $195
SCC CBIZ, 112  Vicki Baum
Wednesday, Apr 24  12:30 - 4:30 PM

**Six Sigma Green Belt**
This accelerated certificate program is delivered in two modules and includes a capstone project for Green Belt certification. Students should have some exposure to basic SPC and know how to construct an x-bar and R chart. It is recommended that participants have access to a manufacturing and/or assembly environment for their capstone project. The required capstone project is due eight weeks after the end of the course. Bring a calculator to class.

**Certificate Program** ★ This course is approved for the Lean Practitioner Level 3 Certificate.

#66868 48 Hours, 6 Sessions  $2,750
SCC CBIZ, 112  Davis Bothe
Tue - Thu, Feb 5 - 7 & 19 - 21  8 AM - 4:30 PM

**Six Sigma Black Belt**
Build on your Green Belt learning with this additional three-day training. The required capstone project is due eight weeks after the end of the course. Bring a calculator to class.

**Certificate Program** ★ This course is approved for the Lean Practitioner Level 3 Certificate.

#66869 24 Hours, 3 Sessions  $1,800
SCC CBIZ, 112  Davis Bothe
Tue - Thu, Mar 5 - 7  8 AM - 4:30 PM
PLC Core Skills Series
CERTIFICATE PROGRAM
Participants in the PLC Core Skills Series will complete the 3 essential PLC classes.

★ PLC Basics
★ PLC Intermediate
★ PLC Advanced Application Topics

Look for ★ to locate PLC Core Skills Series classes in this catalog.

<table>
<thead>
<tr>
<th>35 Hours, 5 Sessions</th>
<th>$1,495</th>
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</thead>
<tbody>
<tr>
<td>SCC CBIZ, 111</td>
<td></td>
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<tr>
<td>Mon - Fri, Mar 25 - 29</td>
<td>8 AM - 3:30 PM</td>
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</tbody>
</table>

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.

Certificate Program ★ This course is approved for the PLC Core Skills Series Certificate.

#66870 7 Hours, 1 Session $350
SCC CBIZ, 111
Bruce Dunek
Monday, Mar 25
8 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.

Certificate Program ★ This course is approved for the PLC Core Skills Series Certificate.

#66871 14 Hours, 2 Sessions $695
SCC CBIZ, 111
Bruce Dunek
Tue & Wed, Mar 26 & 27
8 AM - 4:30 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.

Certificate Program ★ This course is approved for the PLC Core Skills Series Certificate.

#66872 14 Hours, 2 Sessions $695
SCC CBIZ, 111
Joseph Martin
Thu & Fri, Mar 28 & 29
8 AM - 3:30 PM

Introduction to Machine Trades
Explores the basics of machining, raw materials, use of hand tools, safety and maintenance. Includes measurement techniques, materials, safety, machine tool math, quality control and maintenance. Emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications.

Certificate Program ★ This course is approved for the PLC Core Skills Series Certificate.

#67598 144 Hours, 32 Sessions $543
SCC WB, Precision Machining Lab
Bradley Junker
Mon/Wed/Fri, Jan 14 - May 13
9 - 11 AM

Mastercam Design
This course provides an introduction to computer aided design and drafting. Actual hands-on experience in designing, drawing, and dimensioning, surface and solid modeling using Mastercam Design software will be provided. The course presents logical step-by step instruction about the Mastercam commands, drawing aids, shortcuts and other valuable characteristics of Mastercam. This course will also feature 2D geometry and dimensioning, creating 3D surface geometry and 3D solids geometry and using Mastercam software to create Solid models using wireframe geometry. Finished copies of the students’ work will be made on a printer or plotter.

Certificate Program ★ This course is approved for the PLC Core Skills Series Certificate.

#67599 80 Hours, 32 Sessions $362
SCC WB, Precision Machining Lab
Bradley Junker
Tue & Thu, Jan 15 - May 14
9 - 11 AM

Continuous Quality Management
This introductory course will lead the student into the world of quality and the quality process. Students will analyze the performance of a production process, formulate process adjustments or improvements, and carry out the strategies for process adjustment and/or improvement.

Certificate Program ★ This course is approved for the PLC Core Skills Series Certificate.

#67600 48 Hours, 32 Sessions $543
SCC WB, Precision Machining Lab
Bradley Junker
Tue & Thu, Jan 15 - May 14
12:30 - 2 PM

Tuition assistance may be available.

Look for ★ “SOLID STAR SYMBOL” to locate the Electrical Endorsement track and the Mechanical Endorsement track of the Basic Industrial Maintenance Technology Certificate classes in this catalog.

