

Options

AUG 2025-JAN 2026 Continuing Education Course Catalog



CDL PROGRAM

HIGH-TECH SIMULATION EQUIPMENT
FOR SCC CDL TRAINING PROGRAM.



SCC'S CDL PROGRAM HELPS STUDENTS SHIFT GEARS IN LIFE

Learn about CDL Opportunities at SCC

Smart Start p2 Excel Basics p9 Coaching Authorization p11 Production Welding p15 Pound Fitness Class p20

REGISTER TODAY: (319) 208-5375



SOUTHEASTERN
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COLLEGE



SOUTHEASTERN
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www.cbiziowa.com



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Options Non-Credit

Fall 2025 Catalog

Continuing Education Course Catalog offered through SCC

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FROM THE COVER:

(L-R) CLAY NOVINGER, RICHARD LINK, AND
BILL CLAUS
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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.

FALL 2025 SHORT TERM TRAINING	PAGE	DURATION IN WEEKS			START DATE	LOCATION	TUITION ASSISTANCE AVAILABLE	CREDIT OPTIONS
		4 - 6	8	10 - 12				
Business Bookkeeping	2		X		Available Upon Request	CBIZ	✓	
CDL Class A Program & Endorsement Offerings	16	X			Aug 4 & more	SCC WB	✓	
CNA, Certified Nursing Assistant	12		X		Jan 13 & more	SCC WB	✓	✓
Computer Skills in the Workplace I	9	X			Available Upon Request	CBIZ	✓	
Computer Skills in the Workplace II	9	X			Available Upon Request	CBIZ	✓	
Early Childhood Level I Certificate	3	X			Available Upon Request	CBIZ	✓	✓
Early Childhood Level II Certificate	3	X			Available Upon Request	CBIZ	✓	✓
Introduction to Machine Theory	13				Aug 19	SCC WB	✓	✓
Introduction to Machine Shop	13				Aug 20	SCC WB	✓	✓
Paraeducator	4		X		Oct 2	GPAEA	✓	
PLC	14	X			Oct 27	SCC KE0	✓	
Supervisory	4			X	Sep 24	CBIZ	✓	
Stick Welding	15	X			Aug 1	SCC WB	✓	✓
Production Welding	15	X			Sep 15	SCC WB	✓	✓


BUSINESS & PROFESSIONAL DEVELOPMENT

BUSINESS MANAGEMENT

Smart Start


Do you have a business idea or looking to purchase a business? Are you wondering what steps you need to take to start a business? This workshop will guide you through what you need to know to launch your business and be successful. 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.

 104107 \$19 J Clover
M, Sep 8 5:30 - 8:30 PM SCC CBIZ 111


NEW Is Your Business Ready to Transition

Many business owners devote their time and energy to day-to-day operations and long-term growth, often overlooking the importance of exit or succession planning. However, retirement and unexpected life events can occur at any time making it essential to be prepared. This workshop is designed to help business owners plan for a successful transition, whether that means selling, closing, or passing the business to a successor. Participants will gain practical insights into preparing both the business and themselves for a smooth exit. The session includes hands-on materials and worksheets to guide you through creating a comprehensive exit plan.

 104188 \$19 J Clover
M, Sep 15 6 - 8 PM SCC FMC 106


NEW Basic Business Accounting

Are you a business owner or the person responsible for managing your company's finances? Do financial statements leave you confused or uncertain? Would you like to better understand accounting and how it connects to tools like QuickBooks? This engaging, hands-on workshop is designed to make accounting concepts easy to understand and apply. Through interactive storytelling, you'll learn the structure and purpose of the three key financial statements-and how to use them to make better business decisions and support growth. All materials, including a comprehensive workbook, are included in the class fee. No prior accounting experience is necessary.

 104193 \$39 J Clover
M, Sep 22 - Oct 13 9 - 11 AM SCC CBIZ 111

NEW Selling a Business - How to and Am I Ready?

Selling a business is a complex and strategic process that involves preparing the company for sale, identifying potential buyers, determining a fair market value, and negotiating favorable terms. Whether you're looking to retire, pursue new opportunities, or unlock the value you've built over time, a successful sale requires careful planning and expert guidance. From financial and legal preparation to marketing the business confidentially and managing due diligence, selling a business demands attention to detail and a clear exit strategy. The goal is to maximize the return on your investment while ensuring a smooth transition for employees, customers, and stakeholders.

 104189 \$19 J Clover
M, Nov 10 6 - 8 PM SCC CBIZ 111

BUSINESS BOOKKEEPING CERTIFICATE PROGRAM

This Certificate is designed for those who want to become bookkeepers 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.

Classes include:

- > Accounting Basic Concepts
- > QuickBooks Online Software
- > Understanding Your Business Taxes
- > Payroll Accounting

AVAILABLE UPON REQUEST

Call 319-208-5375 for Information.

Minimum enrollment must be met.


TUITION ASSISTANCE MAY BE AVAILABLE

Look for ★ to locate Business Bookkeeping. Certificate classes may be taken individually outside of the certificate.

Understanding Your 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 Cert.

 104108 \$59 J Clover
Th Sep 25 8:30 - 11:30 AM SCC CBIZ 111

Accounting Basic Concepts

Designed for the non-accountant bookkeeper, office manager or business owner. 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 Cert.

\$449 AVAILABLE UPON REQUEST

DreamBuilder

6-WEEK COURSE TO START OR GROW YOUR BUSINESS.

Through a combination of engaging online video lessons and weekly facilitated group sessions, you'll explore essential topics including business planning, marketing, pricing strategies, sales, profit tracking, taxes, legal considerations, and day-to-day business management. You'll walk away with a fully developed, personalized business plan-and the confidence to bring your vision to life.

 M, Sep 22 - Oct 27 6 - 8 PM SCC CBIZ 111 J Clover \$75

To register, scan the QR code or call the Ft. Madison Chamber of Commerce. (319) 372-5471.



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 Cert.

\$425 **AVAILABLE UPON REQUEST**

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. You'll leave knowing that you're doing a good job and can handle whatever QuickBooks sends your way.

Approved course for ★ Business Bookkeeping Cert.

104170 \$339 S Yasenchok
TTh, Sep 30 & Oct 2 8 AM - Noon SCC CBIZ 110

CUSTOMER SERVICE

Managing Customer Service

Learn how to correctly anticipate and meet your customers' needs. This course will help you discover 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/

Customer Service Representative (CSR) Exam Prep

Learn about the various duties and responsibilities of the customer service provider, and 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.

Protrain

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.

Classes include:

- > Introduction to Early Childhood
- > Child Health Safety and Nutrition

AVAILABLE UPON REQUEST

Call 319-208-5375 for Information.

Minimum enrollment must be met.

TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155

Look for ★ to locate Early Childhood Level II certificate classes.

Certificate Pricing \$2,150

Introduction to Early Childhood

This course is an overview of early childhood programs and curricula, historical and present, and an examination of qualities and skills necessary for working with young children.

Approved course for ★ Early Childhood L1 Certificate

Child Health, Safety, and Nutrition

This course focuses on evidence-based concepts in the fields of health, safety, and nutrition, and their relations to the growth and development of the young child ages birth to eight. The course blends current theory with problem solving, practical applications, and assessments. The course includes collaboration with families and assesses the role of culture, language, and ability on health, safety, and nutrition decisions in early childhood settings.

Approved course for ★ Early Childhood L1 Certificate



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 behavior.

Classes include:

- > Early Childhood Curriculum Level 1
- > Early Childhood Guidance

AVAILABLE UPON REQUEST

Call 319-208-5375 for Information.

