

Options

JAN-JUL 2024 Continuing Education Course Catalog

**CDL CLASS B
SCHOOL &
PASSENGER**

VARIOUS START DATES
More on p18



**ALIGNING PASSION & SKILLS
FOR CAREER SUCCESS**

SEE STORY P15

Payroll Accounting p2

Microsoft Project p8

Auto Dealer 101 p9

Lean 101 p11

Forklift Operator Training p17

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Options Non-Credit Spring 2024 Catalog

Continuing Education Course Catalog offered through SCC



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Fort Madison, IA 52627
(319) 208-5306

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200 North Main
Mount Pleasant, IA 52641
(319) 385-8012

GAIN NEW SKILLS FOR EMPLOYMENT

Get the training to help you get that promotion or land that new job!

Tuition assistance available. Call today to see if you qualify.

Check out these short-term training options available with tuition assistance.

SPRING 2024 SHORT TERM TRAINING	PAGE	DURATION IN WEEKS			START DATE	LOCATION	TUITION ASSISTANCE AVAILABLE	CREDIT OPTIONS
		4 - 6	8	10 - 12				
Basic Industrial Maintenance Technician (BIMT) – Electrical Endorsement	12	✗			May 20	SCC WB	✓	✓
Basic Industrial Maintenance Technician (BIMT) – Mechanical Endorsement	12	✗			Jan 15	SCC WB	✓	✓
Basic Diesel Engine Repair	15	✗			May 13	SCC WB	✓	
Business Bookkeeping	2		✗		Feb 19	CBIZ	✓	
Computer Skills in the Workplace Level I & II	7	✗			Level I: Mar 19 Level II: Jan 16	CBIZ	✓	
CDL Theory & Permit Training	18	✗			Jan 18, Mar 4, Apr 29	SCC WB	✓	
CDL Class A Behind the Wheel	18	✗			Jan 22, Mar 18, Apr 29, Jun 10	SCC WB	✓	
CDL Class B School & Passenger	18	✗			Call 208-5375	SCC WB	✓	
CNA, Certified Nursing Assistant	10		✗		Jan 8 or Mar 18	SCC WB	✓	✓
Early Childhood Education Certificate Level I & II	4			✗	Level II: Jan 30	CBIZ	✓	✓
Paraeducator Certificate	5		✗		Feb 15	GPAEA	✓	
Phlebotomy	10		✗		Jan 16, Jun 4	SCC WB	✓	✓
PLC Core Skills Certificate	12	✗			May 6	SCC KE0	✓	
Supervision Certificate	2			✗	Feb 7, Aug 28	CBIZ	✓	
Production Welding	16	✗			Oct 3	SCC WB	✓	✓
Shielded Metal Arc Welding	16	✗			Aug 19	SCC WB	✓	✓


BUSINESS & PROFESSIONAL DEVELOPMENT

BUSINESS MANAGEMENT

Smart Start


Do you have a business idea or looking to purchase a business? This workshop will guide you through what you need to know to launch your business and be successful. Hear from a local entrepreneur about how they started their business and lessons learned along the way. Learn how to create a business plan, conduct market research and estimate costs, prepare for a bank loan, legally organize the business and other license/permit requirements, record keeping and taxes, marketing ideas, and what financing options are available. Receive a business plan template, step-by-step guide to opening your business, and other resources available to help you succeed!

Class sponsored by America's SBDC Iowa.

 92045 \$19 J Clover
M, Feb 12 5:30 - 8:30 PM SCC CBIZ 111

Business Bookkeeping CERTIFICATE PROGRAM

This Certificate is designed for those who want to become a bookkeeper or for small business owners who would like to understand bookkeeping better. Increase your skills in payroll, Quickbooks, and tax knowledge to enable you to perform bookkeeping accurately and efficiently.

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

TUITION ASSISTANCE MAY BE AVAILABLE

Classes begin February 19.


Look for Fall certificate offering beginning late Sept.

Certificate classes may be taken individually outside of the certificate.

Accounting Basic Concepts

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


Approved course for  Business Bookkeeping Certificate

 92021 \$449 B Williams-Lowe
M & W, Feb 19 - Mar 6 1 - 5 PM SCC CBIZ 110

Quickbooks Online Software

We make it easy to get comfortable with QuickBooks. This course will address setting up your chart of accounts, customer and vendor files, recurring transactions, and products/services you sell. Learn how to manage money coming in including sales, invoicing and deposits and money going out by paying bills, booking credit card expenditures and tracking expenses. You'll learn how to reconcile accounts, track loans and loan payments, book fixed assets and use reports to understand your business, track sales trends and profitability, and prepare for tax time.


Approved course for  Business Bookkeeping Certificate

 92052 \$339 J Clover
M & W, Mar 18 & 20 1 - 5 PM SCC CBIZ 110

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, periodic and year end payroll reporting to the government.


Approved course for  Business Bookkeeping Certificate

 92035 \$425 B Williams-Lowe
M & W, Mar 25 - Apr 3 1 - 5 PM SCC CBIZ 110

Understanding Business Taxes

Income tax, sales tax, payroll tax, and the list goes on for taxes your business pays. Discussion will center on the various business taxes, forms and ways to file and pay the taxes, and things you can do in your record keeping system to better understand and lessen your tax burden. Participants will receive all materials and are encouraged to bring specific questions.


Approved course for  Business Bookkeeping Certificate

 92053 \$99 J Clover
M, Apr 8 1 - 4 PM SCC CBIZ 112

CUSTOMER SERVICE

Managing Customer Service


Learn how to correctly anticipate and meet your customers' needs. This course will help you discover some effective methods to bring out your best and do the same for the other people you work with as you serve as an ambassador for your company.


 www.ed2go.com/secc/ **\$115**

LEADERSHIP

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.

 91213 \$199 B Williams-Lowe
W, Feb 7 & 14 8 - 11 AM SCC CBIZ 111


 9999 \$199 B Williams-Lowe
W, Aug 28 & Sep 4 8 - 11 AM SCC CBIZ 111

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.

TUITION ASSISTANCE MAY BE AVAILABLE

Classes begin February 7.

 91211 \$1295 B Williams-Lowe
W, Feb 7 - May 1 8 - 11 AM SCC CBIZ 111

CLASS DOES NOT MEET 3/13

 9999 \$1295 B Williams-Lowe
W, Aug 28 - Nov 13 8 - 11 AM SCC CBIZ 111

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.

Approved course for ★ Effective Mgmt. Certificate

91240 \$595 T Westbrook
T, Jan 16 9 AM - 4 PM SCC CBIZ 103

Effective Performance Appraisals

Learn to write measurable performance expectations and evaluate nontangible skills. Learn to evaluate employees' current performance and write performance objectives they can follow. This course covers when employees do not meet expectations and disciplinary action that must be taken; as well as progressive discipline including written performance plans.

Approved course for ★ Effective Mgmt. Certificate

91241 \$495 D McKee
T, Feb 13 9 AM - 4 PM SCC CBIZ 103

Delegating for Leaders

The strongest leaders are those that empower others to be involved with the work of their organization. Too many leaders believe they have to shoulder the weight of the priorities alone. This is not so. A key skill to develop is that of being able to delegate all kinds of work tasks, priorities and projects to team members at every developmental level. In this session, participants will learn the importance of delegation, the proper way to delegate to people at each development level, novice to expert, and how to build bench strength as a result of proper empowerment and delegation.

Approved course for ★ Effective Mgmt. Certificate

90709 \$239 H Woody
T, Mar 26 9 AM - Noon SCC CBIZ 103

Emotional Intelligence

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

Approved course for ★ Effective Mgmt. Certificate

90710 \$239 H Woody
T, Apr 16 9 AM - Noon SCC CBIZ 103

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.

Look for ★ to locate Effective Management Certificate classes in this catalog.

Certificate classes may be taken individually outside of the certificate.

HR Legal Issues for Managers & Supervisors

Learn about the human resource function and legal issues that impact a manager's role. Get an overview of the major employment laws and work with case studies to apply the principals learned.

Approved course for ★ Effective Mgmt. Certificate

91242 \$895 M Hudson
T, May 21 9 AM - 4 PM SCC CBIZ 103

Business Mentoring & Coaching

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

Approved course for ★ Effective Mgmt. Certificate

90711 \$239 H Woody
T, Jun 25 9 AM - Noon SCC CBIZ 103

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.

Approved course for ★ Effective Mgmt. Certificate

9999 \$129 B Williams Lowe
T, Jul 16 8 AM - Noon SCC CBIZ 103

TAURA PROSEK

Taura Prosek is an executive coach and career strategist with Stewart Leadership, and has a background in finance, sales, and human resources in industries ranging from banking to manufacturing to higher academia. She's coached thousands of professionals and is the author of a career development resource called, *Lead Your Career: A Step-by-Step Guide to Achieving Professional Fulfillment*. She is a Gallup-certified CliftonStrengths Coach and is a Professional Certified Coach (PCC) with the International Coaching Federation. She has an MBA from Kellogg-Northwestern and a BBA from UW-Madison.



NEW Elevating Executive Presence

Leaders at all levels are often asked to strengthen their executive presence yet don't always understand how executive presence translates into everyday behaviors. This workshop will focus on a 4-part executive presence framework including: 1) how you show up; 2) how you deliver; 3) how you manage emotions; and 4) how you inspire. Leadership strategies will be shared, that when put into action, elevate executive presence, strengthen confidence, and accelerate impact.

92057 \$495 T Prosek
T, Apr 30 9 AM - 4 PM SCC CBIZ 103

BUSINESS & PROFESSIONAL DEVELOPMENT


NEW Employment Law Basics and Discipline & Parting Ways

EMPLOYMENT LAW BASICS

A general overview of basic employment law and compliance issues that provide the foundational framework for a supervisor. A grasp of employment law will help avoid legal pitfalls while helping create and sustain a welcoming and equitable environment. Topics include: Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), Family Medical Leave Act (FMLA), and Fair Labor Standards Act (FLSA)


DISCIPLINE & PARTING WAYS

While no one looks forward to disciplining or firing employees, it is a reality that these situations will occur from time to time. Disciplinary issues and termination of employment affects recruiting, retention, employee relations, morale, productivity and more. Numerous legal risks may arise as well when an employer fires an employee. This highly interactive session will provide the tools and processes necessary to help you address discipline and termination issues in an equitable, respectful, and legally defensible manner.

 92129 \$349 R Curry
Th, Feb 22 8 AM - Noon SCC CBIZ 103


Optimizing Your Microsoft Outlook

Get more from all five of the key Outlook functions for greater productivity. In this popular program review the most common areas of productivity loss (and possible gain!) afflicting many busy professionals today: managing multiple projects, maintaining "traction" when dealing with tasks and interruptions, getting more from time spent in meetings, clearing the clutter in your mind for better focus, keeping staff on task, tracking "who owes you what" and getting that information on time, and better managing your calendar and contacts for better time and relationship management.