Look for ★ “Open Star Symbol” to locate the Basic Industrial Maintenance Technology Certificate classes in this catalog.
NEW Electrical Fundamentals
This course introduces the student to basic electrical theory and troubleshooting. Topics include: circuit components, Ohm’s, Lenz’s and Kirchhoff’s Laws and their use in circuit calculations. How to use an electric diagnostic meter, measure common electrical values; Ohms, Amps and Volts. How a generator works, Alternating Current basics including RL, RC and RLC circuits and more.
Certificate Program ★ This course is approved for the Basic Industrial Maintenance Tech. Certificate.
#67566 18 Hours, 3 Sessions $499
SCC Keokuk, IT114 Dave Rector
Mon - Wed, Feb 18 - 20 8 AM - 3 PM

NEW Electrical Wiring Components
This lesson centers on the hardware, materials and devices used in electrical circuits. Students will be introduced to commonly-used wire, cable, fixtures and enclosures. You will learn how to use standard IEE and NEC tables and code information such as conduit fill, Ampacity, temperature guidelines, common wiring practices, etc.
Certificate Program ★ This course is approved for the Basic Industrial Maintenance Tech. Certificate.
#67553 6 Hours, 1 Session $179
SCC Keokuk, IT114 Dave Rector
Thursday, Feb 21 8 AM - 3 PM

NEW Electrical Wiring Diagrams and Schematics
This lesson centers on the hardware, materials and devices used in electrical circuits. Students will be introduced to commonly-used wire, cable, fixtures and enclosures. Students will learn how to use standard IEE and NEC tables and code information such as conduit fill, Ampacity, temperature guidelines, common wiring practices etc.
Certificate Program ★ This course is approved for the Basic Industrial Maintenance Tech. Certificate.
#67554 18 Hours, 3 Sessions $499
SCC Keokuk, IT114 Dave Rector
Mon/Tues/Fri, Feb 22 & Mar 4 - 5 8 AM - 3 PM

NEW Control Circuits
The basic parts of a circuit are explained along with how to arrange circuits to obtain a specific result. Previous lessons on electrical components will be reinforced as specific applications are examined.
Certificate Program ★ This course is approved for the Basic Industrial Maintenance Tech. Certificate.
#67556 6 Hours, 1 Session $179
SCC Keokuk, IT114 Dave Rector
Wednesday, Mar 6 8 AM - 3 PM

NEW Motors
The basics of how electric motors operate along with their principle parts are explained. Nameplate data, winding configuration, along with common failure modes are discussed.
Certificate Program ★ This course is approved for the Basic Industrial Maintenance Tech. Certificate.
#67566 6 Hours, 1 Session $179
SCC Keokuk, IT114 Dave Rector
Thursday, Mar 7 8 AM - 3 PM

NEW Electrical Safety
The special requirements of safety as it applies to electrical circuits and components is discussed. Emphasis is placed on safety procedures such as Lockout/Tag Out and other common requirements. Students will learn how to identify electrical hazards and how to determine the lethality of circuits from Arc Flash.
Certificate Program ★ This course is approved for the Basic Industrial Maintenance Tech. Certificate.
#67557 6 Hours, 1 Session $179
SCC Keokuk, IT114 Dave Rector
Friday, Mar 8 8 AM - 3 PM

NEW Introduction to PLCs in Industry
The topics covered include hardware components, communication networks 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.
Certificate Program ★ This course is approved for Basic Industrial Maintenance Tech. Certificate.
#67558 11 Hours, 2 Sessions $350
SCC Keokuk, IT114 Dave Rector
Fri meets 8 - 2 PM

Introduction to Process Control
This class will introduce the student to the basics of process control used in manufacturing. Topics covered will include: process control concepts such as open and closed control loops, cascading control, ratio and relational control. Also included is an introduction to flow, pressure, temperature, level and analytical sensing. Signal processing and conditioning are also covered.
Certificate Program ★This course is approved for the Basic Industrial Maintenance Technology Certificate.
#67559 11 Hours, 2 Sessions $375
SCC Keokuk, IT114 Dave Rector
Thu & Fri, Mar 21 & 22 8 AM - 3 PM
Fri meets 8 - 2 PM

Plumbing and Mechanical Relicensing CEU classes
May 10 & 11 and May 24 & 25
For more info contact CBIZ at (319) 208-5375 or email cbiz@scciowa.edu.

For more info contact CBIZ at (319) 208-5375 or email cbiz@scciowa.edu.

Call to Register: 319-208-5375 | Call toll-free: 866-SCC-IOWA x5375
### NEW Shop Math and Measuring
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.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

<table>
<thead>
<tr>
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<th>Hours, Sessions</th>
<th>Fee</th>
<th>Location</th>
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<td>#67568</td>
<td>6 Hours, 1 Session</td>
<td>$179</td>
<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
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<tr>
<td></td>
<td>Monday, Apr 1</td>
<td>8 AM - 3 PM</td>
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### NEW Introduction to Blueprints & Mechanical Drawings
This course provides instruction and exercises on reading manufacturing blueprints. Topics covered include: blueprint standards, 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.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

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<thead>
<tr>
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<th>Instructor</th>
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<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
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<td></td>
<td>Tue &amp; Wed, Apr 2 &amp; 3</td>
<td>8 AM - 3 PM</td>
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<td>Wed meets 8 - 11 AM</td>
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### NEW Precision Measuring
This lesson covers the basics of making precision measurements using common precision tools. Topics include: use of a Vernier Caliper, Dial Caliper, Micrometer, Analog and digital devices are covered along with the proper techniques for use of the tools.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Fee</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>#67570</td>
<td>3 Hours, 1 Session</td>
<td>$89</td>
<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
</tr>
<tr>
<td></td>
<td>Wednesday, Apr 3</td>
<td>Noon - 3 PM</td>
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</table>