Minimum enrollment must be met.

TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155

Look for ★ to locate Early Childhood Level II certificate classes.

Certificate Pricing \$2,150

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 behavior. 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

Early Childhood Curriculum I

This course focuses on the development, implementation and assessment of appropriate environments and curricula for young children from birth to age eight. Students prepare to utilize evidence based practices in a context of children's family, culture, language, and abilities. 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

BUSINESS & PROFESSIONAL DEVELOPMENT

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 support and maintain the positive social, emotional, and behavioral development of children.

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

Certificate consists of three classes, each course is 15 hours class time plus 17 hours of online lecture.

TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155

Communication, Ethics, Confidentiality

This is the first course in preparation for a Paraeducator Certificate. In this course, students 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. The course will look at stages of development, core curriculum, beliefs, biases and will have an online computer component.

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

Approved course for ♦ Paraeducator Certificate

104110	\$218	GREAT PRAIRIE AEA
Th, Oct 2 - 16	5-10 PM	OTTUMWA / SCC VIR

Roles & Responsibilities

This is the second course in the Paraeducator Certificate program. Students 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 + 17 hrs. of online classroom.

Approved course for ♦ Paraeducator Certificate

104111	\$218	GREAT PRAIRIE AEA
Th, Oct 23 - Nov 13	5-10 PM	OTTUMWA / SCC VIR

Behavior Improvement

This is the third course in the Paraeducator Certificate Program. Students 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 + 17 hrs. of online classroom.

Approved course for ♦ Paraeducator Certificate

104112	\$218	GREAT PRAIRIE AEA
Th, Jan 8 - 22	5-10 PM	OTTUMWA / SCC VIR

HUMAN RESOURCES

SHRM Certification Prep

Commit to your career. HR professionals like you are facing new and greater challenges each day due in part to a changing work-force, 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 demonstrate 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).

104109	\$1399	C Peerman
T, Sep 2-Dec 2	6:30 - 9 PM	SCC VIR

SHRM Essentials

Sharpen your HR skills to face today's HR challenges. 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).

Call 319-208-5375 or email cbiz@scciaowa.edu for class dates.

Mental Health

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

104105	\$45	B Carper
W, Oct 1	6 - 9 PM	SCC CBIZ 112

104169	\$45	B Carper
W, Jan 14	6 - 9 PM	SCC CBIZ 112

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 help you to avoid some of the hard lessons that come from on-the-job learning. Applicable to 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.

104151	\$299	D Trejo
W, Sep 24 & Oct 1	1 - 4 PM	SCC CBIZ 111

SUPERVISORY 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

104150	\$1495	D Trejo
W, Sep 24-Dec 10	1 - 4 PM	SCC CBIZ 111

SUPERVISORY TRAINING INSTRUCTORS NEEDED

Seeking individuals with experience in leadership, team management, or workplace supervision to teach basic supervisory skills utilizing an instructor ready curriculum.

Part-time positions available.

Details and application available at scciaowa.edu.

Check the JOBS AT SCC LINK and complete the PROFESSIONAL DEVELOPMENT for CBIZ Application.

CERTIFICATE PROGRAM

LEADERSHIP FUNDAMENTALS: BUILDING BLOCKS FOR ENTRY LEVEL SUCCESS

Tailored for early-career professionals and aspiring leaders, this comprehensive certificate lays the groundwork for success in entry-level supervisory positions. Participants will learn fundamental leadership principles, effective communication strategies, and practical problem-solving techniques. By mastering essential skills and strategies, you will be well-equipped to embark and thrive on a successful leadership journey and contribute effectively to your organization's growth and success.

Classes include:

- > Welcome to Supervising Management
- > Time Management
- > Documentation Basics
- > Employment Law
- > Buddy to Boss
- > Handling Conflict
- > Motivation
- > Communication Skills for Managers

Look for ★ to locate Leadership Fundamentals Certificate classes in this catalog.

Classes may be taken individually outside of the certificate.

Welcome to Supervisory Management

Moving from doing to supervising is no easy task, but help is on the way. This session covers the basics of what new supervisors need to elevate their performance and the results of their teams. Topics include how to build and grow your credibility, respond to team members of different abilities, employ the right influence tactic to fit the situation, apply the five practices of exemplary supervision, and deal with conflict. Each topic includes skill development and practical applications. New supervisors will leave this class with the knowledge and skill needed to move from exemplary team members to effective team supervisors who achieve excellent results.

Approved course for ★ Leadership Fundamentals Cert.

104153	\$599	T Westbrook
T, Sep 30	9 AM - 4 PM	SCC CBIZ 103

Time Management

There are never enough hours in the day, but you can learn to be more effective with the ones you are given. This session will provide you with knowledge of how to make more effective use of your time, implementing measurable action steps that will allow you to take control of your day and make sure you are unleashing all of your productive potential. We will cover managing time, wasting time, personal time study, planning and tools, the Eisenhower Matrix, meetings, and unruly email.

Approved course for ★ Leadership Fundamentals Cert.

104140	\$179	R Curry
Th, Nov 6	8 - 10 AM	SCC CBIZ 103

Documentation Basics

A habit of creating meaningful documentation is an essential tool for any successful leader, providing an essential tool for people management while protecting and minimizing company liability. This session will provide the fundamentals of good documentation practices - including good versus bad documentation, tools and methods, and retention requirements. We will also workshop different scenarios highlighting the importance of strong documentation practice.

Approved course for ★ Leadership Fundamentals Cert.

104141	\$145	R Curry
Th, Nov 6	10:30 AM - Noon	SCC CBIZ 103

Employment Law

This session will provide a general overview of basic employment law and compliance issues that provide the foundational framework for any business owner, helping avoid legal pitfalls while helping create and sustain a welcoming and equitable environment. In this session we will discuss the basics that apply to most businesses such as the Fair Labor Standards Act (FLSA), Equal Employment Opportunity (EEO) and Health Insurance Portability and Accountability Act (HIPAA) and the Family and Medical Leave Act (FMLA). We will discuss the relationship between these laws and handbooks, job descriptions and overall good people management.

Approved course for ★ Leadership Fundamentals Cert.

104142	\$179	R Curry
Th, Nov 6	1 - 3 PM	SCC CBIZ 103

Buddy to Boss

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

Approved course for ★ Leadership Fundamentals Cert.

104956	\$249	H Woody
Th, Jan 8	9 AM - Noon	SCC CBIZ 103

Handling Conflict

One of the most difficult and most avoided topics in every company and relationship is that of conflict. We all learn from our past in how we handle conflict with others. Some of us have great examples and others, not so much. Everyone experiences some degree of workplace conflict; therefore, we all deserve training on how to handle it most effectively, focusing on great results and best teaming relationships. You will focus on conflict do's and don'ts. Pay close attention to a conflict roadmap that will allow a productive strategy for encouraging and following through with healthy conflict. We will take a closer look at each individual's natural conflict style to increase awareness and become better able to effectively navigate more effective conflict situations.

Approved course for ★ Leadership Fundamentals Cert.

104957	\$249	H Woody
Th, Feb 26	9 AM - Noon	SCC CBIZ 103

Motivation

Identify what factors motivate and de-motivate employees. This workshop will explain motivational needs and develop strategies that would work in your facility and identify traditional methods of motivation. Participants will receive guidelines for effective encouragement.

Approved course for ★ Leadership Fundamentals Cert.

105000	\$295	D McKee
T, Apr 14	9 AM - 4 PM	SCC CBIZ 103

BUSINESS & PROFESSIONAL DEVELOPMENT

Communication Skills for Managers

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

Approved course for ★ Leadership Fundamentals Cert.