 92125 \$89 R Dean
W, Feb 28 9 - 10:30 AM Zoom


NEW Google Keep, Google Drive, and Shortcuts

In this program discuss three very powerful tools readily available to Google users - Keep, Drive, and a Chrome Browser add-on - Google Shortcuts. These tools are a wonderful supplement to those using the Google Suite for productivity, and enhance the user experience and capabilities beyond Gmail and Google Calendar. You will learn how to use Google Keep to create and share notes, checklists, and more; how Drive can be your primary cloud drive for your documents and files, how to share items and documents with Drive, and how to use the Drive app on your phone as a scanning/PDF creation device. You will also learn about Google Shortcuts - a very powerful tool for your Chrome browser that allows you to put your most-used Google apps and tools at your fingertips for quick and easy access. Take your Google usage to a new level with this program!

 92128 \$89 R Dean
T, Jun 4 9 - 10:30 AM Zoom


Intro to Conversational Spanish

This training will be an introduction to basic Spanish designed for managers, supervisors, team leads and anybody who works with Spanish speaking employees and co-workers in a manufacturing or warehouse setting. This course will help participants with pronunciation of Spanish words and initiate a conversation by learning the basic essentials of Spanish.

 92235 \$249 E Lofthus
T & Th, Feb 28 - Mar 28 6 - 8 PM SCC WB 203
CLASS DOES NOT MEET 3/12 & 3/14

Conversational Spanish

This training course will offer a more advanced training designed for managers, supervisors, team leads and anybody who works with Spanish speaking employees and co-workers in a manufacturing or warehouse setting. Prerequisite is Intro to Conversational Spanish

 92236 \$249 E Lofthus
T & Th, Apr 16 - May 16 6 - 8 PM SCC WB 203

Paralegal Certificate Program 1

Decide if becoming a paralegal is the right career path for you. This course helps you discover the many aspects of what paralegals do by learning the fundamentals of legal terminology, contract law, how to conduct interviews and investigations, write briefs and prepare for appeals.

 www.ed2go.com/secc/ \$175

Digital Court Reporter

This course is designed to give participants a thorough understanding of how to be a digital court reporter, as well as broad training for covering legal proceedings. Individuals taking this course will learn about the court system, laws, ethics, professionalism, legal procedure, and digital reporting software and equipment and be ready to take the AAERT Certified Electronic Reporters Exam.

 www.ed2go.com/secc/ \$795

NEW Nonprofit Management and Grant Writing Suite

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. Learn to prepare grant proposals that get solid results for your favorite organization or charity.

 www.ed2go.com/secc/ \$480

EDUCATION

Early Childhood Certificate Level I

This certificate equips individuals with an operational understanding of both historical and modern approaches to early childhood programs, covering the qualities and skills necessary for working with young children. Health, safety, and nutrition are also discussed as factors which impact growth and development of children from birth to age eight.

Look for ★ to locate Early Childhood LI classes.
Fall Certificate offerings starting in Mid-Sept.

TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155

Early Childhood Certificate Level II

In this certificate students learn to develop curricula to support the development of each child, implementing evidence-based practices while being mindful of the impact of each child's family life, culture, language, and abilities. Students also learn to create appropriate learning opportunities, interactions, and environments for children to experience dramatic play, art, music, and fine and gross motor play; ultimately, students will be able to use assessment to analyze and guide children's behaviors.

Look for ★ to locate Early Childhood L2 classes.

Classes start January 30, 2024

Fall Certificate offering starting in October.

TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155

Early Childhood Guidance

This course focuses on developmentally appropriate, evidence-based approaches and positive guidance strategies for supporting the development of each child. The course emphasizes supportive interactions and developmentally appropriate environments while using assessment to analyze and guide behaviors. Students will learn the impact of family and each child's culture, language, and ability on child guidance.

Approved course for ★ Early Childhood L2 Certificate

91233 \$1075 N Theodore-Moad
T, Th, Jan 30-Mar 7 5:30 - 9:30 PM SCC CBIZ 111

Early Childhood Curriculum I

This course focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages birth through eight. Students prepare to utilize evidence based practices in a context of children's family, culture, language, and abilities. An emphasis will be placed on understanding children's developmental stages and developing appropriate learning opportunities, interactions, and environments to support each child in the following areas: dramatic play, art, music, and fine and gross motor play.

Approved course for ★ Early Childhood L2 Certificate

91234 \$1075 J Morgan
T, Th, Mar 19-Apr 25 5:30 - 9:30 PM SCC CBIZ 111

Paraeducator Certificate

This certificate will provide students an opportunity to develop skills and strategies to enhance communication and professionalism when working with colleagues, children, and families. Students will learn to support and maintain safe environments, as well as strategies for educational activities, team interventions, and technology integration. Overall, these courses will help students to support and maintain the positive social, emotional, and behavioral development of children.

Partnership with Great Prairie AEA.
Classes held virtually or in Ottumwa.

Look for ♦ to locate Paraeducator Certificate classes. Certificate consists of three classes, each course is 15 hours class time plus 17 hours of online lecture.

Classes begin February 15.

Fall certificate offering in September.

TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155

WANT A CAREER IN EDUCATION? SCC has credit options!

> Certificate > Diploma > AAS

Learn more: (319) 208-5155
www.scciowa.edu



Communication, Ethics, Confidentiality

This is the first course in preparation for a Para- educator Certificate. In this course, the student will develop skills and strategies to enhance communication and examine situations where professionalism, ethical standards, and confidentiality will guide correct courses of action when working with colleagues, students, parents and others.

15 hrs of class time plus 17 hrs of online classroom.

Approved course for ♦ Paraeducator Certificate

92040 \$218 GREAT PRAIRIE AEA
Th, Feb 15 - 29 5 - 10 PM Ottumwa or VIR

Roles & Responsibilities

This is the second course in the Paraeducator Certificate program. The student will develop skills and strategies to assist, support and maintain safe environments, educational activities, team interventions, and technology integration when working with colleagues, students, parents, and others.

15 hrs of class time plus 17 hrs of online classroom.

Approved course for ♦ Paraeducator Certificate

92039 \$218 GREAT PRAIRIE AEA
Th, Mar 14 - 28 5 - 10 PM Ottumwa or VIR

Behavior Improvement

This is the Third course in the Paraeducator Certificate Program. The student will gain knowledge, skills, and strategies to assist, support, and maintain the positive social, emotional, and behavioral development of children.

15 hrs of class time plus 17 hrs of online classroom.

Approved course for ♦ Paraeducator Certificate

92041 \$218 GREAT PRAIRIE AEA
Th, Apr 11-25 5 - 10 PM Ottumwa or VIR

HUMAN RESOURCES

Workers' Compensation

Learn essential knowledge and skills of one of the most important and fastest-growing areas of law. This course provides a solid foundation in worker's compensation law and greatly increase your chances of landing a job with a private law firm.

www.ed2go.com/secc/

\$115

SHRM Essentials of HR

Sharpen Your HR Skills to Face Today's HR Issues. SHRM, the leading global HR professional organization, has developed the SHRM Essentials of Human Resources course, which teaches the HR knowledge, skills and competencies required for overall business success. Whether you are new to HR, or it's one of the many roles you fulfill at your company. In less than 20 hours of training time, you can cover the issues you need to reduce potentially costly lawsuits. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations.

This course is in partnership with North Iowa Area Community College (NIACC). Registration Deadline is 1/2/24

90718 \$699
Th, Jan 11 - Feb 8 6 - 9 PM SCC VIR

SHRM Certification Prep

Commit to Your Career. HR professionals like you are facing new and larger challenges each day due in part to a changing workforce, shifting legislation and regulations and so much more. Ensure you're prepared for these changes and anything else thrown your way with SHRM's global HR credentials, SHRM-CP and SHRM-SCP. Unlike memorization-based certification credentials, SHRM certification measures an HR professional's most critical skill: the ability to apply HR principles to real-life situations. No other exam compares. By becoming SHRM certified, you prove your knowledge, competency and value to colleagues and to employers looking for a competitive edge in today's global economy. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader. Network and collaborate with peers to share real-life examples and bring HR knowledge and competencies to life. The tuition includes the cost of instruction and the SHRM learning system (online and printed material).

This course is provided through a partnership with North Iowa Area Community College (NIACC).

91228 \$1345
Th, Feb 15 - May 16 6:30 - 9 PM SCC VIR

BRIAN CARPER

Brian Carper was a Burlington Police Officer from 1995-2023 when he retired. During his tenure as an officer he became an instructor in Crisis Intervention for officers. He is also an instructor in Mental Health First Aid. Brian was a hostage negotiator, gang investigator, field training officer and was a member of the Problem Oriented Policing Unit during his tenor at the Burlington Police Department. Brian is also the founder of Quarantine Kitchen which is a cooking site on Facebook that is in 99 counties and has 24,000 members. He currently instructs Public Safety at Burlington Community High School.



NEW Mental Health

This is a class that will study the signs and symptoms of mental health. It will also discuss how to guide assistance to someone with a mental health crisis and discuss de-escalation techniques to assist with a mental health crisis or every day situations.

92130 \$45 B Carper
Th, Jun 6 9 AM - Noon SCC CBIZ 111

**INTERESTED IN LEARNING ABOUT MORE HR CLASSES?
CALL 319-208-5375**

MARKETING & SALES

Sales Training Suite

Learn the skills you need to obtain a lucrative career in sales. This group of online sale classes will teach you everything from communication to closing the deal.

www.ed2go.com/secc/ \$345

Introduction to InDesign CC

Learn how to use Adobe InDesign CC software to create professional quality letterhead, brochures, forms, eBooks, business materials and more. This course uses hands-on exercises and expert instruction to help you discover how the program features relate to producing actual usable documents.

www.ed2go.com/secc/ \$129

SOCIAL MEDIA

Using Social Media in Business

Learn how to use the five most popular social media platforms – Facebook, Twitter, LinkedIn, Pinterest and Instagram – to grow and promote your business.

www.ed2go.com/secc/ \$135

Marketing Your Business on the Internet

In this hands-on course, you'll discover proven methods for establishing an Internet presence and building a brand identity. You'll learn to incorporate SEO, advertising, email, social media, and more to develop an effective Internet marketing plan for your business even with little money to spend.

www.ed2go.com/secc/ \$135

COMMUNITY HEALTH WORKER

The Community Health Worker (CHW) course prepares the student to understand the emerging role of the CHW and equips participants with tools and resources to help navigate health access leading the community to better outcomes. Community Health Workers use their lived and learned experience to service diverse populations in a variety of settings. Participants will learn how to bridge the gap between client needs and local resources.