### NEW Basic Machines
Modern industrial machinery is really a collection of basic machines that have been around for hundreds of years. This class explains how basic machines, levers, screws, inclined planes, and others are used in sophisticated manufacturing.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Fee</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>#67571</td>
<td>6 Hours, 1 Session</td>
<td>$179</td>
<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
</tr>
<tr>
<td></td>
<td>Thursday, Apr 4</td>
<td>8 AM - 3 PM</td>
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</tbody>
</table>

### NEW Power Transmission- Belt Chain Drives & Coupling Basics
Participants will gain knowledge about the basics of power transmission including belt and pulley, chain and sprocket and gear trains.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Fee</th>
<th>Location</th>
<th>Instructor</th>
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<td>#67572</td>
<td>6 Hours, 1 Session</td>
<td>$179</td>
<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
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<tr>
<td></td>
<td>Friday, Apr 5</td>
<td>8 AM - 3 PM</td>
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</table>

### NEW Conventional Alignment
This lesson covers basic shaft alignment using conventional, non-laser methods. Topics include the use of dial indicators, setup, calculation of error, soft foot correction, etc. Students perform an actual alignment.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Fee</th>
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<tr>
<td>#67573</td>
<td>10 Hours, 2 Sessions</td>
<td>$289</td>
<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
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<tr>
<td></td>
<td>Mon &amp; Tue, Apr 15 &amp; 16</td>
<td>8 AM - 3:30 PM</td>
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<td></td>
<td>Tue meets 8 - Noon</td>
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</table>

### NEW Introduction to Bearings
This lesson introduces the students to bearings used in industry. Topics include: types and application of bearings, limitations and proper selection. Also covered are bearing selection and arrangements.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Fee</th>
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<th>Instructor</th>
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<tr>
<td>#67574</td>
<td>2 Hours, 1 Session</td>
<td>$79</td>
<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
</tr>
<tr>
<td></td>
<td>Tuesday, Apr 16</td>
<td>1 - 3 PM</td>
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</table>

### NEW Bearing Installation
This lesson explains to the students the proper methods and tools to use when installing a bearing. Students will remove and install bearings.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Fee</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>#67576</td>
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<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
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<tr>
<td></td>
<td>Wednesday, Apr 17</td>
<td>8 AM - Noon</td>
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### NEW Lubrication
This lesson cover the basics of industrial lubrication including liquid, semi-liquid and dry lubricants. Oils, greases and dry lubricants are explained and discussed in detail. Students should be able to better understand how to properly select lubricants for a given job after completing this course.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Fee</th>
<th>Location</th>
<th>Instructor</th>
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<td>#67580</td>
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<td>$79</td>
<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
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<td></td>
<td>Wednesday, Apr 17</td>
<td>1 - 3 PM</td>
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### NEW Compressors & Pneumatic Systems
This lesson presents the basics of compressed air systems including descriptions of the machinery, pneumatic symbols, and common layout. Troubleshooting issues are discussed.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

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<thead>
<tr>
<th>Course Code</th>
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<th>Instructor</th>
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<td>#67590</td>
<td>6 Hours, 1 Session</td>
<td>$179</td>
<td>SCC Keokuk, IT114</td>
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<td></td>
<td>Thursday, Apr 18</td>
<td>8 AM - 3 PM</td>
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### NEW Basic Hydraulics
This lesson covers basic principles of hydraulics and hydraulic systems. Pascal's Law and Bernoulli's principle are explained. How fluid systems work as well as the parts that make up the system are explained.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

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<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Fee</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
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<tr>
<td>#67592</td>
<td>4 Hours, 1 Session</td>
<td>$129</td>
<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
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<td></td>
<td>Friday, Apr 19</td>
<td>8 AM - Noon</td>
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### NEW Intro to Tools of the Trade
This lesson reviews the many types of hand tools and hand-held power tools found in industry. Hazards are identified and safe operation techniques are explained. A brief overview of OSHA hand tool requirements is given.

**Certificate Program**
- This course is approved for the Basic Industrial Maintenance Tech. Certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours, Sessions</th>
<th>Fee</th>
<th>Location</th>
<th>Instructor</th>
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<td>#67603</td>
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<td>$79</td>
<td>SCC Keokuk, IT114</td>
<td>Dave Rector</td>
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<tr>
<td></td>
<td>Friday, Apr 19</td>
<td>1 - 3 PM</td>
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</table>
Pumps and Valves Fundamentals
While utilizing hands-on demonstrators, this class will review pump topics such as: pump construction; classification of pumps; pump seals; advantages and disadvantages of various types of pumps; and the effect of head pressure, cavitation and media. Covered valve topics include: valve construction; classification of valves and types; advantages and disadvantages of various types of valves and valve trim. Also covered will be how pumps and valves are used in a process control scheme.

Certificate Program ⭐ This course is approved for the Basic Industrial Maintenance Tech. Certificate.

#67564 12 Hours, 2 Sessions $159
SCC Keokuk, IT114 Dave Rector
Mon & Tue, Apr 29 & 30 8 AM - 3 PM

Trouble shooting Mechanical Systems
This lesson will introduce the student to basic mechanical trouble shooting methods. An emphasis will be placed on using a Universal Trouble Shooting Method as well as using logical thinking to discover the root cause of a mechanical failure. Problems will center around failure scenarios of standard mechanical systems including power transmission, pneumatic and hydraulic systems.

Certificate Program ⭐ This course is approved for the Basic Industrial Maintenance Tech. Certificate.