105001 \$495 D McKee
M, Jun 2 9 AM - 4 PM SCC CBIZ 103

HR Legal Issues for Managers

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 ★ High Performance Certificate

104156 \$969 M Hudson
T, Sep 16 9 AM - 4 PM SCC CBIZ 103

Management Basics

Get the core skills you need to ensure success as a mid-level manager. In this highly interactive session you will learn how to build your credibility, the admired traits of managers and the fatal flaws that can curtail one's success, how to flex your management style to fit the situation, how to build effective teams, as well as the topics of communication and delegation. This course provides the essence of managerial excellence.

Approved course for ★ High Performance Certificate

104154 \$685 T Westbrook
T, Oct 21 9 AM - 4 PM SCC CBIZ 103

The Emotionally Intelligent Leader

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 ★ High Performance Certificate

104996 \$279 H Woody
T, Nov 18 9 AM - Noon SCC CBIZ 103

Culture Smart Teams

Building Inclusive and Adaptable Teams. Cultural Intelligence (CQ) goes beyond diversity checklists—it's a practical skill set leaders can develop to better navigate today's increasingly complex workplace. In this interactive session, participants will explore the dynamics of culture and identity, gain insights into their own biases, and strengthen their ability to lead across differences with respect and confidence. Through real-world examples and reflective dialogue, leaders will leave with tools to foster greater connection, understanding, and performance on their teams.

Approved course for ★ High Performance Certificate

105004 \$649 C Peerman
T, Dec 16 8:30AM-3:30PM SCC CBIZ 103

Coaching for Performance

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 ★ High Performance Certificate

104997 \$279 H Woody
Th, Jan 15 9 AM - Noon SCC CBIZ 103

Leading Change in the Workplace

Change is inevitable—but how you lead through it determines your team's success. This course equips leaders with the mindset and tools to confidently guide themselves and their teams through workplace change. Participants will explore the emotional dynamics of change, learn how to communicate effectively during transitions, and discover strategies to reduce resistance and boost engagement. With a focus on seeing change as an opportunity, this session will help leaders foster resilience, adaptability, and a forward-focused culture.

Approved course for ★ High Performance Certificate

104155 \$685 T Westbrook
T, Feb 17 9 AM - 4 PM SCC CBIZ 103

Delegating for Leaders

The strongest leaders are those who 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 ★ High Performance Certificate

104998 \$279 H Woody
T, Mar 10 9 AM - Noon SCC CBIZ 103

CERTIFICATE PROGRAM

HIGH PERFORMANCE LEADERSHIP: STRATEGIES FOR EFFECTIVE MANAGEMENT

Elevate your leadership skills with our High Performance Leadership certificate tailored for our mid-level supervisory managers and aspiring leaders. This dynamic certificate equips participants with strategies and techniques to drive organizational success. Explore cutting-edge leadership concepts, refine your management approach, and learn to inspire high-performance teams. With expert guidance and interactive learning experiences, you'll gain the tools and insights needed to excel as a leader in today's fast-paced business environment. Join us and unleash your full leadership potential!

Classes include:

- > HR Legal Issues for Managers
- > Management Basics
- > The Emotionally Intelligent Leader
- > Culture Smart Teams
- > Coaching for Performance
- > Leading Change in the Workplace
- > Delegating for Leaders
- > Effective Performance Appraisals
- > Leading High Performance Teams

Look for ★ to locate High Performance Leadership Certificate classes in this catalog. Certificate classes may be taken individually outside of the certificate.

Effective Performance Appraisals

Learn to write measurable performance expectations and evaluate non-tangible 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 ★ High Performance Certificate

105003 \$585 D McKee
Th, Apr 23 9 AM - 4 PM SCC CBIZ 103

Leading High Performance Teams

Transform your team into a high-performing one. Learn the basics of team dynamics, the stages of team formation, and learn to utilize individual strengths to bring out the best in all team members. Learn about your own leadership style and explore its impact on team performance.

Approved course for ★ High Performance Certificate

105002 \$585 D McKee
T, May 12 9 AM - 4 PM SCC CBIZ 103

“The Advanced-Level Leadership classes provided a wider perspective and focus on accountability, engagement/collaboration, and impactful decision-making. Our high-level leaders greatly benefited from the informative and participative classes that contributed to improved critical thinking and communication skills. These courses have exceeded others in practical application through self-reflection and confidence.”

JILL NIETO

HR Manager, Silgan Container,
Burlington

Here are what people are saying about CBIZ's Advanced Level classes...

“Heather presented good information that can be easily implemented.

Michelle did a fantastic job giving us tools and examples to be an efficient coach.
Would love more Carnegie tools in the future.

Taura's content is current, engaging, and relevant.

Celina brought practical leadership tricks/tips to have immediate impact in the workplace.

CERTIFICATE PROGRAM

ADV. LEADERSHIP DYNAMICS: STRATEGY, ACCOUNTABILITY, AND WORKFORCE ENGAGEMENT

A program tailored for upper management and high-level leaders seeking to strengthen their strategic leadership skills and drive organizational success. This certificate focuses on key areas such as creating a culture of accountability, engaging employees, and enhancing executive presence. Participants will also learn advanced coaching and career development techniques to foster growth within their teams. The program empowers leaders to make a lasting impact by effectively managing strategy, improving workforce engagement, and promoting high performance across their organizations.

Classes include:

- > Elevating Executive Presence
- > Building an Engaged Workforce
- > Coaching Strategies that Drive Results
- > Culture as a Competitive Edge

Look for ★ to locate Advanced Leadership Dynamics Certificate classes in this catalog.

Certificate classes may be taken individually outside of the certificate.

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.

Approved course for ★ Adv. Leadership Dynamics Cert.

104953 \$967 T Prosek
T, Oct 7 9 AM - 4 PM SCC CBIZ 103

Building an Engaged Workforce

People leaning into their work, bringing ideas to improve, delivering consistently great results and being people that we all want to work with is a tall order, but one that is achievable. Each individual taking ownership of how they choose to participate and the consequences of those choices is an essential secret sauce for building an engaged and responsible workforce. Leaders who do all they can to clear the path so that team members can win are necessary. All of this takes intentionality, focus, pursuit and purpose. In this session, we will take a closer look at how to create, lead and participate in building an engaged workforce.

Approved course for ★ Adv. Leadership Dynamics Cert.

104999 \$475 H Woody
W, Dec 10 9 AM - Noon SCC CBIZ 103

NEW Coaching Strategies That Drive Results

Are you ready to coach with greater confidence, clarity, and influence? This dynamic, hands-on workshop is built for leaders who want to go beyond managing - and start truly empowering. Learn coaching moves that actually motivate, connect, and make a difference. You'll gain practical, proven coaching techniques that: Accelerate employee growth; Build a high-accountability, high-trust culture; Strengthen team performance and engagement. You will practice real-world scenarios and actionable tools to: Uncover what truly motivates your team; Break through performance barriers; Deliver in-the-moment coaching. If you're serious about growing your people - and yourself - this session is your next step.

Approved course for ★ Adv. Leadership Dynamics Cert.

104451 \$929 M Gnida
Th, Mar 5 8 AM - Noon SCC CBIZ 103

NEW Culture as a Competitive Edge

Leading for Accountability, Positivity & Employer Brand. Leaders shape culture every day - whether they realize it or not. This session focuses on how to intentionally create a culture where accountability, positivity, and performance thrive. Leaders will explore how these elements connect to becoming an employer of choice, driving both retention and recruitment. Through practical tools and real scenarios, participants will learn how to build a culture people don't want to leave - and others want to join.