This 80-hour course provides 64 hours of lecture time and 16 hours of clinical time.

This course is free of charge and funded by the Lee County Health Department through grant number 22-117 with Health Resources and Service Administration (HRSA) of the U.S. Department of Health and Human Services (HHS). The textbook is provided. Mileage reimbursement to clinical sites provided.

92309	\$0	S Schwerin	T & Th, Jan 9 - Feb 29	4 - 8 PM	SCC WB HP124
92310	\$0	S Schwerin	T & Th, Mar 5 - May 2	9 AM - 1 PM	SCC KE0 501

Managing Customer Service

Learn how to correctly anticipate and meet your customers' needs. This course will help you discover some effective methods to bring out your best and do the same for the other people you work with as you serve as an ambassador for your company.

www.ed2go.com/secc/ \$135

NEW Customer Service Representative (CSR) Exam Prep

In this course, you will learn about the various duties and responsibilities of the customer service provider, and you will practice these using a variety of exercises, hypothetical interactions, and assignments. The goal of this course is to prepare you to be an outstanding, reliable, and successful customer service representative and will also prepare students to take nationally recognized customer service certification exams, including, but not limited to, the HDI Customer Service Representative Certification Exam.

www.Protrain.edu \$395

Creating WordPress Websites

Learn how to create attractive, sophisticated blogs and websites—without any coding! WordPress is the world's most popular content management system, powering more than 40 percent of all sites on the Internet. WordPress is an easy-to-use solution that will help you put your site on the web in far less time than by coding, and at a much lower cost than hiring a professional.

www.ed2go.com/secc/ \$129

SPANISH FOR MANUFACTURING SERIES

Russ Curry and his team of subject matter experts bring an extra level of industry expertise, including in manufacturing and ag, to more effectively meet your bi-lingual workforce presentation and translation services.

Services Include:

- All our presentations, training and consultation can be presented in Spanish and hybrid English/Spanish formats.
- Onsite and virtual workforce focused Spanish language training
- Onsite and virtual workforce focused English language training
- Translation services for employee handbooks, work documents, safety documents, recruiting and hiring documentation and more
- Partnering with applicant screening and onboarding in Spanish


Contact Beth at 319-208-5388 or
bnickel@sccioowa.edu to learn more.

COMPUTER TECHNOLOGY

OFFICE PRODUCTIVITY

Basic Computer Essentials

Feel like you need to know more about computers? This course is the starting point and 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. Learn how to use a computer in a fun and relaxed environment. A step-by-step approach will be utilized to cover the Windows operating system, word processing, working with files, Internet and email. This course will provide fundamental computer competencies to survive and prosper in today's fast-changing world. No computer experience necessary.

 92022 \$159 B Williams-Lowe
T & Th, Mar 5 & 7 8 AM - Noon SCC CBIZ 110

Computer Skills in the
Workplace Level I & II
CERTIFICATE PROGRAM

These hands-on certificate programs are for those who need or want to learn more about the world of computers using Microsoft programs. In Level I, students will learn the essentials of computing for today's technological workplace learning fundamental concepts and functions of a wide variety of computer software applications. Level II will take the skills learned in Level I to the next level gaining a deeper working knowledge of the computer software applications. These certificates will help a student in a cross section of occupations. A final project will be due at each Level that will assess and review the concepts covered in the program. Level I is recommended prior to Level II, but not required.

Look for ★ to locate Computer Skills in the Workplace Level I and Level II certificate classes.

Certificate classes may be taken individually outside of the certificate.

TUITION ASSISTANCE MAY BE AVAILABLE

*Level I classes start March 19


*Level II classes start January 16 & April 30


Look for Fall Certificate offerings. Level I starting August and Level II starting in October.

Excel Basics

Work with numbers? Then you need to learn Excel. In this class, you will use Excel and 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 calculations, formatting worksheets, and managing large workbooks. Experience with Windows is recommended.

Approved course for ★ Computer Skills L1 Certificate

 92029 \$159 B Williams-Lowe
T & Th, Apr 16 & 18 8 AM - Noon SCC CBIZ 110


 92049 \$159 J Ita
S, Jun 15 8 AM - 4:30 PM SCC CBIZ 110


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, working with functions, list and data analyzing, and management. You will also be working on visualizing data with charts and using PivotTables and PivotCharts.

Pre-requisite: Excel Basics or equivalent knowledge.

Approved course for ★ Computer Skills L2 Certificate

 91195 \$159 B Williams-Lowe
T & Th, Jan 30 & Feb 1 8 AM - Noon SCC CBIZ 110


 92031 \$159 B Williams-Lowe
T & Th, May 7 & 9 8 AM - Noon SCC CBIZ 110


 9999 \$159 J Ita
S, Jul 13 8 AM - 4:30 PM SCC CBIZ 110


Excel Advanced

In Excel Advanced, students will discover how to forecast data. Learn the advantages of working with multiple worksheets and workbooks in consolidating data and using lookup functions and formula auditing. This class will not only go through the automating workbook functionality but also give you the know how to share and protect workbooks and create Sparkline and mapping data. Pre-requisite: Excel Intermediate or equivalent knowledge.

Approved course for ★ Computer Skills L2 Certificate

 91209 \$159 B Williams-Lowe
T & Th, Feb 6 & 8 8 AM - Noon SCC CBIZ 110


 92032 \$159 B Williams-Lowe
T & Th, May 14 & 16 8 AM - Noon SCC CBIZ 110

 9999 \$159 J Ita
S, Aug 10 8 AM - 4:30 PM SCC CBIZ 110

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 and instant messaging, and much more. You'll be able to practice what you learn in this hands-on course.


Approved course for ★ Computer Skills L1 Certificate

 92025 \$159 B Williams-Lowe
T & Th, Mar 26 & 28 8 AM - Noon SCC CBIZ 110

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, document templates, and managing document revisions. Pre-requisite: Word Basics or equivalent knowledge.


Approved course for ★ Computer Skills L1 Certificate


 92026 \$159 B Williams-Lowe
T & Th, Apr 2 & 4 8 AM - Noon SCC CBIZ 110

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.

Approved course for ★ Computer Skills f L2 Certificate


 91224 \$159 B Williams-Lowe
T & Th, Jan 16 & 18 8 AM - Noon SCC CBIZ 110

 92030 \$159 B Williams-Lowe
T & Th, Apr 30 & May 2 8 AM - Noon SCC CBIZ 110

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 hand-on course.

Approved course for ★ Computer Skills L1 Certificate

 91943 \$159 M Shaffer
T & Th, Apr 23 & 25 8 AM - Noon SCC CBIZ 110

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.

Approved course for ★ Computer Skills L2 Certificate

91216 \$159 M Shaffer
T & Th, Feb 20 & 22 8 AM - Noon SCC CBIZ 110

91940 \$ 159 M Shaffer
T & Th, May 21 & 23 8 AM - Noon SCC CBIZ 110

Access Advanced

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

Approved course for ★ Computer Skills L2 Certificate

91218 \$159 M Shaffer
T & Th, Feb 27 & 29 8 AM - Noon SCC CBIZ 110

91941 \$159 M Shaffer
T & Th, Jun 4 & 6 8 AM - Noon SCC CBIZ 110

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.

Approved course for ★ Computer Skills L1 Certificate

92023 \$159 B Williams-Lowe
T & Th, Mar 19 & 21 8 AM - Noon SCC CBIZ 110

PowerPoint Basics

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.

Approved course for ★ Computer Skills L1 Certificate

92027 \$159 B Williams-Lowe
T & Th, Apr 9 & 11 8 AM - Noon SCC CBIZ 110

PowerPoint Intermediate

Learn to deliver presentations across multiple venues, while keeping information confidential. PowerPoint Intermediate will help you make your presentations interesting, informative and memorable. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. This course will give you a variety of robust tools to help you deliver your content easily, quickly and for any situation.

Approved course for ★ Computer Skills L2 Certificate

91207 \$ 159 B Williams-Lowe
T & Th, Jan 23 & 25 8 AM - Noon SCC CBIZ 110

92028 \$159 B Williams-Lowe
T & Th, May 28 & 30 8 AM - Noon CBIZ 110

Microsoft Project

Learn to use this powerful program as a tool for Project Management. You will learn how to develop and present your project plan, master the tools for managing schedules and resources effectively, identify critical paths and manage multiple dependencies, and track progress and costs-and make real-time adjustments.

92046 \$295 T Dean
W, May 8 & 15 9 AM - 3:30 PM SCC CBIZ 110

NEW Introduction to Power BI

Gain insights into your data! Power BI (business intelligence) is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. In this course, you will discover how to quickly extract, transform, and load data with just a few clicks. You will create interactive visualizations (charts, maps, KPIs) to provide you with insights into your company's data to make informed decisions.

www.YouGotClass.com \$195

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

www.yougotclass.org \$495

COMPUTER & INFO SYSTEMS INSTRUCTORS NEEDED

Looking for individuals well versed in any or all of the following Microsoft products; Word, Outlook, PowerPoint, Excel & Access.

Information Systems instructor needs Power BI, data science, networking, and cyber security.

Part-time positions available.

Details & application can be found at scciowa.edu

Check the Employment link.

INFORMATION TECHNOLOGY

PHP and MySQL Series

Learn how to create dynamic, interactive websites, including how to create an interactive online store complete with an online catalog of products.

www.ed2go.com/secc/ \$199

Introduction to Networking

Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible.

www.ed2go.com/secc/ \$129



LICENSURE & RE-LICENSURE

ATHLETIC COACHING

Coaching Authorization

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 Iowa Board of Education Examiners for Coaching Authorization. **This class also includes the NEW mandatory CPR training.** This course meets the coursework and CPR requirement for the state of Iowa's coaching authorization application.

Students must purchase these books: Successful Coaching, - 4th Edition and Sport First Aid - 5th Edition.


	91936	\$529	R Kaufman
Jan 20 - Mar 30			SCC VIR
Taping Clinic			S Abbott
S, Feb 17	8 AM - Noon	SCC WB 229	
CPR/AED			D Aliprandi
S, Feb 17	12:30 - 5:30 PM	SCC WB 229	
	92058	\$529	R Kaufman
May 20 - Jul 26			SCC VIR
Taping Clinic			S Abbott
S, Jun 15	8 AM - Noon	SCC WB 229	
CPR/AED			D Aliprandi
S, Jun 15	12:30 - 5:30 PM	SCC WB 229	

COSMETOLOGY

Morning session

Styling Your Way to Greatness


This four hour class will teach you new styling techniques, including everyday styling all the way to the altar with wedding looks. This class will educate any stylist at any level. Be motivated, inspired, and Stacy will most certainly entertain you.