#67579 6 Hours, 1 Session $179
SCC Keokuk, IT114 Dave Rector
Thursday, May 2 8 AM - 3 PM

Industrial Safety
This lesson provides the basic understanding of the dangers and safety methods found in Industrial manufacturing. Topics include: rotating machinery safety, fall prevention, material handling, confined spaces and others. Students will be provided with the basic knowledge to help them identify dangerous situations and how to take appropriate action.

Certificate Program ⭐ This course is approved for the Basic Industrial Maintenance Tech. Certificate.

#67577 6 Hours, 1 Session $179
SCC Keokuk, IT114 Dave Rector
Friday, May 3 8 AM - 3 PM

Shielded Metal Arc (Stick)
WELDING CERTIFICATE
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.

Topics include:
> Welding safety
> Hands-on SMAW welding in all positions using various electrodes
> Applied math
> Blueprint reading
> Welding symbol interpretation

#67492 224 Hours, 45 Sessions $2,995
SCC WB, Welding Lab
Mon - Fri, May 29 - Jul 24 8 AM - 4:30 PM
Class does not meet 5/27, 7/4 & 7/5

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.

Certificate Program

#67544 3 Hours, 1 Session $79
SCC WB, 607 Herb Ogden
Saturday, Feb 9 12:30 - 3:30 PM

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

Certificate Program

#67545 6 Hours, 1 Session $125
SCC WB, 607 Herb Ogden
Saturday, Mar 23 8 AM - 2 PM
Re-licensure - Mining

**MSHA Annual Refresher for Part 46, 48A & 48B**

This course presents an overview of the annual refresher training of miners for MSHA Parts 46, 48A and 48B training requirements. It will cover basic mining regulations for underground metal, non-metal, and coal mines, as well as surface areas of underground metal, non-metal, and coal mines. In addition, the course covers how to recognize and avoid hazards inherent to miners, emergency response procedures, and miners' rights and responsibilities. The Iowa mine health and safety training program is conducted under the Iowa Department of Education, through the fifteen community colleges. If you have employees or are an employee in need of Part 46, 48A or 48B of the 8 hour MSHA refresher training, then mark your calendars and register today to avoid missing out.

**#67508** 8 Hours, 1 Session $80
SCC CBIZ, 111
Monday, Apr 1 8 AM - 4:30 PM

**MSHA New Miner Training for Part 46, 48A & 48B**

This course, delivered by an MSHA approved cooperative trainer, must be taken if an individual will be working at a mine site for the first time. Hands-on, interactive instruction covers MSHA Part 46 & 48B surface training for underground mines, and health and safety issues relevant to mining operations and its employees. The Iowa mine health and safety training program is conducted under the Iowa Department of Education, through the fifteen community colleges. If you have employees, or are an employee, in need of MSHA Part 46, 48A, or 48B new miner training, then mark your calendars and register today to avoid missing out.

**#67507** 24 Hours, 3 Sessions $225
SCC CBIZ, 111
Tue - Thu, Apr 2 - 4 8 AM - 4:30 PM

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**Alcohol & Other Drug Safety**

**Alcohol & Other Drug Awareness for Managers and Supervisors**

This course presents an overview of the annual refresher training of miners for MSHA Parts 46, 48A and 48B training requirements. It will cover basic mining regulations for underground metal, non-metal, and coal mines, as well as surface areas of underground metal, non-metal, and coal mines. In addition, the course covers how to recognize and avoid hazards inherent to miners, emergency response procedures, and miners' rights and responsibilities. The Iowa mine health and safety training program is conducted under the Iowa Department of Education, through the fifteen community colleges. If you have employees or are an employee in need of Part 46, 48A or 48B of the 8 hour MSHA refresher training, then mark your calendars and register today to avoid missing out.

**#67561** 2 Hours, 1 Session $49
SCC CBIZ, 103 Jim Towlerton
Wednesday, Feb 6 1 - 3 PM

**#67562** 2 Hours, 1 Session $49
SCC CBIZ, 103 Jim Towlerton
Thursday, Apr 18 8 - 10 AM

**OSHA**

**Aerial Lift and Scaffolding for the Competent Person**

This course is an OSHA-required course for persons 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 scissors lifts, articulating and telescopic boom lifts.

**#67429** 4 Hours, 1 Session $329
SCC Keokuk, IT114 Dave Rector
Tuesday, May 21 8 AM - Noon

**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.

**#67432** 6 Hours, 1 Session $179
SCC Keokuk, IT114 Dave Rector
Tuesday, Jun 4 8 AM - 3 PM

**Crane & Hoist Safety**

This course covers the safe work procedures required when working with cranes and hoists. Training covers all topics required to meet the Qualified Rigger training as specified by OSHA. Topics covered include: types of hardware used in lifting, proper rigging techniques for lifting, how to inspect rigging and other lifting equipment, the dynamics of lifting, and pre-lift safety. Participants will receive a Qualified Rigger certification and a certification of attendance.

**#67431** 7 Hours, 1 Session $250
SCC Keokuk, IT114 Dave Rector
Thursday, Feb 7 8 AM - 4 PM

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**Enriching the Business of Life**

**Southeastern Community College | Center for Business**

www.cbiziowa.com
Forklift Operator Training (Power Industrial Trucks)
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.