Approved course for ★ Adv. Leadership Dynamics Cert.

105005 \$629 C Peerman
Th, May 21 8 AM - Noon SCC CBIZ 103

BUSINESS & PROFESSIONAL DEVELOPMENT

MARK TABBERT

Mark A. Tabbert, a 1982 BHS graduate from Burlington, earned a master's in American History and Museum Studies in 1996. He spent over 30 years in museum work across several U.S. cities and retired in 2023 as Director of Museum Collections at the George Washington Masonic National Memorial. An expert on American fraternal organizations and Freemasonry, he curated major exhibits, presented widely, and authored six books, including *American Freemasons* (2005) and *A Deserving Brother* (2022). He is a 2018 Mount Vernon Fellow and former president of the Masonic Library & Museum Association.



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LEADERSHIP FUNDAMENTALS

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HIGHER PERFORMANCE LEADERSHIP

ADVANCED LEVEL –
ADVANCED LEADERSHIP DYNAMICS

Call (319) 208-5375 or
email cbiz@sccciowa.edu

JOIN THE LEADERSHIP CONSORTIUM & SAVE!
For on-site customized Leadership training, contact bnickel@sccciowa.edu.

NEW Leadership Lessons from the Founding Fathers

What can today's leaders learn from the bold, complex, and sometimes clashing personalities that built a nation? This engaging class explores the leadership styles, strengths, and missteps of key Founding Fathers—Washington, Franklin, Hamilton, and Jefferson. With dramatically different backgrounds, philosophies, and approaches, these men left a legacy of both triumphs and lessons learned the hard way.

Participants will examine how each man rose to the challenge of leadership, overcame personal and professional shortcomings, and shaped lasting impact. Ideal for professionals, managers, educators, and civic leaders, this session brings history to life while delivering practical leadership insights for today's world.

104201 \$35 M Tabbert
T, Dec 2 1 - 3 PM SCC CBIZ 103

MARKETING

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/

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 marketing plan for your business even with little money to spend.

www.ed2go.com/secc/

NEW Achieving Top Search Engine Positions

If you want to increase website traffic, you must understand how to improve your search engine ranking. This course will give you the knowledge you need to boost website visibility with proven, step-by-step SEO strategies you can implement immediately.

www.ed2go.com/secc/

AMERICA'S

SBDC

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www.iowasbdc.org
(319)208-5381 jclover@sccciowa.edu

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.

CERTIFICATE PROGRAM

COMPUTER SKILLS IN THE WORKPLACE LEVEL I & II

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.

Level 1 Classes include:

- > Excel Basics
- > Word Basics
- > Word Intermediate
- > PowerPoint Basics
- > Access Basics
- > Outlook Basics

Level 2 Classes include:

- > Excel Intermediate
- > Excel Advanced
- > Word Advanced
- > Access Intermediate
- > Access Advanced
- > PowerPoint Inter.

AVAILABLE UPON REQUEST

Call 319-208-5375 for Information.

Minimum enrollment must be met.

TUITION ASSISTANCE MAY BE AVAILABLE

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.

**COST PER
COMPUTER
CLASS:
\$179**

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 Level I Cert.

104152 \$179 D Trejo
TTh, Oct 7 & 9 1 - 5 PM SCC CBIZ 110

Excel Intermediate

In this class you will discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly. Hands on activities will cover creating and editing workbooks, modifying worksheets, using functions, formatting worksheets, creating charts and managing large workbooks.

Approved course for ★ Computer Skills Level II Cert.

104171 \$179 J Teitworth
TTh, Oct 14 & 16 1 - 5 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. Prerequisite: Excel Intermediate or equivalent knowledge.

Approved course for ★ Computer Skills Level II Cert.

104172 \$179 J Teitworth
TTh, Oct 21 & 23 1 - 5 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 Level I Cert.

**CUSTOMIZED SCHEDULING FOR
GROUPS OF 4 OR MORE.
CALL 319-208-5375 FOR INFO.**

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 Level I Cert.

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. Prerequisite: Word Intermediate or equivalent knowledge.

Approved course for ★ Computer Skills Level II Cert.

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 Level I Cert.

AVAILABLE UPON REQUEST

WHAT DOES THIS MEAN?

IT MEANS:

CLASSES CAN BE SCHEDULED

- DAYS

- EVENING

- WEEKENDS

UPON INSTRUCTOR AVAILABILITY

LEARN MORE : CALL 319-208-5375

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 Level II Cert.

Access Basics

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

Approved course for ★ Computer Skills Level I Cert.

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 Level II Cert.

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 Level II Cert.

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 Level I Cert.

JAMES TEITSWORTH


With a B.S. degree in information technology and an M.F.A. in creative writing, James thrives at the intersection of creativity and technology. By day, he is a data analyst, computer programmer, and technical writer. By night, he writes stories and essays that explore life in the rural Midwest. When he's not working or spending time with his family, you can often find him fishing or kayaking on the lakes around Burlington. When stuck indoors, he's lost in a book or coding computer games.



Microsoft Power BI: Data Analytics

Power BI: Visualizing Data for Insight and Action. As technology and data collection grow, businesses need tools to turn information into insight. Microsoft® Power BI® allows users to connect to various data sources and create dynamic, interactive visualizations. This course will show you how to use Power BI to explore data, identify trends, and build dashboards that drive better decisions—going far beyond what traditional spreadsheets can offer.


Prerequisite: Excel Intermediate or equivalent knowledge.

 104173	\$395	J Teitsworth
TTh, Nov 4 & 6	1 - 5 PM	SCC CBIZ 110

NEW VBA Programming & Data Wrangling


Take your Excel skills to the next level by learning how to automate tasks and create custom solutions using Visual Basic for Applications (VBA). In this hands-on course, you'll build a solid foundation in VBA, learn to work with data across Microsoft 365 applications, and discover how to create, save, and share your own macros and functions. Perfect for anyone ready to boost productivity and unlock Excel's full potential.

Prerequisite: Excel Advanced level knowledge.

 104174	\$459	J Teitsworth
MWF, Nov 17-21	1 - 5 PM	SCC CBIZ 110

NEW Create a Game and Learn Python Programming Too!

You will learn the basics of Python programming using VSC (Visual Studio Code) along with the Python and Pygame extensions! These tools are all free to download and you will learn how to install them at home, along with how to use them, simple programming constructs, animation, and how to create an actual game!

 105006	\$79	P Bihn
S, Dec 6	1:30 - 3:30 PM	SCC CBIZ 110

COMPUTER INSTRUCTORS NEEDED

Looking for individuals well-versed in any or all of the following Microsoft products: Word, Outlook, PowerPoint, Excel, & Access. Part-time positions available.

Details & application can be found at scciowa.edu
Check the JOBS LINK and complete the PART TIME COMPUTER INSTRUCTOR for CBIZ Application.



CALLING ALL COSMETOLOGY PROS!

Seeking a licensed cosmetology professional to lead engaging CEU classes for fellow industry peers.

Iowa requires 6 hours of CE every two years for license renewal—including 2 hours in Iowa law, rules, and sanitation, and 4 hours in discipline-specific topics (hair, nails, or skin).

Prior teaching experience preferred.

Details & application can be found at scciowa.edu

Check the JOBS LINK and complete the COSMETOLOGY INSTRUCTOR for CBIZ Application.




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 Educational Examiners for Coaching Authorization. **This class also includes the mandatory CPR training as well as Taping. This course meets the coursework and CPR requirement for the state of Iowa's coaching authorization application. Students must purchase these text books: Successful Coaching, - 4th Edition and Sport First Aid - 5th Edition.