	92037	\$99	S Besch
Su, Mar 3	8 AM - Noon	SCC WB 333	

Afternoon session

Cosmetology-Iowa Law


Have fun learning new rules and laws as you participate in modern game shows! Discover new laws and ways to keep up on sanitation.

	92038	\$49	S Besch
Su, Mar 3	12:30 - 2:30 PM	SCC WB 333	

All Day and Save!

Cosmetology

Lunch provided to participants that sign up for both morning and afternoon sessions.

	92036	\$139	S Besch
Su, Mar 3	8 AM - 2:30 PM	SCC WB 333	

AUTO DEALERSHIP

Auto Dealer 101: Bustin' Bugs on the Highway of Compliance


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

	9999	\$199	
Th, Aug 29	9 AM - 2 PM	SCC CBIZ 103	
	9999	\$199	
T, Sep 17	9 AM - 2 PM	SCC VIR Zoom	
	84710	\$199	
Th, Oct 24	9 AM - 2 PM	SCC CBIZ 103	

ELECTRICAL RE-LICENSURE

IBEW Electrical CEU-6 Hour

This course covers the continuing education course work for Grounding and Bonding/Fuses and Circuit Breakers.

	91970	\$50	
S, Apr 6	7 AM - 1 PM	SCC OSCE	

HVAC/R Technician (Voucher and Tools included)

This course will train you to service, maintain, and troubleshoot complex heating, ventilation, air conditioning, and refrigeration systems. You will also gain the necessary situational knowledge and technical skills to prepare for an entry-level role in the HVAC/R field.




 www.ed2gocareertraining.com/secc/ **\$4,395**

CUTS & COLOR FOR FALL
OCTOBER
>> CAPITOL THEATER <<

MINING SAFETY




MSHA New Miner 46 & 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.

	91180	\$225	
T-Th, Mar 26 - 28	8 AM - 4:30 PM	SCC CBIZ 111	
	92062	\$225	
T-Th, Jun 18 - 20	8 AM - 4:30 PM	SCC CBIZ 111	
	9999	\$225	
T-Th, Sep 17 - 19	8 AM - 4:30 PM	SCC CBIZ 111	

MSHA Part 48A Refresher

This course presents an overview of the annual refresher training of miners for MSHA Part 48A 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 mines, emergency response procedures, and miners' rights and responsibilities.

	91183	\$80	
M Mar 25	8 AM - 4:30 PM	SCC CBIZ 103	
	92061	\$80	
M Jun 17	8 AM - 4:30 PM	SCC CBIZ 103	
	9999	\$80	
M Sep 16	8 AM - 4:30 PM	SCC CBIZ 103	








HEALTHCARE

PROFESSIONAL HEALTHCARE

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 & pay for class call SCC at (319) 208-5391

	91348	\$80	C Overhulser
M, Jan 22	5 - 9 PM	SCC WB HP118	
	91349	\$80	C Overhulser
M, Feb 19	5 - 9 PM	SCC WB HP118	
	91350	\$80	C Overhulser
M, Mar 25	5 - 9 PM	SCC WB HP118	
	91351	\$80	C Overhulser
M, Apr 22	5 - 9 PM	SCC WB HP118	
	91352	\$80	C Overhulser
M, May 20	5 - 9 PM	SCC WB HP118	
	92133	\$80	C Overhulser
M, Jul 15	5 - 9 PM	SCC WB HP118	
	92134	\$80	C Overhulser
M, Aug 12	5 - 9 PM	SCC WB HP118	

Medication Aide

This is a 46-hour class with a 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 medication according to regulatory standards. Applicant must be employed at least six months in the sponsoring facility, be recommended by their facility, and must be eligible on the DCW Registry if employed in a certified nursing facility. All other applicants must provide recommendation from their administrator at the facility where they are employed. Text is available in SCC bookstore and is not included in cost of tuition.

To register & pay for class call SCC at (319) 208-5391




	91353	\$690	
M & W, Jan 22-Mar 4	4 - 8 PM	SCC WB HP124	
	91354	\$690	
M & W, Mar 25-May 6	4 - 8 PM	SCC WB HP124	

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-bed or fewer 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 Drug Reference.

To register & pay for class call SCC at (319) 208-5391







	91355	\$300	C Sime
M & W, Jan 15 - 30	12:30 - 4:30PM	SCC WB HP125	
	91356	\$300	D Boeding
T & Th, Apr 11 - 25	12:30 - 4:30PM	SCC WB HP124	
	9999	\$300	C Sime
M & W, Jul 29-Aug 12	4 - 8PM	SCC WB HP125	

Nursing Assistant Non Credit

Emphasis of this 88 hour course is on students gaining a basic level of knowledge and demonstrating skills to provide safe, effective resident care. This course meets the requirement of the Department of Inspection and Appeals for nursing assistants / direct care givers working in long-term care and skilled facilities. Upon completion, a student is eligible to take the written and skills performance competency tests to become a Certified Nursing Assistant in the State of Iowa.

NOTE: This course will not cover BLS and Mandatory Reporter Requirements.

To register & pay for class call SCC at (319) 208-5391








	91372	\$980	S Grant
M & W, Jan 8 - Feb 26	4 - 8:15 PM	SCC KE0 416	
	91366	\$980	D Boeding, A Shipley
T, Jan 9 - Feb 27	8 AM - 12:30PM	SCC WB HP119	
	91365	\$980	W Carden
T & Th, Jan 9 - Feb 27	4 - 8:15 PM	SCC WB HP118	
	91378	\$980	S Grant
M & W, Mar 18 - May 6	4 - 8:15 PM	SCC KE0 417	
	91370	\$980	A Shipley, D Boeding
T, Mar 19 - May 7	8 AM - Noon	SCC WB HP119	
	91369	\$980	C Sime
T & Th, Mar 19 - May 7	4 - 8:15 PM	SCC WB HP118	

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 instruction and information on contacting the Direct Care Worker Registry in the future.

Classes Fee: \$160



Location: SCC WB HP119 8AM to 4:30 PM

	91358	F, Jan 26	C Sime
	91359	F, Feb 23	C Sime
	91360	F, Mar 29	C Sime
	91361	F, Apr 26	D Boeding
	91362	F, May 24	D Boeding
	92135	F, Jun 14	D Boeding
	9999	F, Jul 12	D Boeding
	9999	F, Aug 9	D Boeding

Phlebotomy

This class of 60-classroom hours and 40-externship hours will prepare students to function as a phlebotomist in a medical laboratory setting. Background check is required and will be explained at the first class meeting. Textbook available in SCC bookstore.

To register & pay for class call SCC at (319) 208-5391

	91364	\$1200	M Kennedy
T & Th, Jan 16-Mar 7	5 - 9 PM	SCC WB HP205	
	92138	\$1200	M Kennedy
T & F, Jun 4 - Jul 26	5 - 9 PM	SCC WB HP205	

**COMMUNITY
HEALTH WORKER**
SEE PAGE 6

INDUSTRIAL TECHNOLOGY

LEAN

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.

Look for ★ to locate the Lean Practitioner L1 Certificate classes in this catalog.

Introduction to Lean

This is a hands on, fast moving introduction to Lean Manufacturing that introduces both principles and tools.

91997	\$329	V Baum
W, Jun 5	8 AM - Noon	SCC CBIZ 103

Standardized Work

In this four hour class you will explore standard work as an element of continuous improvement, identify the steps in creating and maintaining standards, examine the key formulas, tables and worksheets to create standard work and determine the applications of standard work for training, improvements, and decision making.

Approved course for ★ Lean Practitioner L1 Certificate

91966	\$295	P Totor
W, Mar 6	8 AM - Noon	SCC CBIZ 112

Lean 101

Combined classroom and hands-on simulation of an operating factory in a 1-day, 8-hour course. This is the first step in learning the principles of Lean manufacturing. No previous experience is required. The course is a mix of classroom and live simulation. You begin by manufacturing simulated circuit boards in a traditional forecasted manufacturing setting. The results of the simulation provide the basis for continuous improvement by applying Lean manufacturing principles. Performance improvements are measured and compared for improved results.

Approved course for ★ Lean Practitioner L1 Certificate

91968	\$459	V Baum, A Clausen
W, Mar 27	8 AM - 5 PM	SCC CBIZ 111

5S Workspace Organization

5S is one of many important tools used within the Lean method to help create and maintain order. You will learn how to assess an area and apply a systematic approach to create order and efficiency within a workspace. You will explore systems to help maintain improvements over the long term. These principles will be applied in an out-of-class, hands-on project.

Approved course for ★ Lean Practitioner L1 Certificate

91969	\$295	P Totor
W, Apr 3 & 17	8 AM - Noon	SCC CBIZ 112

5S Workspace Organization

SPANISH VERSION

93316	\$295	P Gonzalez Rangel
W, May 1 & 15	8 AM - Noon	SCC CBIZ 112

QUALITY

CPT Quality Module Fast Track

Course work is delivered on-line and provides the body of knowledge required for the CPT Quality & Measurement Certificate. Learners will understand the following key work standards: Participate in periodic internal quality audit activities, check calibration of gages and other data collection equipment, suggest continuous improvements, inspect materials and product/process at all stages to ensure they meet specifications, document the results of quality tests, and communicate quality problems. Take corrective actions to restore or maintain quality, record process outcomes and trends, identify fundamentals of blueprint reading, and use common measurement systems and precision measurement tools.

91976	\$699	B Junker
T & Th, Jan 8 - May 12	2 - 3:20 PM	SCC VIR

Control Charting Simplified

This course is design to make the application of controlling charting simple. In it you will learn how to understand the concepts and effectively use SPC Control Charts to improve process performance.

92108	\$179	M Shaffer
Th, Apr 18	9 AM - 1 PM	SCC CBIZ 111

MANUFACTURING

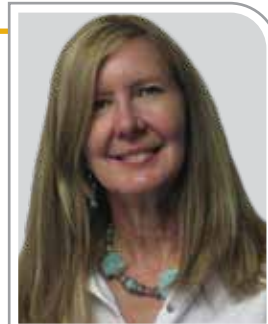
Introduction to Auto CAD

What is CAD? Have you always wanted to find out? Now you can get a hands-on introduction to 2D and 3D Computer Aided Design (CAD). No experience necessary.