#67430  4 Hours, 1 Session  $85
SCC WB, 607  Dave Rector
Wednesday, Apr 10  8 AM - Noon

OSHA Fall Protection for the Competent Person
Employees working at a height of 6 feet or more must be aware of fall protection procedures. To ensure compliance with fall protection, OSHA requires a person competent in safety procedures and equipment be present at every job site. This course covers methods of fall protection and how to properly use fall restraint devices such as lanyards, retractors, etc.

#67433  4 Hours, 1 Session  $85
SCC Mt. Pleasant, 102  Dave Rector
Wednesday, Feb 13  8 AM - Noon

OSHA 10-Hour for Construction
This training program is intended to provide entry-level construction workers information about their rights, employer responsibilities, how to file a complaint, and to identify, abate, avoid and prevent job-related hazards which a worker may encounter at a construction site. The training covers a variety of construction safety and health hazards found on construction sites. Topics include: Introduction to OSHA, Managing Safety and Health, OSHA Focus Four Hazards, Personal Protective Equipment, Health Hazards in Construction, Stairways and Ladders, and more.

#67489  30 Hours, 4 Sessions  $550
SCC Keokuk, IT114  Dave Rector
Mon - Thu, Feb 25 - 28  8 AM - 4:30 PM

NEW OSHA 30-Hour for Construction
The 30 hour Construction Training Program is intended to provide information on a variety of topics to workers with some safety responsibility. This training emphasizes hazard identification, avoidance, control and prevention, but not OSHA standards. Topics include: Introduction to OSHA, Managing Safety and Health, OSHA Focus Four Hazards, Personal Protective and Lifesaving Equipment, Health Hazards in Construction, Stairways and Ladders, and more.

#67428  30 Hours, 4 Sessions  $550
SCC CBIZ, 111  Dave Rector
Tue & Wed, May 7 - 8 & 14 - 15  8 AM - 4:30 PM

SAFETY SEMINAR
Disability Etiquette and ADA Guidelines
A panel representing the Workforce Innovation and Opportunity Act will discuss disability etiquette in the workplace. They will talk about ADA guidelines for employment and providing accommodations, in order to provide safe work space that would increase employment retention for persons with disabilities.

#67563  1.5 Hours, 1 Session  $19
SCC CBIZ, 103  Panel
Thursday, Mar 7  7:30 - 9 AM
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.

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.

Program hours are Mon-Fri 8 AM-4:30 PM. 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 the start of class. CBIZ will schedule drug screen and physical for candidates.

Fee: $3,495 (includes tuition, books, DOT physical, drug screen, permit & license fees). Need-based tuition assistance may be available through GAP programs.

Call 319-208-5375 for more information.

Motorcycle

Motorcycle Safety - Basic Rider Course

Successful completion of this 15-hour course, approved as a basic motorcycle safety course by the Iowa Department of Motor Vehicles, can result in a waiver for the driving portion of the motorcycle license endorsement. The course also fulfills the state of Iowa’s mandatory motorcycle driving requirements for legal riders up to 18 years of age. It is also open to any other rider, new or experienced, that is interested in learning safe riding techniques and/or desires to obtain a motorcycle endorsement on their state of Iowa driving license. If over 18 years of age and the course is successfully completed, Iowa will waive the skills test requirement for obtaining a motorcycle endorsement on an Iowa driving license. Bring a helmet, gloves, face shield, goggles, or approved DOT eye protection. 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 6 (1 rider coach) or 12 (2 rider coaches). Participants must sign-up for, and complete, the MSF (Motorcycle Safety Foundation) e-course prior to taking the class instruction.

Fee: $189 (includes training, course materials). Participants must sign-up for, and complete, the MSF (Motorcycle Safety Foundation) e-course prior to taking the class instruction.

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.

Fee: $39 (includes training, course materials).

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Sessions</th>
<th>Cost</th>
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<tbody>
<tr>
<td>#67444</td>
<td>20 Hours, 2 Sessions</td>
<td>$189</td>
<td>SCC WB, 607 Crowner/Prickett Sat &amp; Sun, Apr 27 &amp; 28 8 AM - 5 PM</td>
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<tr>
<td>#67445</td>
<td>20 Hours, 2 Sessions</td>
<td>$189</td>
<td>SCC WB, 607 Crowner/Prickett Sat &amp; Sun, May 11 &amp; 12 8 AM - 5 PM</td>
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<tr>
<td>#67446</td>
<td>20 Hours, 2 Sessions</td>
<td>$189</td>
<td>SCC WB, 607 Crowner/Prickett Sat &amp; Sun, May 18 &amp; 19 8 AM - 5 PM</td>
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<tr>
<td>#67447</td>
<td>20 Hours, 2 Sessions</td>
<td>$189</td>
<td>SCC WB, 607 Crowner/Prickett Sat &amp; Sun, Jun 1 &amp; 2 8 AM - 5 PM</td>
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<tr>
<td>#67448</td>
<td>20 Hours, 2 Sessions</td>
<td>$189</td>
<td>SCC WB, 607 Crowner/Prickett Sat &amp; Sun, Jun 22 &amp; 23 8 AM - 5 PM</td>
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<tr>
<td>#67449</td>
<td>20 Hours, 2 Sessions</td>
<td>$189</td>
<td>SCC WB, 607 Crowner/Prickett Sat &amp; Sun, Aug 24 &amp; 25 8 AM - 5 PM</td>
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<td>#67450</td>
<td>20 Hours, 2 Sessions</td>
<td>$189</td>
<td>SCC WB, 607 Crowner/Prickett Sat &amp; Sun, Sep 14 &amp; 15 8 AM - 5 PM</td>
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<tr>
<td>#67441</td>
<td>6 Hours, 1 Session</td>
<td>$39</td>
<td>SCC Keokuk, IT114 Christine Crowner Saturday, Mar 2 8 AM - 2:30 PM</td>
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<tr>
<td>#67442</td>
<td>6 Hours, 1 Session</td>
<td>$39</td>
<td>SCC Mt. Pleasant, 102 Matthew Prickett Saturday, Mar 23 8 AM - 2:30 PM</td>
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</table>

CBIZ will schedule drug screen and physical for candidates.