TO REGISTER: CALL SCC AT (319) 208-5375

	104148	\$529	R Kaufman
	Open Registration		SCC VIR
	Taping Clinic & CPR/AED		S Abbott, D Aliprandi
	104149		
	S, Sep 6	8 AM - 5:30 PM	SCC WB 229
	104166		
	S, Jan 17	8 AM - 5:30 PM	SCC WB 229

ELECTRICAL RE-LICENSURE

IBEW Electrical CEU-6 Hour


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

	104131	\$50	
	S, Oct 4	7 AM - 1 PM	UNION HALL

MINING RE-LICENSURE

MSHA New Miner Course


This course delivered by an MSHA approved cooperative trainer is for an individual going to work at a mine site for the first time. Hands-on, interactive instruction covers MSHA Part 46 & Part 48B surface training for underground mines, and health and safety issues relevant to mining operations and its employees. It will cover MSHA Part 48A 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.

	104133	\$225	
	TWTh, Nov 11-13	8 AM - 5 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. The Iowa mine health and safety training program is conducted under the Iowa Department of Education through the fifteen community colleges.

If you have employees or are an employee in need of Part 48A of the 8 hour MSHA refresher training, then mark your calendars and register today to avoid missing out.

	104132	\$80	
	F, Nov 14	8 AM - Noon	SCC CBIZ 111



LEARN NEW PERSONAL AND PROFESSIONAL SKILLS ONLINE AT HOME!

While your goals can range from career development through the acquisition of new skills and knowledge to personal enrichment aimed at a hobby or fulfilling a passion, continuing education is essential to all aspects of life. We provide the tools necessary for these pursuits - and to proclaim yourself a life-long learner!

Course Categories



Arts and Design



Business



Computer Applications



Computer Science



Construction and Trades



Health and Fitness



Hospitality



Information Technology

www.ed2go.com/secc/







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 healthcare providers. Includes AHA workbook.


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

 103627	\$80	C Overhulser
M, Aug 11	5 - 9 PM	SCC WB HP118
 103628	\$80	C Overhulser
M, Sep 15	5 - 9 PM	SCC WB HP118
 103629	\$80	C Overhulser
M, Oct 13	5 - 9 PM	SCC WB HP118
 103630	\$80	C Overhulser
M, Nov 10	5 - 9 PM	SCC WB HP118
 103631	\$80	C Overhulser
M, Dec 8	5 - 9 PM	SCC WB HP118
 103632	\$80	C Overhulser
M, Jan 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

 103706	\$800	D Boeding
W, Oct 8-29	8 AM - 2 PM	SCC WB HP125

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 2019 Drug Reference.

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

 103624	\$300	C Sime
MW, Aug 4-18	4 - 8 PM	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 students are 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








TUITION ASSISTANCE MAY BE AVAILABLE

 104452	\$990	C Sime
MW, Aug 18 - Oct 6	4 - 8 PM	SCC WB HP119
 104453	\$990	D Boeding
T, Aug 18 - Oct 10	8 AM - Noon	SCC WB HP119
 104454	\$990	D Boeding
T, Oct 13 - Dec 12	8 AM - Noon	SCC WB HP119
 104455	\$990	C Sime
MW, Oct 13 - Dec 10	11 AM - 3 PM	SCC WB HP119
 104456	\$1190	B Vinson
MW, Aug 18 - Oct 10	4:30 - 8:30 PM	SCC KE0 511
 104457	\$990	S Grant
W, Aug 18 - Oct 10	Noon - 4 PM	SCC KE0 511
 104458	\$990	B Vinson
MW, Oct 13 - Dec 12	4:30 - 8:30 PM	SCC KE0 511
 104459	\$990	S Grant
W, Oct 13 - Dec 12	Noon - 4 PM	SCC KE0 511

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 students receive an updated copy of the skills book with step-by-step instructions and information on contacting the Direct Care Worker Registry in the future.

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

 103636	\$160	To be Announced
F, Aug 8	8 AM - 4:30 PM	WB HP119
 103637	\$160	D Boeding
F, Sep 12	8 AM - 4:30 PM	WB HP119
 103638	\$160	D Boeding
F, Oct 10	8 AM - 4:30 PM	WB HP119
 103639	\$160	D Boeding
F, Nov 7	8 AM - 4:30 PM	WB HP119
 103640	\$160	D Boeding
F, Dec 5	8 AM - 4:30 PM	WB HP119
 103641	\$160	C Sime
F, Jan 9	8 AM - 4:30 PM	WB HP119
 103642	\$160	D Boeding
F, Feb 6	8 AM - 4:30 PM	WB HP119

Community Health Worker

The Community Health Worker (CHW) course prepares students 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 serve 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 Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS). The textbook is provided.

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

 103633	\$0	S Breuer
Aug 18 - Oct 10	5 - 9 PM	SCC WB
 103633	\$0	C Baum
Jan 12 - Mar 6	5 - 9 PM	SCC Keokuk
 103634	\$0	C Baum
Mar 9 - May 8	5 - 9 PM	SCC Ft. Madison

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.

Level 1 Classes include:

> 5S Workspace Organization

Level 2 Classes include:

> Process Mapping
> Value Stream Mapping
> Intro to A3 Problem Solving

Look for ★ to locate Lean Practitioner Level I and ☆ for Level II certificate classes.

Certificate classes may be taken individually outside of the certificate.

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 Cert.

105051 \$295 P Totor
T, Oct 14 & 28 8 AM - Noon SCC CBIZ 103

Process Mapping

Participants are introduced to process mapping and a process map, the common language and icons associated with maps, and how to use the maps to create a plan for the future. These principles will be applied in a hands-on project.

Approved course for ☆ Lean Practitioner L2 Certificate

104197 \$329 V Baum
Th, Dec 11 8 AM - Noon SCC CBIZ 103

Value Stream Mapping

Value stream mapping (VSM) creates a visual representation of all product and information flows from raw material receiving to shipping finished product. By including all value added and non-value added (waste) activities in the value stream needed to produce the product, improvement opportunities are identified along with the logical sequence of implementing them. Then a future-state map is drawn to create the blueprint for Lean transformation. Applying VSM to a high-priority pilot process allows companies to demonstrate results that will ensure continued interest in applying Lean concepts.

Approved course for ☆ Lean Practitioner L2 Certificate

104196 \$329 V Baum
Th, Dec 11 1 - 5 PM SCC CBIZ 111

Intro to A3 Problem Solving

Learn the power of A3 reporting to address the root causes of problems every day at work. This introductory course prepares you to contribute to the A3 process, dramatically increasing the probability of success. Leading companies, such as Toyota, use this proven and structured problem-solving approach.

Approved course for ☆ Lean Practitioner L2 Certificate

104198 \$1069 V Baum
Th, Jan 8 - 22 8 AM - Noon SCC CBIZ 111

BRAD JUNKER

Brad Junker is a Journeyman Machinist and has taught Precision Machining at SCC for the

past 10 years. Brad graduated from the Precision Machining/CNC Program from Kirkwood Community College. Brad has over 25 years working in industry working at Industrial Tooling, Lomont Molding, and Murray Iron Works. Brad has a broad machining experience. He has done everything from fix and repair molds to building steam turbines. In his free time you will find Brad spending time with his wife Beth as well as fishing, hunting, and going to sprint car races.



MACHINING

Introduction to Machine Shop

This beginner machine shop course will focus on operation, inspection, safety and developing process plans for optimal metal removal. Introductory milling and lathe operations with layout work and surface grinding will be covered.