91980	\$169	J Gaddis
T, Apr 16 & 23	5 - 9 PM	SCC WB 125

VICKI BAUM


Vicki brings over 35 years of manufacturing experience to her current role with B Better Training and Consulting – a Lean consulting firm challenging clients to be better every day. With over 30 years of leadership experience combined with formal Lean training and many years of continuous improvement experience, she is dedicated to helping her clients develop a culture of improvement that strengthens their competitive position each and every day. She has coached more than 350 Lean projects or events in manufacturing, healthcare and office environments with over 35 organizations and is a certified trainer or master trainer for a variety of Lean courses in each of those areas.



PLC Core Skills Series

Participants in the PLC Core Skills Series will complete the 3 essential PLC classes.

GET A TUITION DISCOUNT WHEN REGISTERING FOR THE ENTIRE SERIES!


Look for  to locate approved PLC Core Skills Series Certificate the classes.

TUITION ASSISTANCE MAY BE AVAILABLE

PLC Basics

This course is designed for maintenance personnel and electricians working in plants, facilities, and commercial buildings with minimal to no Programmable Logic Controllers (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.


Approved course for  PLC Core Skills Certificate

 91948 \$350 D Yotter
M, May 6 8 AM - 3:30 PM SCC CBIZ 103

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, troubleshooting, and working with the following instruction sets: XIO, XIC, OTE, OTL, OTU, TON, RTO, TOF, RES, CTU, and CTD.


Approved course for  PLC Core Skills Certificate

 91949 \$695 D Yotter
T & W, May 7 & 8 8 AM - 3:30 PM SCC CBIZ 103

PLC Advance Application Topics

PLC Advance Applications 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.

Approved course for  PLC Core Skills Certificate

 91950 \$695
Th & F, May 9 & 10 8 AM - 3:30 PM SCC CBIZ 103

(BIMT) Basic Industrial Maintenance



Redesigned to better meet the needs of local industry. This certificate consist of two tracks to give you the basics of operating, repairing, and troubleshooting industrial equipment. Classes meet every other week for three weeks. Become proficient in both electrical and mechanical maintenance by completing the full Basic Industrial Maintenance Certificate.

The **Mechanical track** will consist of 3 weeks (90 Hours) of training. Participants will learn shop math, how to read and interpret mechanical drawings, and how to make precision measurements. In addition, they will learn about power transmission systems such as belt, chain and gear drive. Along with that they will also learn and practice convention shaft alignment. Classroom instruction will include; hydraulic and pneumatic basics, lubrication, pumps and valves and control valve actuators.

The **Electrical track** will consist of 3 weeks (90 Hours) of training. The fundamentals of electricity including electron flow, magnetism, how to measure electrical values using a meter, Ohm's, Kirchoff's and Lenz's Laws. In addition students will learn about electrical safety in an industrial environment, how to read and interpret wiring diagrams and schematic diagrams, basic control circuits, how a motor works and how to troubleshoot a circuit, electrical troubleshooting and the basics of Programmable Logic Controllers, and process control.

TUITION ASSISTANCE MAY BE AVAILABLE


CREDIT OPTION. CALL 319-208-5155

Look for  to locate the BIMT-Mechanical
Look for  to locate the BIMT-Electrical

Electrical Fundamentals

This course introduces the student to basic electrical theory and troubleshooting. Topics include: circuit components, Ohm's, Lenz's and Kirchoff'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.


Approved course for  BIMT Certificate - Electrical

 91165 \$499 D Yotter
M-W, Jan 15 - 17 8 AM - 3 PM SCC CBIZ 112

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. This lesson is a suggested prerequisite for Electrical Trouble Shooting.


Approved course for  BIMT Certificate - Electrical

 91166 \$179 D Yotter
Th, Jan 18 8 AM - 3 PM SCC CBIZ 112

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. This lesson is a suggested prerequisite to Electrical Trouble Shooting.


Approved course for  BIMT Certificate - Electrical

 91168 \$179 D Yotter
F, Jan 19 8 AM - 3 PM SCC CBIZ 112

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. This lesson is a suggested prerequisite to Electrical Trouble Shooting.

Approved course for  BIMT Certificate - Electrical

 91169 \$499 D Yotter
M-W, Jan 29 - 31 8 AM - 3 PM SCC CBIZ 112

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. This lesson is a suggested prerequisite for Electrical Trouble Shooting.

Approved course for ★ BIMT Certificate - Electrical

91170 \$179 D Yotter
Th, Feb 1 8 AM - 3 PM SCC CBIZ 112

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. This lesson is a suggested prerequisite for Electrical Trouble Shooting.

Approved course for ★ BIMT Certificate - Electrical

91171 \$179 D Yotter
F, Feb 2 8 AM - 3 PM SCC CBIZ 112

Electrical Troubleshooting

This fundamentals course will help you establish skills to locate problems in a safe and efficient manner. A basic knowledge of AC/DC fundamentals is a requirement. This class will introduce you to the latest equipment used throughout industry and teach you how to use those tools in the field. You will learn how to follow a systematic approach to problem solving and how to interpret standard electrical schematic diagrams. The hands-on portion of the class will provide you with actual problems and will help to gauge your learning and identify growth areas.

Approved course for ★ BIMT Certificate - Electrical

91137 \$499 D Yotter
M & T, Feb 26 & 27 8 AM - 3 PM SCC CBIZ 111

Introduction to PLCs

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.

Approved course for ★ BIMT Certificate - Electrical

91140 \$350 D Yotter
W, Feb 28 8 AM - 3 PM SCC CBIZ 112

Introduction to Process

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.

Approved course for ★ BIMT Certificate - Electrical

91142 \$375 D Yotter
Th & F, Feb 29 & Mar 1 8 AM - 3 PM SCC CBIZ 111

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.

Approved course for ★ BIMT Certificate - Mechanical

92065 \$179 D Yotter
M, May 20 8 AM - 3 PM SCC WB 605

Intro to Blueprint & 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.

Approved course for ★ BIMT Certificate - Mechanical

92068 \$279 D Yotter
T, May 21 8 AM - 4:30 PM SCC WB 605
W, May 22 8 - 11 AM SCC WB 605

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.

Approved course for ★ BIMT Certificate - Mechanical

92070 \$89 D Yotter
W, May 22 1 - 4 PM SCC WB 605

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.

Approved course for ★ BIMT Certificate - Mechanical

92071 \$179 D Yotter
Th, May 23 8 AM - 3 PM SCC WB 605

Power Transmission-Belt Chain

Participants will gain knowledge about the basics of power transmission including belt and pulley, chain and sprocket and gear trains.

Approved course for ★ BIMT Certificate - Mechanical

92073 \$179 D Yotter
F, May 24 8 AM - 3 PM S CC WB 605

Conventional Alignment

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

Approved course for ★ BIMT Certificate - Mechanical

92076 \$289 D Yotter
M, Jun 3 8 AM - 3 PM SCC WB 605
T, Jun 4 8 AM - Noon SCC WB 605

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.

Approved course for ★ BIMT Certificate - Mechanical

92080 \$79 D Yotter
T, Jun 4 1 - 3 PM SCC WB 605

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.

Approved course for ★ BIMT Certificate - Mechanical

92086 \$79 D Yotter
W, Jun 5 8 - 10 AM SCC WB 605


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.

Approved course for  BIMT Certificate - Mechanical
 92081 \$129 D Yotter
 W, Jun 5 10:30 AM - 3:30 PM SCC WB 605


Compressors & Pneumatic System

This lesson presents the basics of compressed air systems including descriptions of the machinery, pneumatic symbols, and common layout. Troubleshooting issues are discussed.

Approved course for  BIMT Certificate - Mechanical
 92088 \$179 D Yotter
 Th, Jun 6 8 AM - 3 PM SCC WB 605



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.

Approved course for  BIMT Certificate - Mechanical
 92089 \$129 D Yotter
 F Jun 7 8 AM - Noon SCC WB 605

Lubrication

This lesson covers 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.

Approved course for  BIMT Certificate - Mechanical
 92090 \$79 D Yotter
 F Jun 7 1 - 3 PM SCC WB 605

OSHA INSTRUCTORS NEEDED

OSHA 10 & 30

Must be authorized to teach per OSHA regulations.

Part-time positions available.

Details & application can be found at scciowa.edu
 Check the Employment link.



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.

Approved course for  BIMT Certificate - Mechanical
 9999 \$329 D Yotter
 M Sep 9 8 AM - 3 PM SCC CBIZ 103
 T, Sep 10 AM - Noon SCC CBIZ 103



Pneumatic Control Valves, and Actuators

This lesson covers in detail the types of pneumatic valve controllers and positioners that exist in industry. Information is given covering various valve types, function and leakage issues. Spring and diaphragm, piston, electro-pneumatics and rack and pinion actuators are covered. General information about adjusting and repairing actuators is also covered.

Approved course for  BIMT Certificate - Mechanical
 9999 \$179 D Yotter
 W, Sep 11 8 AM - 3 PM SCC WB 605



Trouble Shooting Mechanical

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.

Approved course for  BIMT Certificate - Mechanical
 9999 \$179 D Yotter
 Th, Sep 12 8 AM - 3 PM SCC WB 605

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.

Approved course for  BIMT Certificate - Mechanical
 9999 \$179 D Yotter
 F Sep 13 8 AM - 3 PM SCC WB

Self-Paced Industrial Maintenance Training

Enjoy the flexibility of self-paced learning in our state-of-the-art Industrial Maintenance Training facility at the SCC Keokuk Campus. Participate in lecture through online e-learning. Take what you learned online and apply it through hands-on lab activities in an open lab environment to ensure mastery.

Lab hours are M – Th, 8 am - 7 pm through May 3.
 Call 319-208-5375 for pricing and availability.

Instrumentation

This course introduces students to the basic principles and concepts of process control, calibration, replacement, repair adjustment, troubleshooting and use of test equipment. Students will learn how to calibrate, adjust, install, operate, and connect process control systems. Students will also learn how to measure signals and connect devices in a wide variety of control configurations including: PID control, on/off control and manual control.

Motor Controls

This course discusses Motor Controls, components, operation and service. Students will learn electric relay control of AC and DC electric motors found in industrial applications. Students will also learn industry-relevant skills including how to operate, install, design and troubleshoot AC and DC motor control circuits.

Motor Drives

This course discusses the fundamentals of motor drive operation and setup. Students will learn industrial AC electronic motor drives, which are used to provide accurate control of speed, position and acceleration of industrial motors. Students will also learn industrial skills on how to operate, install, tune and troubleshoot various industrial drives.

Power Transmissions

This course discusses the fundamentals of mechanical transmission systems used in industry. Students will learn industrial skills on how to operate, install, analyze performance, and design basic mechanical transmission systems using chains, v-belts, spur gears, bearings, and couplings.

Boiler Operation & Controls

This course is designed to help students understand the evolution of the boiler system from the first century to modern day and understand the principles and applications of steam traps. This course will provide an overview of the operation of the boiler plate system, beginning with basic principles of steam energy and boiler plate design. This course will describe steam, steam trapping and different types of steam traps including sizing, installation and monitoring.