Tuition assistance may be available.
General Interest

Arts

Leather Slider (& Other Jewelry Pieces)
Learn to make something wonderful, a leather slider with Freshwater Pearls! You will learn how to make a slider cord and how to make a loop on head pin for beading when making necklaces, earrings and bracelets. Take away great tools and knowledge to start your adventure in jewelry making.

#67519 2 Hours, 1 Session $49
SCC WB, 351  Becky Rump
Wednesday, May 1  5:30 - 7:30 PM

Welding Art 101
Learn the basics of joining metal pieces through MIG welding. This class you will make a flower yard art and learn the basic weld. Participants must wear cotton long sleeve clothes, and leather closed toe shoe. Those with medium to long hair must tie back. Safety Glasses, Welding gloves, jackets and helmets would be provided but encouraged to bring your own.

#67460 6 Hours, 1 Session $69
SCC WB, Welding Lab, 701  Katherine Geltz
Saturday, Feb 9  8 AM - 3 PM

#67461 6 Hours, 1 Session $69
SCC WB, Welding Lab, 701  Katherine Geltz
Saturday, Apr 13  8 AM - 3 PM

NEW Welding Art 102
Move to the next level after Welding Art 101. This open lab format will help you fine tune the basic MIG skills that were learned and get your creativity moving. You will be supplied with the following materials: mild steel pieces and horseshoes. You must have MIG experience or Welding Art 101 class prerequisite.

#67462 4 Hours, 1 Session $37
SCC WB, Welding Lab, 701  Katherine Geltz
Saturday, Mar 23  8 AM - Noon

Automotive

Autobody Restoration I
These courses offer an opportunity to gain skills in autobody repair and restoration. You’ll work on projects in a lab type environment. Participants will need to supply their own projects and materials for the class. Enrollment is limited so all participants benefit from personal attention by our expert instructor with ample time on equipment. With this one-on-one approach, no matter what level of skill you have, you will increase your restoration expertise. You’ll learn proper methods of:
• Dent & rust repair
• Painting technique

#66923 36 Hours, 9 Sessions $185
SCC WB, 424  Tim Weaver
Mondays, Jun 3 - Aug 5  5 - 9 PM
Class does not meet 7/1

Autobody Restoration II
You’ll gain advanced skills in:
• Panel replacement & fabrication
• Painting techniques

#66924 36 Hours, 9 Sessions $185
SCC WB, 424  Tim Weaver
Tuesdays, Jun 4 - Aug 6  5 - 9 PM
Class does not meet 7/2

Gardening

Learn and Grow Seed Starting Basics
Learn the tips and tricks to planting seeds indoors or directly in the ground. This class will compare cost, convenience, and benefits of sowing seeds. Walkaway with your own plants you start from seeds (provided) that evening. Class presented by Des Moines County Master Gardeners.

#67549 2 Hours, 1 Session $19
SCC WB, Greenhouse  Simmons/Jones
Thursday, Mar 21  5 - 7 PM

Birdwatching Basics
Can you tell the difference between a blue jay and a bluebird? The trees, fields, and waters of Southeastern Iowa are filled with over 300 different kinds of birds just waiting to be noticed. This class will cover the basic tips and techniques of bird identification, and consists of 2 classroom meetings with 2 field trips to local parks. Class will be beneficial for those with beginning to intermediate birding skills.

#66921 8 Hours, 4 Sessions $39
SCC WB, 351  Don Weiss
Mon & Sat, Apr 1 - 15  6 - 8 PM
Class meets 4/1 and 4/15 from 6 - 8 PM
Field trips meet 4/6 and 4/13 from 8 - 10 AM

Commercial Drone Pilot Certificate Prep
Fly a drone legally for commercial purposes. Get paid for what you know. Course is designed to prepare the participants for the FAA Knowledge Exam (FAA Part 107) for Remote Pilot Certification to fly UAVs commercially. Training will be a combination of classroom lecture and discussion. Must be 16 or older to attend.

#67548 20 Hours, 3 Sessions $229
SCC WB, 607  Lane Wooder
Fri/Sat/Sun, Apr 5 - 7  8 AM - Noon

Finances of Caregiving
Life expectancy for Americans continues to increase, so it is more likely that most adults will end up caring for an elderly parent or relative. The class will go through understanding your starting point, Communication, planning and paying for care.