TUITION ASSISTANCE MAY BE AVAILABLE

104078 \$1495 B Junker
F, Aug 22 - Dec 12 8 - Noon SCC WB 143

Introduction to Machine Theory

Introduction to basic machining processes involving drill press, lathe, mills, drills, saws, bench tools, measuring tools, and grinders. Class will cover safety, tooling, metal removal and various pieces equipment.

TUITION ASSISTANCE MAY BE AVAILABLE

104060 \$1495 B Junker
T, Aug 19 - Dec 10 8 - 10:30 AM SCC WB 143
Th, Aug 21 - Dec 12 8 - 9:30 AM SCC WB 143



HVAC

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.cbiz2go.com/secc/

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.

 104136 \$169 J Gaddis
TTh Oct 7-9 5 - 9 PM SCC WB 125




Introduction to SOLIDWORKS

What is 3D modeling? Discover about the basics of SolidWorks. This Microsoft Windows computer-aided design (CAD) and computer-aided engineering (CAE) program is one of the most popular with area industries. No experience necessary.

 104137 \$169 J Gaddis
TTh Oct 14-16 5 - 9 PM SCC WB 125


Geometric Dimensioning & Tolerancing


Learn the names and meanings of geometric dimensioning and tolerance symbols used on engineering drawings and how they are applied.

 104138 \$159 J Gaddis
TTh Nov 11-13 5 - 7 PM SCC WB 125

PLC CORE SKILLS SERIES

Participants in the PLC Core Skills Series will complete the 3 essential PLC classes. Classes begin Oct 27.

 M - F, Oct 27 - 31 8 AM - 3:30 PM


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 Series

 104007 \$369
M, Oct 27 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 Series

 104008 \$729
TW, Oct 28-29 8 AM - 3:30 PM SCC CBIZ 103

PLC Advance Application Topic


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 Series

 104009 \$729 C Balmer
ThF, Oct 30-31 8 AM - 3:30 PM SCC CBIZ 103


Skill Boss: Intro to Automation and Smart Manufacturing

Skill Boss Manufacturing provides organizations with performance-based assessments to evaluate the skill levels and competencies of prospective machine operators. This system is designed to fit on a standard tabletop and includes an electric motor, variable frequency drive, human-machine interface, pneumatic pick-and-place module, and additional features. Once set up, it can quality-test and sort blocks made from plastic and metal. Skill Boss Manufacturing was created to assess the practical skills required in today's modern manufacturing environments, including assembly and machine operation. No other system offers such a wide array of technologies in a portable format.

 \$1495


Fundamentals of Electrical Circuits & Systems for Advanced Manufacturing

This course prepares individuals to connect, adjust, operate, troubleshoot, and analyze electrical circuits using essential components such as resistors, capacitors, inductors, DC motors, solenoids, manual switches, relays, fuses, circuit breakers, transformers, and indicators. Key skills include adherence to electrical safety protocols, reading and interpreting circuit diagrams, applying foundational principles like Ohm's Law and Kirchhoff's Law, using digital multimeters, understanding series and parallel circuits, and assessing power and circuit protection. This course will prepare participants to achieve their Smart Automation Certification Alliance (SACA) Silver Certification.

 \$1495

Pneumatic Basics Placeholder

Prepares individuals to connect, adjust, operate, and analyze pneumatic circuits using these components: quick-connect fittings, tee and cross fittings, air compressors, filters, regulators, lubricators, gauges, rotameters, directional control valves, flow control valves, check valves, cylinders, and motors. This course will prepare participants to achieve their Smart Automation Certification Alliance (SACA) Silver Certification.

 \$1495

>> To register for above classes call CBIZ at (319) 208-5375 or email cbiz@sccciowa.edu

NOTE: Self-Paced E-learning plus in-person lab activities. Lab time will be scheduled with instructor.



Advance Your Skills in Industrial Maintenance Technology

Southeastern Community College offers self-paced Industrial Maintenance Technology courses designed to build essential skills in mechanical systems, electrical systems, and robotics. Training is delivered through flexible online modules, with the option to add hands-on experience in SCC's state-of-the-art lab on the Keokuk Campus.

Now partnering with the Smart Automation Certification Alliance (SACA), SCC gives students the opportunity to earn nationally recognized Industry 4.0 credentials.

Upskill yourself—or your workforce—with courses including:



- AC/DC Electrical
- Blueprint Reading
- Industrial Electricity
- Motor Drives
- Motor Controls
- Hydraulics
- Pneumatics
- Powertrain and Pump Operations
- Programmable Logic Controllers (PLC)
- Process Control/Instrumentation
- Safety Circuits and Devices

Prepare for the future of manufacturing and automation with SCC and SACA.

Customized training options are available.

Call or email Beth Nickel at 319-208-5388 or bnickel@sccciowa.edu

NEED TRAINING?

NEED MONEY?

NEW & CURRENT IOWA BUSINESSES

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

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

WELDING

Shielded Metal Arc (stick) Welding

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		
	Must login on first day of class for course set-up.		
WF, Aug 1 - Sep 5	5:30 - 7 PM	J Fuhrman	
	103606		W White
M-F, Aug 18 - Oct 1	7:30 - 11:30 AM		SCC 701
	103607	TBD	
T-F, Aug 18 - Oct 1	5:00 - 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		
	Must login on first day of class for course set-up.		
WF, Sep 15 - Oct 10	5:30 - 7 PM		SCC
	103604		W White
M-F, Oct 2 - Nov 5	7:30 - 11:30 AM		SCC 701
	103605		TBD
T-F, Oct 2 - Nov 5	5:00 - 9:30 PM		SCC WB 701

**-WELDING-
WORK DURING THE DAY,
TRAIN AT NIGHT**



TRANSPORTATION

COMMERCIAL DRIVING

Class A CDL Certificate Program

Launch your trucking career with SCC's hands-on Class A CDL training. This comprehensive, competency-based program includes both the required Entry-Level Driver Theory Training (ELDT) and Behind-the-Wheel (BTW) instruction.

Tuition includes entry-level driver theory training, entry-level driver behind-the-wheel training, along with testing with a third-party Iowa DOT certified examiner. Includes ELDT Theory + Behind-the-Wheel Training - \$4,595

TUITION ASSISTANCE MAY BE AVAILABLE


Behind-the-Wheel Training:

Master driving skills in a full-size automatic or 10-speed manual transmission truck. Learn safe driving, backing, turning, and road handling in rural and suburban settings. Training will include pre-trip inspection, range, and road time.




Training is available on weekdays or weekends and can be completed in as little as 4 - 6 weeks.

*** ELDT Theory Instruction will be taught exclusively the first week of training.**

Daytime

	104187	\$4595	W Claus
*M-F, Aug 4 - 9	8 AM - 4:30 PM	SCC WB 607	
M-Th, Aug 11-Sep 12	8 AM - 4:30 PM	BTW	
	104190	\$4595	W Claus
*M-F, Sep 22 - 26	8 AM - 4:30 PM	SCC WB 607	
M-Th, Sep 29-Oct 23	8 AM - 4:30 PM	BTW	
	104191	\$4595	W Claus
*M-F, Nov 10 - 14	8 AM - 4:30 PM	SCC WB 607	
M-Th, Nov 17-Dec 11	8 AM - 4:30 PM	BTW	
	104192	\$4595	W Claus
*M-F, Jan 5 - 9	8 AM - 4:30 PM	SCC WB 607	
M-Th, Jan 12-Feb 6	8 AM - 4:30 PM	BTW	

Nights & Weekends

	104195	\$4595	B Novinger
*M-F, Aug 4 - 9	8 AM - 4:30 PM	SCC WB 607	
SSu, Aug 9 - Sep 21	8 AM - 4:30 PM	BTW	
M, Aug 11 - Sep 22	5 - 9 PM	BTW	
	104204	\$4595	B Novinger
*M-F, Sep 22 - 26	8 AM - 4:30 PM	SCC WB 607	
SSu, Oct 4 - Nov 9	8 AM - 4:30 PM	BTW	
M, Oct 6 - Nov 10	5 - 9 PM	BTW	
	104206	\$4595	B Novinger
*M-F, Jan 5 - 9	8 AM - 4:30 PM	SCC WB 607	
SSu, Jan 10 - Feb 15	8 AM - 4:30 PM	BTW	
M, Jan 12 - Feb 16	5 - 9 PM	BTW	

Ready to Get Behind the Wheel?