ON THE COVER:

ALIGNING PASSION AND SKILLS FOR CAREER SUCCESS

Austen Totsch's love for cars runs deep.

When the auto tech program at his high school was canceled during his senior year, he looked to fill the void of his interest in technology and cars by pursuing another path.

Knowing he was SCC-bound, he chose to study animation.

"Even then, I found myself making virtual 3D models of cars," Totsch joked.

But after earning his animation degree in 2017, he found that he'd rather work on cars than draw them. That's when he decided to return to SCC and enter the automotive technology program a year later.

He spent the next two years soaking up all the knowledge in the classroom and in the shop that he could from SCC instructors Tim Hunter and Wes Carpenter.

He was where he needed to be.

After completing his first year, he spent the summer working at Quick Lube at Deery Brothers in West Burlington.

That led to bigger opportunities.

His boss liked what he saw and promoted him to maintenance technician apprentice repairing Toyotas, Nissans, and Mazdas.

He made the most of the opportunity, working about 35 hours a week on top of his class load.

"I learned a lot working under our master technician," Totsch said.

He completed his degree in 2020 and immediately started working at Deery Brothers full time.

"We teach our students to think like engineers," said SCC instructor Wes Carpenter. "If they can figure out what the engineers were thinking when they first designed the car, they can diagnose issues faster and more accurately."

That approach to learning is exactly what area employers and auto manufacturers want to see in a training program.

In 2021, SCC signed a novel new training partnership with Toyota USA. Serving as the first specialized training partnership program in the Midwest, SCC's Toyota TECS Elite program (Toyota Education College Support) is a capstone course for students and for current Toyota technicians to learn specialized skills.

"Students learn to use proprietary tools on Toyota vehicles," explained SCC Dean of Career and Technical Education Dr. Ashlee Spannagel.

The 6-week course is a mix of online and face-to-face lab instruction. Students who successfully complete the program will earn a Toyota Maintenance certification.

Mark Olson, Toyota's technical services and training manager for the Kansas City region, is looking forward to the fruits of the partnership.



**Austen Totsch, Certified Line Tech
Deery Brothers**

"I'm on track to earn my master technician certification with Toyota and Mazda".

-Totsch

"Education is key," said Olson. "This program will benefit both students and our dealers."

Totsch would have loved to take the course. "I've already completed over 1000 hours in Toyota, Nissan and Mazda training," he said. "Having that certification at the start would have helped me advance faster."

Austen is excited about his chosen career path. Currently a certified line tech, he stays plenty busy working on two to four vehicles in his station on any given day, troubleshooting, diagnosing and repairing each one.

"I'm on track to earn my master technician certification with Toyota and Mazda," said Totsch. "I've completed all my training and earned that certification with Nissan and ASE. I just need a little more experience."

For more information on SCC's automotive programs or the Toyota partnership programs, contact Rachel Boyd at rboyd@scciaowa.edu.



FOR STUDENTS GRADES 9 TO 11



AutoTech Clinic

Do you have a love for cars, or just want to learn the basics? Join us and get your hands dirty learning 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; you will learn the basics on up. Come with experience or broaden your skills. Geared for students grades 9 – 11.

91974	\$69	W Carpenter
S, Apr 6 & 20	9 AM - Noon	SCC WB 505

Are cars your passion?

Get a degree from SCC in Automotive Technology

Do you have a mechanical side and a high-tech side? Turn your passion for cars into a career that you can take anywhere. Dealerships, independent shops, and fleet managers need skilled technicians to keep vehicles running at top performance.

Average starting salary **\$42K**



Automotive Technology program

Build your core skills in our ASE-Certified program. Learn from instructors with decades of real-world experience in our clean and spacious automotive lab, using state-of-the-art technology used in shops today.

Earn ASE certificates in a number of areas including:

Brakes	Steering
Engine repair	Electrical systems
Automatic transmissions	Engine performance
Drivetrains and axles	Heating and air conditioning

Get experience working in a real shop during a semester-long internship.

**DID YOU
KNOW?**

Approximately 46K automotive techs will be needed to fill roles through 2026!

ELIGIBLE FOR LAST-DOLLAR SCHOLARSHIP

Call SCC to learn more: (319) 208-5155




WELDING

Shielded Metal Arc 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.

TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155




	Blueprint Reading and Safety	Self-paced
	Instructor available for Q & A via Canvas	
	W & F, Aug 5 - Sep 2 5:30 - 7 PM	J Fuhrman
	9999	B White
	M-F, Aug 17 - Oct 2 7 - 11:30 AM	SCC WB 701
	9999	M Kaczinski
	M-F, Aug 19 - Oct 2 5 - 9:30 PM	SCC WB 701

Production Welding Certificate

This course is designed for the participant who desires employment in production welding. Curriculum will be delivered through a combination of classroom lecture and hands-on training in a welding lab. Topics covered include Welding Safety; Applied Math; Blueprint Reading and Welding Symbol Interpretation; and MIG welding. Successful participants will have the necessary skills to obtain entry level employment in the high demand area of production welding.

TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155

	Blueprint Reading and Safety	Self-paced
	Instructor available for Q & A via Canvas	
	W & F, Sep 16 - Oct 11 5:30 - 7 PM	J Fuhrman
	9999	B White
	M-F, Oct 3 - Nov 6 7 - 11:30 AM	SCC WB 701
	9999	M Kaczinski
	M-F, Oct 3 - Nov 6 5 - 9:30 PM	SCC WB 701



NEW & CURRENT IOWA BUSINESSES

Find out more about the Iowa New Jobs Training Program (260E) and the the Iowa Jobs Training Program (260F)

Contact Brenda Rubey: (319) 208-5384
brubey@scciova.edu

AUTO TECHS ARE MADE AT SCC

>> Earn your automotive technology degree!

Our 2-year program preps you to troubleshoot and repair gas combustion and electric vehicles.

- Earn industry certifications
- Work in paid internships at local service centers
- Financial aid available

>> Specialized Toyota certification at SCC!

Are you an experienced automotive tech looking to boost your skills?

- Earn your Toyota Maintenance Certification
- Open to qualified techs, our 6-week course is a mix of shop work and online instruction.



CLASSES START AUGUST 19!


For more information, contact: SCC Admissions
admissionswb@scciova.edu (319) 208-5155

ENVIRONMENTAL & INDUSTRIAL SAFETY

ALCOHOL AND OTHER DRUG SAFETY


Alcohol and Other Drug Awareness for Managers & Supervisors (Initial Training)

Iowa's drug testing law (Iowa Code Section 730.5, paragraph 9.h. and Administrative Code Section 640) enhances worker safety by creating workplaces that are free of drug and substance abuse. One tool available to private sector employers is drug testing (inclusive of alcohol testing). A private sector employer who chooses to use this tool must attend a minimum of two hours of initial training to begin, and a minimum of one hour annually for update or refresher training. This training meets the initial two hour training requirement and includes information concerning the recognition of evidence of employee alcohol and/or other drug abuse, the documentation and corroboration of alcohol and/or other drug abuse, and the referral of employees who abuse alcohol and/or other drugs to the employee assistance program or to the resource file maintained by the employer pursuant to paragraph "C", subparagraph (2) of the Iowa Code. This course also satisfies the requirements for supervisor training.

 91978	\$49	D Trejo
T, Apr 16	1 - 3 PM	VIR

Alcohol and Other Drug Refresher for Managers & Supervisors


This training meets the one hour annual refresher training requirement and includes information concerning the recognition of evidence of employee alcohol and other drug abuse, the documentation and corroboration of alcohol and other drug abuse, and the referral of employees who abuse alcohol and other drugs to an employee assistance program.

 91979	\$35	D Trejo
T, Apr 16	Noon - 1 PM	VIR

SAFETY


Forklift Operator Training

This course is designed to meet the training requirements for OSHA standard 29 CFR 1910.178. Training topics include: mechanics, inspection, and maintenance of forklifts; ANSI driving procedures; lift operation; and special operating rules. This course includes a driving module that allows participants to operate a forklift. Must be 18 years of age or older to participate.

 92054	\$99	D Yotter
W, May 15	8 AM - Noon	SCC WB 605

Forklift (PIT) Train the Trainer



Instructional delivery of lecture and hands-on training to provide a training program expanding on the trainee's prior knowledge, the types of vehicles used in the workplace, and the hazards of the workplace. Course will utilize group discussion and hands on practice. Each operator will be able to conduct driving skill audits, obtain the knowledge and skills needed to do their job correctly and safely. Trainers must hold a Basic Forklift (PIT) Operator certificate as a prerequisite for this training.

 92055	\$297	D Yotter
Th, May 16	8 AM - 4:30 PM	SCC WB 605

OSHA

NFPA 70E Arc Flash

This course is an OSHA requirement, and 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.

 91172	\$189	D Yotter
Th, Feb 8	8 AM - 3 PM	SCC CBIZ 111
 91981	\$189	D Yotter
F, Apr 19	8 AM - 3 PM	SCC Keo IT 114

MACHINING TRAINING AT SCC

Manufacturing is now high-tech as companies improve the quality of their equipment, products, and employees.

- > Manual Machining
- > CNC Programming
- > Mastercam
- > Quality & Inspections
- > Math & Measurement

Contact cbiz@sccioowa.edu
or call 319-208-5375.

DID YOU KNOW?

Precision machinists are among the top five most needed employees.

TRANSPORTATION

COMMERCIAL DRIVING

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, stream-lined, CDL training programs designed to get you on the road quickly.

- Classroom and hands-on instruction
- Tailored training programs (full & refresher)
- Solid reputation-we have trained drivers from across the United States
- Full tuition assistance may be available for those who qualify
- **Training meets all Federal regulations effective 2.7.22 SCC offers both classroom theory (ELDT) and range/over the road training also known as Behind the Wheel training (BTW).**

NOTE: Class dates subject to enrollment classes are subject to change due to weather, class size or end of class testing at DOT

CDL Class B to Class A

This training will meet the Federal Motor Carrier Safety Administration (FMCSA) training standards for individuals upgrading their Class B commercial driver's license to a Class A commercial driver's license. This course is designed for those who currently hold a Class B CDL and are seeking to upgrade to a Class A CDL. You will receive both the Theory and Behind the Wheel training required. After an evaluation by an SCC CDL instructor the course will give special attention to the areas you need the most in both the theory and the BTW. Areas such as safe semi-truck driving skills in backing, turning, shifting, coupling and maneuvering will be given extra attention. A CDL Class A permit (CLP) will be needed from the Department of Transportation. You must take any portion of the knowledge tests not already included in your Class B license. Those include **Combination, Air Brakes, and General Knowledge**. Payment for the course and a permit are required to register. Once registered CBIZ will request the student to show proof of a current DOT medical card and a recent drug screen. Great River Business Health is SCC's approved vendor for these screenings if needed.