#67497 7.5 Hours, 5 Sessions $59
SCC Keokuk, IT114  Staff
Tuesdays, Jan 22 - Feb 19  9:30 - 11 AM
This class is a partnership between SCC CBIZ and ISU Extension.
Individualized Music for Dementia Patient Care
Learn about the power of individualized music in the care of persons with dementia. Are you a professional or family caregiver for someone with dementia (such as Alzheimer’s disease)? Does the person become anxious or agitated easily? Are these behaviors negatively affecting quality-of-life, daily cares, and your relationship with the person? Empower yourself! Anxiety / agitation are expressions of an unmet need that the person may not be able to express verbally. Learn how to use music as a non-pharmacological intervention to alleviate the disruptive behaviors. Class content will be further applied and discussed through an illustrated book designed for older children and their family members. The book is intended as a valuable resource to professional health care providers and can be purchased separately. Dr. Gerdner has a PhD in Nursing & Aging and recently served as an ethno geriatric specialist at Stanford University.

#67534 2 Hours, 1 Session $25
SCC WB, 351 Linda Gerdner
Thursday, Apr 18 5:30 - 7:30 PM

Investment Basics You Should Understand
Want to know more about Investments? Would you like to understand the options you have with your IRA rollover or 401k? In this class, we will cover the various retirement accounts (Roth, IRA, 401k, SEP, Simple) and investments (stocks, bonds, mutual funds, ETF’s, annuities, etc.) you can use with them. We will cover the basics of how each investment works, what risks they may have, and the true cost associated with them.

#65156 3 Hours, 1 Session $20
SCC Mt. Pleasant, 201 James Vandenberg
Thursday, Jan 17 5:30 - 8:30 PM

#67502 3 Hours, 1 Session $20
SCC Keokuk, 304 James Vandenberg
Thursday, May 9 5:30 - 8:30 PM

Opera Appreciation I
This class is for those interested in increasing their knowledge and enjoyment of opera. It is designed as an introduction to the subject-no prior knowledge is required. Operas covered are Fidelio, Tosca, Don Carlos, Boris Godunov and Don Giovanni.

#68922 18 Hours, 6 Sessions $39
CC WB, Litte Theater Forest Morriset
Mondays, Mar 18 - Apr 22 6 - 9 PM

Powerful Tools for Caregiving
This class is wealth of information for any caregiver. Participants learn how to reduce stress, improve self-confidence, better communicate feelings, balance life, increase the ability to make tough decisions and locate helpful resources.

#67498 9 Hours, 6 Sessions $119
SCC CBIZ, 112 Staff
Tuesdays, Apr 2 - May 7 9:30 - 11 AM
This class is a partnership between SCC CBIZ and ISU Extension.

Holistic Wellness

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 essentials oils can enhance your health and why our sense of smell is also our healing sense. You will be able to experience serveral oils and learn how each one can be used.

#67516 4 Hours, 2 Sessions $39
SCC WB, 129 Staff
Tue & Thu, Mar 5 & 7 4 - 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 oils that keep handy for those unexpected emergencies.

#67437 2 Hours, 1 Session $15
SCC WB, 351 Mary Ann Hunter
Tuesday, Mar 19 5:30 - 7:30 PM

Photoshop Elements Basics
This is a beginning level class introducing students to photo editing software and tools used to improve the photographs we take. Learn how to get your photos out of the camera and into your computer, resize, straighten images, remove red-eye, and adjust contrast and exposure so you are ready to get great-looking prints of your photos.

#67599 12 Hours, 6 Sessions $69
SCC WB, 111 Rod Gerst
Thursdays, Feb 14 - Mar 28 6 - 8 PM
Class does not meet 3/14

Photography

Introduction to Digital Photography
This is a beginning level class covering many of the features and settings in today's digital cameras, as well as what can be done with the pictures you take. You will 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 we will not be covering the use of flash in this class. 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 at home working on some of the topics covered in class. Participants should have a basic understanding of computer operations, especially as it relates to creating, attaching and saving files.

Certificate Program ★ This class is part of the Photography Certificate.
#67591 6 Hours, 3 Sessions $39
SCC WB, 111 Phil Pool
Wednesdays, Apr 3 - 17 6 - 8 PM

Landscape & Vacation Photography
If you are ready to come back from vacation with more than a snapshot of someone standing in front of a statue, then this class might be for you. Learn how to frame and compose compelling photographs that tell a story of your travels. You will learn how to control focal length, exposure, and shutter speed to suit a variety of travel situations. Also included are tips on how to avoid common vacation photo pitfalls and clichés.

Certificate Program ★ This class is part of the Photography Certificate.
#67590 12 Hours, 6 Sessions $69
SCC WB, 111 Rod Gerst
Thursdays, May 2 - Jun 6 6 - 8 PM
Class does not meet 3/14

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Certificate Program ★ This class is part of the Photography Certificate.
#67589 12 Hours, 6 Sessions $69
SCC WB, Comp 111 Rod Gerst
Thursdays, May 2 - Jun 6 6 - 8 PM
Youth

NEW AutoTech Clinic

Do you have a love for cars or just want to learn the basics? Join us and get your hands dirty. Learn how to change tires, do oil changes, and general mechanical tasks. You will learn from industry professionals and explore different career opportunities. No experience is necessary. Come with experience and have your skills broadened. This course is for grades 8 - 11th.