SCC's CDL program helps you build real skills, earn your license, and get hired—all with expert support every step of the way.

Why Choose SCC?



- Complete training in as little as 4 weeks
- Learn from licensed pros
- Train in new vehicles and modern simulators
- Earn endorsements that open more job doors
- Get support with tuition, job placement, & testing
- Trusted by employers across Iowa and beyond
- Starting fresh or shifting gears, SCC drives your future forward.

ENDORSEMENTS

Hazmat (H) Endorsement

This short class will prepare you to take your Hazmat test 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.

	104143	\$235	W Claus
F, Oct 31	8 AM - 4:30 PM	SCC WB 605	
	104144	\$235	W Claus
F, Jan 16	8 AM - 4:30 PM	SCC WB 605	

Passenger (P)

Required to transport 16 or more passengers in buses or vans. Includes theory and driving instruction.

School Bus (S)

Required to drive a school bus and must be paired with the Passenger Endorsement.

ADDITIONAL CDL TRAINING OPTIONS

Class B CDL Training

Hands-on training to operate vehicles like buses, dump trucks, and delivery trucks.

Class B to Class A Upgrade

Advance your career by upgrading to a Class A CDL.

CDL Refresher Course

For drivers with an expired CDL (Class A or B) who want to return to trucking.

CONTRACT CDL TRAINING FOR EMPLOYERS



Build a safer, more capable workforce with CDL training tailored to your company's needs. Whether you're upskilling your current team or onboarding new hires, SCC delivers flexible, cost-effective solutions that get results.

WHY PARTNER WITH SCC?

CUSTOM TRAINING PLANS

FLEXIBLE SCHEDULING

BUDGET-FRIENDLY OPTIONS

Empower your team with skills that stick—backed by expert instructors and real-world training designed around your operation.



SCHOOL BUS TRAINING

Need qualified school bus drivers?

SCC offers flexible, affordable training programs designed to meet transportation regulations and keep students safe. Train new drivers or recertify current ones with help from instructors who know the road—and what it takes to earn trust behind the wheel.

Scan to learn more.



ON THE COVER:

FROM BUCKET LIST TO PAYCHECK

SCC's CDL program helps students shift gears in life

After 33 years working in the same factory, Pat Neely found himself at a crossroads.

"I kept hearing the same thing: 'Do you have your CDL?'" Pat recalled. "When I didn't get a job I applied for, I figured it was time to make a change."

Like many adult learners, Pat wanted something steady. For him, that meant finally checking off a longtime goal: earning his commercial driver's license.

TRAINING THAT GETS RESULTS

Pat signed up for SCC's CDL program after hearing about its hands-on training and experienced instructors. He got more than just a license.

"I'd never been around semis before. I was raised on a farm, but we always used wagons, never the big rigs," Pat said. "The training was excellent. Bill, the instructor, had years of experience and told us stories that stuck with me. They still help me on the road."

SCC's program includes training on automatic and manual transmissions, full-size trailers, and real driving on local roads. Students begin with a required safety and rules class before moving into parking lots and behind-the-wheel sessions. A driving simulator gives students a safe, low-pressure way to practice shifting and handling before they hit the road.

"The instructors walked us through everything," Pat said. "They even had the truck ready at the license station. If someone didn't pass, they helped them work through it. They made sure all your time in class wasn't wasted."

Pat earned his Class A license along with hazmat, tanker, manual transmission, and double-triple trailer endorsements.

"That opened up more doors. I had several job offers before I even finished,"

he said. "The hazmat especially made a difference."

INSTRUCTORS WHO KNOW THE ROAD

SCC instructor Bill Claus brings more than 25 years of professional driving experience to the classroom. His lessons combine real-world examples with one-on-one support.

"I tell students I'll be their GPS, but they have to make the decisions," Bill said. "It's about reading signs, scanning your surroundings, and thinking ahead. That's how you stay safe."

He often works privately with students who feel nervous about driving.

"If someone has stage fright or needs more time, we give them that," he said. "Then we bring them back into the group when they're ready."

He says the biggest change happens in just a few weeks.

"By the end of the program, they're backing up, parking, and handling the truck without hesitation," he said. "They can put it where you want it. That's a rewarding thing to see."

Bill is part of an experienced teaching team that includes Clay Novinger and Richard Link. Clay works for the Department of Transportation and trains students on nights and weekends. Richard is the former transportation director for Burlington Schools, where he led student transportation services for more than 20 years.

SCC has been able to offer these program enhancements thanks to a \$1.9 million federal grant from the U.S. Department of Labor aimed at strengthening community colleges. The funding supports SCC's work to serve more adult learners and underserved populations throughout the region



PAT NEELY, SCC CDL student

"The instructors walked us through everything, they made sure our time wasn't wasted."

-Pat

through additional resources like digital simulation, integrated education and training, and career coaching.

PUTTING IT TO WORK

After graduating, Pat returned to his family's farming operation with new skills and more freedom.

"Now I can haul my own crops," he said. "My combine driver doesn't have to stop and wait. It saves time and money, and I don't have to hire anyone else."

He's also helped out other farmers, trading driving help for labor.

"If you're thinking about it, do it," Pat said. "SCC gives you everything from the classroom to the road test. It was well worth the time and money."

GET STARTED TODAY

Learn more about SCC's CDL program and request information by snapping the QR code on the previous page or calling 319-208-5375.



www.scciowa.edu

ENVIRONMENTAL & INDUSTRIAL SAFETY

ALCOHOL & OTHER DRUG SAFETY



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

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.

	103800	\$49	M Reed
Th, Oct 16	2:30 - 4:30 PM	SCC CBIZ 112	
	103799	\$49	M Reed
Th, Jan 22	2:30 - 4:30 PM	SCC CBIZ 112	

Alcohol and Other Drug Awareness for Managers and Supervisors Refresher

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.


	103798	\$39	M Reed
Th, Oct 16	1 - 2 pm	SCC CBIZ 112	
	103797	\$39	M Reed
Th, Jan 22	1 - 2 pm	SCC CBIZ 112	



OSHA


OSHA 10-Hour General Industry

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

	104181	\$199	C Overhulser
TTh, Oct 15 & 16	8 AM - 1:30 PM	SCC CBIZ 110	

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.

	104017	\$199	
F, Nov 7	8 AM - 2:30 PM	SCC CBIZ 111	

SAFETY


Forklift Operator Training

This course is designed to meet the training requirements of 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.

	104021	\$99	M Nye
F, Oct 10	8 AM - Noon	SCC WB 607	

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.