Call 319-208-5375 for more information or to enroll.

CDL Class B Behind the Wheel

Classroom and hands-on instruction with tailored training programs to fit your needs. The Class B CDL is the second heaviest weight class, with commercial motor vehicles (CMVs) weighing more than 26,001 pounds and trailers weighing less than 10,000 pounds. A Class B CDL gives drivers more opportunities for local and flexible truck driving jobs in areas like construction, shipping, and public transit. A CDL Permit (CLP) theory training and funding are required to be able to register for the BTW program. Students must have a CLP from the DOT that includes two tests: **General Knowledge & Air Brakes**.

Fee includes: Books, DOT physical, drug screen, class B permit and license fee.

Call 319-208-5375 for more information or to enroll.

CDL Theory Online

You can now take our CDL theory class online. As with our in-person theory class, Class A CDL applicants must complete the Class A CDL curriculum known as Theory training per the new Federal guidelines. The curriculum pertains to combination vehicles. This theory training may also be taken for those wishing to obtain their CDL Class B license. (CDL Permit) In addition to the theory training, participants needing to obtain their CLP (CDL permit) for the driving portion or behind the wheel (BTW) training will receive valuable information during the theory training that will prepare them to take and pass all three parts of the required DOT tests which include; general knowledge, combination, and air brakes.

Call 319-208-5375 for more information or to enroll.





CDL P Endorsement

Any driver wishing to operate a vehicle designed to transport 16 or more passengers, must have a passenger endorsement on their CDL. To obtain this endorsement the student must pass the CDL passenger knowledge test at the DOT prior to registration. Once registered the student will receive the required training (ELDT) in accordance with the Federal regulations. This will enable the student to take their DOT Passenger Endorsement testing consisting of pre-trip, skills, and a driving test.

Call 319-208-5375 for more information or to enroll.





CDL Theory & Permit Training

Class A CDL applicants must complete the Class A CDL curriculum known as Theory training per the new Federal guidelines. The curriculum pertains to combination vehicles. This theory training may also be taken for those wishing to obtain their CDL Class B license. (CDL Permit) In addition to the theory training, participants needing to obtain their CLP (CDL permit) for the driving portion or behind the wheel (BTW) training will receive valuable information during the theory training that will prepare them to take and pass all three parts of the required DOT tests which include; general knowledge, combination, and air brakes.

 91121	\$495	W Claus
M-F, Jan 15 - 19	8 AM - 4:30 PM	SCC WB 607
 91122	\$495	W Claus
M-F, Mar 4 - 8	8 AM - 4:30 PM	SCC WB 607
 91123	\$495	W Claus
M-F, Apr 29 - May 3	8 AM - 4:30 PM	SCC WB 607
 9999	\$495	W Claus
M-F, Jun 10 - 14	8 AM - 4:30 PM	SCC WB 607

CDL Class A Behind the Wheel

Our four week behind the wheel program will help you 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. Times for all classes are subject to change due to weather, class size or end of class testing at the DOT. A CDL permit (CLP), theory training, and funding are required to be able to register for the BTW program. Students must have a CLP from the DOT that includes three tests: general knowledge, combination, and air brakes. After registration, CBIZ will schedule a drug screening and DOT physical to occur before the first day of class. Fee includes tuition, books, DOT physical, drug screen, license & permit fees.

 91118	\$3995	W Claus
M-Th, Jan 22-Feb 14	8 AM - 4:30PM	SCC WB 607
 91119	\$3995	W Claus
M-Th, Mar 18-Apr 10	8 AM - 4:30PM	SCC WB 607
 91120	\$3995	W Claus
M-Th, May 6 - 29	8 AM - 4:30 PM	SCC WB 607
 91998	\$3995	W Claus
M-Th, Jun 7 - Jul 12	8 AM - 4:30 PM	SCC WB 607

CLASS DOES NOT MEET ON 7/4 & 7/5

CONTRACT TRAINING CDL FOR EMPLOYERS

Let SCC bring CDL Training to your company. We know that skilled employees are a key factor to economic success. Whether it's upgrading the skills of current employees or training for new employees, we can help! We offer flexible, competitively-priced custom training options for almost any type of business, association, or institution. We can create a class that is built just for you to ensure you receive the training needed.



SCHOOL BUS CONTRACT TRAINING FOR SCHOOL DISTRICTS

We know that skilled school bus drivers are a key factor to getting our students to school safely, on time and ready to learn. Whether it's upgrading the skills of current employees or training for new employees, we can help!

We offer flexible, competitively-priced custom training options.

CDL Class A BTW Night/Weekends

Our four week behind the wheel program will help you 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. Times for all classes are subject to change due to weather, class size or end of class testing at DOT. A CDL permit (CLP), theory training, and funding are required to be able to register for the BTW program. Students must have a CLP from the DOT that includes three tests: general knowledge, combination, and air brakes. After registration, CBIZ will schedule a drug screening and DOT physical to occur before the first day of class. Fee includes tuition, books, the DOT physical, drug screen, license & permit fees.

	91999	\$3995	W Claus
	S & Su, Jan 13 - Feb 5	8 AM - 4:30 PM	SCC WB 607
	M, Jan 13 - Feb 5	5 - 9 PM	SCC WB 607

Hazmat Endorsement Training

This short class will prepare you to take your Hazmat testing at the DOT to gain your Hazmat Endorsement. Students will receive the required classroom instruction in accordance with Federal regulations. If interested please call 319-208-5375 for further information.

	91124	\$235	W Claus
	F, Jan 26	8 AM - 4:30 PM	SCC WB 607
	91125	\$235	W Claus
	F, Feb 9	8 AM - 4:30 PM	SCC WB 607
	91965	\$235	W Claus
	F, Mar 8	8 AM - 4:30 PM	SCC WB 607
	91973	\$235	W Claus
	F, Apr 12	8 AM - 4:30 PM	SCC WB 607
	91993	\$235	W Claus
	F, May 10	8 AM - 4:30 PM	SCC WB 607
	9999	\$235	W Claus
	F, Jul 12	8 AM - 4:30 PM	SCC WB 607

Motorcycle Safety BRC

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 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 rider successfully completes the course, 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 will get a link to the MSF (Motorcycle Safety Foundation) e-course and must successfully complete this prior to in-person class instruction.

Class Fee \$199 Instructors: M Prickett, J Mack
Location: SCC WB 605 8 AM - 5 PM

	91982	S & Su, Apr 20 & 21
	91983	S & Su, May 11 & 12
	91984	S & Su, May 18 & 19
	91985	S & Su, Jun 8 & 9
	91987	S & Su, Jun 15 & 16
	91986	S & Su, Jun 22 & 23
	9999	S & Su, Jul 13 & 14
	9999	S & Su, Aug 10 & 11
	9999	S & Su, Aug 24 & 25

CDL INSTRUCTORS NEEDED

Share your experience with the next generation.

CDL requires 5 years of CDL Class A or B experience.

Part-time positions available.

Details and application can be found at scciova.edu.

Click the [EMPLOYMENT LINK](#)

LIFE & LEISURE

CULINARY & ENTERTAINING

Meal Planning on a Budget

By meal planning ahead of time, you set your expectation for the week and know exactly what you'll be cooking and shopping for. This will save you from grabbing food on the go or going out to eat, and limit the trips to the grocery store. At the end of the day, not planning ahead for meals adds up fast and will break your food budget. At the end of class you will create your grocery budget and a meal plan.

92047 \$25 E Stresow
T, Jan 23 6:30 - 8:30 PM SCC VIR

NEW Fall in Love With a Romantic Valentine's Day Dinner

Want to spice things up even more? Cook your Valentine's Meal together! Plan and prepare a 3-course Valentine's Day dinner at home that you and your loved one will fall in love with! You'll start your meal with a bruschetta. Enjoy a main course of expertly grilled steak, creamy garlic mashed potatoes, and roasted asparagus. A beautifully layered dessert of whipped cream and strawberries topped with chocolate curls. A Valentine's meal isn't complete without Cupid's Cocktail!

92069 \$25 E Stresow
Th, Feb 1 6:30 - 8:30 PM SCC VIR

NEW How to Start & Write a Food Blog

Want to start a food blog but don't know where to start? We'll start with the basic steps of starting your food blog: naming your blog with a matching domain name, using a blogging site, themes, planning your content, and frequency of blog posts. Learn about the best food blogs in the industry. Share your passion for cooking or baking with the world! "A recipe has no soul. You, as the cook, must bring soul to the recipe." - Thomas Keller

92072 \$25 E Stresow
W, Feb 21 6:30 - 8:30 PM SCC VIR

NEW Easter Meal Without the Hassle

Wow the friends and family with a no hassle Easter Meal! Your menu will include a honey glazed ham, roasted vegetable medley of carrots, asparagus, onions, garlic, tricolored mini potatoes, and brussel sprouts, a side of fresh sweet spring peas, potato salad, and a carrot cake. With this simple menu, you are sure to have a Hoppy Easter!

92075 \$25 E Stresow
M, Mar 4 6:30 - 8:30 PM SCC VIR

NEW Spring Cleaning and 28+ Uses for Apple Cider Vinegar

Nothing beats that feeling of accomplishment when you get a head start on spring cleaning. If you space out your spring cleaning list over a couple weeks, it might not seem like an overwhelming task. We'll talk cleaning tips from organizing to cleaning like pros. In this class, we'll also discuss the countless uses of apple cider vinegar. Don't let the dust bunnies kill your cleaning fairies!

92078 \$25 E Stresow
M Mar 25 6:30 - 8:30 PM SCC VIR

NEW April Showers Bring Recipes with Flowers

Edible flowers! Flowers aren't just for looking and smelling. In this class, you'll learn about edible flowers and ways to incorporate them into your recipes: edible flower shortbread cookies, floral crostini, flower and herb butter boards, and edible floral spring salads. This course will demonstrate each of these floral cooking techniques. "I must have flowers. Always and always." - Monet

92082 \$25 E Stresow
S, Apr 20 Noon - 2 PM SCC VIR

NEW How to Write a Cookbook

You have a passion for cooking and everyone is always asking you for your recipes, so why not write a cookbook? We'll talk about the various types of publishing and what may work best for you. Then you'll need to develop your content. What's your category or theme for your cookbook? What's the content? Do you have an outline in mind? What about photography? "Anyone can cook." - Gusteau, Ratatouille from Disney Pixar

92084 \$25 E Stresow
T, May 14 6 - 8 PM SCC VIR

NEW BBQ - How to Feed a Crowd

Summer barbeque's equals feeding a crowd. Make it look effortless with a crockpot hotdog bar, sheet pan burger sliders, a layered salad, watermelon that wows, and lemonade. We'll talk side dishes, and I'm not talking about Wendy Peffercorn. Let's, chill and grill!