#67524 6 Hours, 2 Sessions $49
SCC WB, 509 Wesley Carpenter
Saturdays, Jan 26 & Feb 2 9 AM - Noon

NEW Exploring Graphic Arts

Do you like to tell stories through pictures, images, and other visual communication? Learn about how graphic designers sell or share ideas through pictures, logos, images, and much more. You will learn from industry professionals and explore different career opportunities. Students will discover how to create a design a dynamic, effective visual piece through different software and technology. This course is for grades 8 – 11.

#67518 6 Hours, 2 Sessions $49
SCC WB, 526 Carlene Woodside
Saturdays, Jan 26 & Feb 2 9 AM - Noon

NEW Welding Bootcamp

Shape steel like a pro. Learn basic welding and get real hands-on experience using ARC and MIG welding machines. Discover from industry professionals in the field about career potential in our community. New skills for repeat attendees. Participants must wear cotton long sleeve clothes, and leather, closed-toe shoes. Medium-to-long hair must tied back. Safety glasses, welding gloves, jackets and helmets are provided but encouraged to bring your own. This course is for grades 8 – 11.

#67496 6 Hours, 2 Sessions $49
SCC WB, Welding Lab, 701 Matt May
Saturdays, Jan 26 & Feb 2 9 AM - Noon

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. Please send sack lunch for your child.

#65131 6 Hours, 2 Sessions $59
SCC WB, 351 Heather Wellman
Mon & Tue, Jan 14 & 15 4:30 - 7:30 PM

#67438 6 Hours, 2 Sessions $59
SCC Keokuk, TBD Heather Wellman
Tue & Thu, Feb 19 & 21 4:30 - 7:30 PM

#67439 6 Hours, 2 Sessions $59
SCC Mt. Pleasant, 201 Heather Wellman
Mon & Tue, May 13 & 14 4:30 - 7:30 PM
Call to Register: 319-208-5375  I  Call toll-free: 866-SCC-IOWA x5375

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

**Interested in becoming a CNA? AEL can help!**

**NEED FINANCIAL SUPPORT?**

Employability Skills training including resume & interviewing • One-on-one advising • Career focused instruction

**FINANCIAL ASSISTANCE**

This program is at NO cost to you if you are interested in becoming a CNA or building upon those skills.

Eligibility requirements must be met.

Contact Debbie to learn more, call: (319) 208-5263 or email: dspears@scciowa.edu

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**It’s your turn.**

**Adult Education and Literacy**

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**High School Equivalency Diploma**

Our instructors will work with you until you complete the required tests. Subjects covered include: **Reading and Writing, Math, Science, and Social Studies**

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Tue, Wed, Thu: 1:30 - 3:30 PM & 4 - 6 PM

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**Payroll**

Payroll Accounting .................................. 1

**Photography**

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Landscape & Vacation Photography ... 20
Photoshop Elements Basics .......... 20

**Problem Solving**

Problem Solving for Teams.......... 5

**QuickBooks**

Payroll Accounting ......................... 1
QuickBooks Online® - Software
Comprehensive ......................... 1
QuickBooks Pro® Desktop Level I ...... 1
QuickBooks Pro® Desktop Level II ...... 1

**Re-Licensure**

Conductor Ampacities................. 15
Electrical Installations .......... 15
Hazardous Locations ............ 15
MSHA Annual Refresher .......... 16

**Six Sigma**

Six Sigma Black Belt.............. 11
Six Sigma Green Belt .......... 11

**Social Media**

Basics of Social Media for Business ... 2
Blogging for Business ............. 3
Email Marketing in a Candy Crush World ... 3
Facebook Advertising: Big Ideas for Small Business .............. 3
Google Analytics .................... 3
Pimp My Profile: LinkedIn for Prof ... 3
Social Media Certificate ........ 2
Social Media Certificate Final Project ... 3
Tagging for Business Optimization ... 3
Visual Media In Social Media Marketing ... 3

**Supervision**

Buddy to Boss .................... 5
Supervision Certificate .......... 5
Supervision Survival Skills .... 5

**Welding**

Shielded Metal Arc Welding Certificate ... 15
Welding Art 101 ................. 19
Welding Art 102 ................. 19
Welding Bootcamp ............ 21

**Youth**

AutoTech Clinic ................... 21
Exploring Graphic Arts .......... 21
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Non-Discrimination Policy:
It is the policy of Southeastern Community Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by law. Contact Tina Young, Title IX / Equity Coordinator 319/208-5101 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

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.

Use the form below for Mail and Fax Registrations

Continuing Education Registration Form

Class Information
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 __________________________

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
GET THE SKILLS, GET THE NOD.

Upskill with CBIZ.
Earn your specialized certificate and master these important skill sets.

Business Applications
Business Bookkeeping
Effective Management
Social Media Marketing

Look inside for details.
Call (319) 208-5375 to register.
Tuition assistance available for select training programs.

Get out of the house this winter and GO PRO!

Do something fun while learning cool skills at these advanced learning camps for teens, grades 8 to 11.

Auto Technology  Graphic Arts  Welding

2 sessions, 9 to noon
Jan. 26 & Feb. 2
SCC WB
$49 per camp

Class size limited,
so don’t wait to register!
www.kidteku.com
GET THE SKILLS TO LEVEL UP

INDUSTRIAL TECHNOLOGY
BASIC TRAINING DESIGNED
WITH REAL LIFE IN MIND.

Choose from 25 different specialized skills classes.
Pick what you need: one class, one track, or the full program.

Call to Register!
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