92087 \$25 E Stresow
W Jun 19 6:30 - 8:30 PM SCC VIR

Summer No Heat Meals

When the dog days of summer roll in and it's too hot to turn on the oven or stove, keep cool with no-cook summer meals! Enjoy salads, sandwiches, and soups, all made without breaking a sweat. Make and prepare a no-cook meal to take home.

9999 \$25 E Stresow
T, Jul 9 6:30 - 8:30 PM SCC VIR

AUTOBODY

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 and painting techniques.

91995 \$199 T Weaver
M, Jun 3 - Aug 5 5 - 9 PM SCC WB 424

Autobody Restoration II


You'll gain advanced skills in panel replacement panel fabrication, and painting techniques.

91996 \$199 T Weaver
T, Jun 4 - Aug 6 5 - 9 PM SCC WB 424

COOKIE DECORATING

NEW Making Edible Valentine's!

Love is in the air - and it is time to decorate cookies! This 90-minute beginner-friendly class will teach you the basics of decorating cookies with royal icing. We will cover the fundamentals, do some piping practice with royal icing and decorate 6 valentines-themed cookies together. Also included will be a printed card to accompany each of your cookies, so you can gift them to your favorite valentines! All the tools and supplies necessary will be provided.

 93321 \$39 J Lehman
W, Feb 7 6:30 - 8 PM SCC Little Theater




JULIE LEHMAN

After years of creating sweets for friends and family, Julie established Bijoux Confections in 2019. She enjoys working with her customers to bring their ideas to life. Whether it's matching icing colors for a special event or creating cookies that add flavor and delight to your celebration, Julie loves to share with you the joy she gets from baking and decorating. Julie began offering cookie decorating classes in 2022. She enjoys sharing her knowledge while teaching a step-by-step process to creating beautiful cookies.




NEW Creating Egg-Cellent Cookies!

The Easter Bunny needs some help decorating eggs for baskets - so, it is time to decorate cookies! This 90-minute beginner-friendly class will teach you the basics of decorating cookies with royal icing. We will cover the fundamentals, do some piping practice with royal icing and decorate 6 Spring/Easter-themed cookies together. You will have an egg-cellent time creating beautiful cookies! All the tools and supplies necessary will be provided.

 93322 \$39 J Lehman
W, Mar 20 6:30 - 8 PM SCC Little Theater

NEW Spring Has Sprung! - Cookie Pops!


What is better than a decorated sugar cookie? A decorated sugar cookie on a stick! Spring has sprung, flowers are blooming - and we are going to make a bouquet of cookie pops! This 90-minute beginner-friendly class will teach you the basics of decorating cookies with royal icing. We will cover the fundamentals, do some piping practice with royal icing and decorate 5 Spring/floral-themed cookie pops together! Take them home and arrange them in your favorite vase. All the tools and supplies necessary will be provided.

 93323 \$39 J Lehman
W, Apr 10 6:30 - 8 PM SCC Little Theater

GENERAL INTEREST


NEW Ancient Greece: Culture and History

This class explores both the history and culture of the ancient Greeks, going over some of the most prominent Greek events and discussing details of the daily lives of both upper and lower class ancient Greek citizens.

 92091 \$49 D Jamison
S, Apr 6 2 - 4 PM SCC CBIZ 111

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. Five famous operas will be covered (one per session); Tosca, Fidelio, Boris Gudenov, Don Giovanni, and Don Carlos.

 92042 \$69 F Morrisett
M Mar 25 - Apr 29 6 - 9 PM SCC WB 333

NEW Resume Writing Workshop

Transform your resume into a powerful tool that will help you get interviews. This course is invaluable to anyone who wants to improve their resume as it will introduce you to different formats.

 www.ed2go.com/secc/ \$135

NEW Certificate in Healthy Aging

Gain an overview of aging including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

 www.ed2go.com/secc/ \$79


NEW Certificate in Mindfulness

Lay the foundation for a career in health and wellness coaching with a deep understanding of the practice of mindfulness. This course will provide in depth knowledge of mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement, and mindful relationships.

 www.ed2go.com/secc/ \$59


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 Geode State Park. Class will be beneficial for those with beginning to intermediate birding skills.

 92043 \$49 D Weiss
W, Apr 17 & May 1 6 - 8 PM SCC CBIZ 111
S, Apr 20 8 - 10 AM Geode State Park
S, Apr 27 8 - 10 AM Starr's Cave

Learn Pickleball

Have you been hearing about this popular sport Pickleball and want to join the millions of enthusiasts and learn how to play? Come to the new SCC Rec Center and learn the rules, how to score and get time to practice on the court.

 92323 \$29 R Rahmat
T, Mar 19 & 26 4 - 5 PM SCC WB

NEW Hydroponics Gardening

What if you could grow food without any soil, using only water and nutrients? That may sound like science fiction, but it's actually an ancient and modern technique called hydroponics. Learn the basic techniques and methods to become a Hydroponic Gardener!

93368 \$69
Th, Mar 14 7 - 8 PM SCC WB
S, Mar 16 1 - 2 PM SCC Greenhouse

Pulling and Backing – Boats, Campers, Trailers, and More

Are you pulling a boat, RV or trailer and can't seem to back straight? This course is for you. In this 6 hour course you will get hands-on experience with a professional instructor to learn the proper methods for pulling trailers - boat, RV or utility trailer.

92094 \$99 W Claus
S, May 4 8 AM - 2:30 PM SCC 607

FINANCE

Real Estate Investing

Discover how to make money in real estate, even if you have little to start with. This course includes specially designed worksheets and hands-on activities to take the guesswork out of your investing in the real estate market.

www.ed2go.com/secc/ \$125

Introduction to Stock Options

Learn to evaluate, buy, sell and profit from stocks. This course will arm you with investment tools that were once thought to be only for the pros as you learn how to protect your portfolio and profit in the down market, an up market, or even a flat market.

www.ed2go.com/secc/ \$129

Introduction to Animation

Do you want to make your own animations but don't know where to begin? Animation is often seen as an overwhelmingly difficult subject to learn. This class will teach you the basic principles of animation through the same exercises professional animators use. By slowly layering these principles together we will build up to more complex animations over the course. By the end of this course you will be equipped with all of the skills you need to start creating your own animations.

92048 \$139 A Horton
S, May 4-Jun 8 9 AM - Noon SCC WB 526

PHOTOGRAPHY

Discover Digital Photography

Gain the skills you need to take great photos with your digital camera and never miss a memorable moment again. This course is an informative introduction to digital photography, from DSLRs to smart phone cameras.

www.ed2go.com/secc/ \$115

Photography Suite

In this series, you will not only learn how to decide which is the best type of equipment to use, but you will also master the use of your DSLR camera as you learn how the technology can help you take beautiful portraits and action shots of people. You will get a crash course in all the features and controls on your camera that can be used to elevate your photos and learn photo editing techniques for professional-looking images. By the end of this series, you'll be well on your way to becoming a skilled photographer.

www.ed2go.com/secc/ \$335

Spring Wildflower Photography

This wildflower photography workshop is intended to help move your existing photography skills from snapshots to works of art and will focus primarily on macro shots of early spring wildflowers. Topics include applying depth of field, shutter speed, background, lighting, and composition options for optimum results in the field. Session 1 will be classroom-based theory. Sessions 2 and 3 will be field work at Geode State Park. Session 4 will be classroom-based review of results and critique. Participants should have access to a DSLR camera with the ability to take close up photos from a distance of 18 inches or less. Participants should have moderate shooting and editing skills and the ability to walk short distances over rough terrain, and photograph flowers less than 12 inches from the ground.

92044 \$79 D Weiss
W, Apr 24 & May 8 6 - 8 PM SCC CBIZ 112
S, Apr 27 10 AM - Noon Starr's Cave
S, May 4 10 AM - Noon Geode State Park

WELDING

Welding Art 101

Learn the basics of joining metal pieces through MIG welding. In this class you will make an art project with a limited number of horse shoes and learn the basic weld. Come with ideas or suggestions to share. Participants must wear cotton long-sleeve clothes and leather, closed-toe shoes. Those with medium to long hair must tie back. Safety glasses, welding gloves, jackets, and helmets will be provided, but you are encouraged to bring your own.

91972 \$69 S Kershner
S, Apr 13 8 AM - 3 PM SCC WB 701

Welding Art 102

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 some materials. You are encouraged to bring your own found metal. Safety glasses, welding gloves, jackets and helmets will be provided, but you are encouraged to bring your own.

91988 \$59 S Kershner
S, Apr 27 8 AM - Noon SCC WB 701

YOUTH

Super Sitter

This class is designed to give boys and girls, aged 11 years and older, the knowledge and experience to be super babysitters. Safety, first aid, positive guidance and play activities will be emphasized. Students should bring a sack lunch.

91990 \$59 J Ita
F, Feb 23 8 AM - 4:30 PM SCC CBIZ 111
91989 \$59 J Ita
M & T, May 6 & 7 5 - 8 PM SCC CBIZ 111
91991 \$59 J Ita
T, Jun 4 8 AM - 3 PM SCC Mt. Pleasant 201

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.

91967 \$55 K Prickett
S, Mar 23 8 AM - 2:30PM SCC CBIZ 103
92001 \$55 K Prickett
S, May 4 8 AM - 2:30PM SCC CBIZ 103



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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 be tied back. Safety glasses, welding gloves, jackets, and helmets are provided, but you are encouraged to bring your own. Geared for students grades 9 – 11. Students should bring a sack lunch.

91947 \$69 S Kershner
S, Feb 10 9 AM - 3:30 PM SCC WB 701

AutoTech Clinic

Do you have a love for cars, or just want to learn the basics? Join us and get your hands dirty learning 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; you will learn the basics on up. Come with experience or broaden your skills. Geared for students grades 9 – 11.

91974 \$69 W Carpenter
S, Apr 6 & 20 9 AM - Noon SCC WB 505



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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.



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Use the form below for Mail and Fax Registrations

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
- Call CBIZ at (319) 208-5375
- Check email for registration confirmation

PHONE SCC at (319) 208-5375

- Call Monday through 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

MAIL the form below to SCC

Mail to: SCC Continuing Education
P.O. Box 180
West Burlington, IA 52655-0180

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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 _____

Email address _____

Primary Phone (____) _____ Secondary Phone (____) _____

Payment Information

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