	104022	\$299	M Nye
F, Oct 17	8 AM - 4:30 PM	SCC WB 607	

TOP 10 REASONS TO TAKE A CLASS AT CBIZ

- 1 ADVANCE YOUR CAREER
- 2 STAY COMPETITIVE
- 3 PURSUE A PASSION
- 4 ENHANCE YOUR RESUME
- 5 CHANGE CAREERS
- 6 NETWORK WITH LIKE-MINDED PEOPLE
- 7 FLEXIBLE LEARNING OPTIONS
- 8 INCREASE CONFIDENCE
- 9 FULFILL LICENSING REQUIREMENTS
- 10 INVEST IN YOURSELF


Visit www.cbiziowa.com to learn more about your options.

LIFE & LEISURE

COOKIE DECORATING

Fall Into Cookie Decorating


This 90-minute introduction to decorating cookies with royal icing is beginner-friendly. The class will teach the basics of decorating cookies with royal icing and demonstrate various techniques. Each participant will have the opportunity to practice what they have learned and then decorate six simple, fall-themed cookies! All supplies and materials will be provided. Sign up today and welcome the fall season with cookies!

 104952 \$45 J Lehman
M, Sep 17 6:30 - 8 PM SCC WB 333




Thankful for Cookies

Pie-ning for Thanksgiving vibes? Then you will be thankful for this 90-minute, Thanksgiving-themed, cookie decorating class! Participants will learn the basics of decorating with royal icing, practice techniques and create six simple, Thanksgiving-themed cookies! All supplies and materials will be provided. Sign up today! Spots will be gobbled up quickly!

 104950 \$45 J Lehman
W, Nov. 12 6:30 - 8 PM SCC WB 333

Holiday Fun Cookie Decorating Class


Time to level up your holiday cookie decorating skills? This 90-minute, holiday-themed, cookie decorating class is for you! Participants will learn the basics of decorating with royal icing, practice techniques and create six simple, holiday-themed cookies! All supplies and materials will be provided. Santa loves cookies, so sign up today to stay off the "Naughty List"!

 104949 \$45 J Lehman
W, Dec 3 6:30 - 8 PM SCC WB 333



Spooky Fun Cookie Decorating Class

Halloween is a great time to decorate cookies! In this 90-minute, Halloween-themed, cookie decorating class, participants will learn the basics of decorating with royal icing, practice techniques and create six simple and spooky cookies! All supplies and materials will be provided. Sign up today!

 104951 \$45 J Lehman
W, Oct 15 6:30 - 8 PM SCC WB 333



**LEARN COOKIE
DECORATING
TOGETHER!**
INVITE YOUR FRIENDS!

Here are what people are saying about Julie's cookie classes:

“Was great for every level of expertise! Teacher was fun!”
“Such a fun class and activity to do with my family!
I am excited to try out what I have learned on my own.”

FINANCE

NEW 12 Steps to a Successful Job Search

Learn how to get the job you want quickly, easily, and in any economy from a world-renowned author and career advisor. This course will help you identify the job that is best for your needs and provide complete step-by-step instructions on how to land it.

 www.ed2go.com/secc/

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/

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 a down market, an up market, or even a flat market.

 www.ed2go.com/secc/



GENERAL INTEREST INSTRUCTORS NEEDED!

Got a talent, hobby, or passion to share? Teach a Class with Us!

Photography, art, mixology, craft beer brewing, or know a thing or two about local history or finance?

We're looking for creative and enthusiastic individuals to lead fun, engaging classes on these topics and more!

From holiday-themed workshops to unique hobbies, we want to bring your skills to the community.

Details & application can be found at scciowa.edu

Check the Employment link.

LIFE & LEISURE

HEALTH & FITNESS

PARTICIPANTS MUST COMPLETE WAIVER BEFORE USING THE BLACKHAWK REC CENTER.

Scan the QR code on this page.

Please bring a yoga mat if you have one.

DROP-IN'S WELCOME - Cash only.

Drop-in rate to any 1 session is \$8 per class.

Must arrive with time to check-in and prepare for class.



Scan the QR code & complete the waiver form before using the Rec center.

ZUMBA! POUND! YOGA!

CANDACE SIMMONS

As a POUND Pro with over 6 years of experience, Candace is passionate about fostering a supportive space where everyone can build strength, break a sweat, and grow together. Raised in a military family, she lived around the world, which shaped her love for community. For 13 years, she and her husband have called this small town home, raising their three sons and embracing connections through fitness and positivity.



NEW YEAR, NEW GOALS!

More fitness and fun is on the way. Watch for new classes starting late January! Check the Life and Leisure section of the website for details. www.scciowa.edu/programs/CBIZ

Evening Yoga: Relax and Restore

Unwind and find balance in this 1-hour evening yoga class, perfect for all levels. Held weekly over 6 weeks, this class is open to everyone. Whether you're new to yoga or looking to deepen your practice, join us to relax, stretch, and rejuvenate in a supportive environment. A great way to de-stress after a long day! **Participants should be able to comfortably get up and down from the floor with ease for this class.**

104118 \$45 T McAlister
M, Sep 15 - Oct 20 5:15 - 6:15 PM SCC WB 333

Pound Fitness Class

ANY AGE, ANY STAGE. Pound is easily adjustable, making it accessible for everyone, no matter their age, fitness level, or experience. At Pound, we believe in rhythm over reps, making it feel like a jam session while delivering a full-body workout. This hour of heart-pumping jam session blends cardio, strength moves and tons of energy. All set to your favorite music.

104115 \$40 C Simmons
Th, Sep 18 - Oct 23 4:45 - 5:45 PM SCC WB 333

104116 \$40 C Simmons
Th, Oct 30 - Dec 11 4:45 - 5:45 PM SCC WB 333
Class does not meet on 11/27

Pound 60-MINUTE Rockout

POUND - 60 MINUTE ROCKOUT WORKOUT is an exhilarating full-body drumming workout that combines cardio, conditioning, and strength training with yoga and Pilates - inspired movement. Using Ripstix, lightly weighted drumsticks engineered specifically for exercising, Pound transforms drumming into an incredibly effective way of working out body, mind and stress. Perfect for a quick sweat session during lunch or on the go! Bring your yoga mat.

104113 \$40 C Simmons
M, Sep 22 - Oct 27 Noon - 1 PM SCC WB 333

104114 \$40 C Simmons
M, Nov 3 - Dec 8 Noon - 1 PM SCC WB 333

Lunchtime Zumba: Dance Your Way to a Better Day

Take a break from your desk and boost your energy with this fun, music-filled Zumba class! Designed for all fitness levels, this 45-minute lunchtime session combines easy-to-follow dance moves with upbeat Latin and world rhythms to get you moving, sweating, and smiling. No experience needed—just wear comfortable clothes and come ready to move. It's the perfect midday pick-me-up!

105119 \$40 S Sink
Th, Oct 30 - Dec 11 12:05 - 12:50 PM SCC WB 333
Class does not meet on 11/27

Elemental Herbalism


Discover elemental herbalism based on a holistic approach dedicated to the principles of nature with air, earth, ether, fire, metal, water and wood. Learn about the elements to develop a relationship with nature to transform your life. Examine how each element relates to nature and people on the physical and emotional levels. Find out what your elemental archetype is. Explore and create a plan of connecting to the elements with the options of art, botanical practices, energy frequencies, or research. Your nature connection guide includes resources and steps to get you where you need to be.

104104 \$19 A Power
S, Dec 6 1:30 - 3:30 PM SCC CBIZ 111

CREATIVE WRITING


Write, Publish, Succeed: A Self Publishing Crash Course

Publish a book in multiple storefronts in e-book and print-on-demand. Writing a book is only the first step. What about editing, cover art, author pages, book blurbs, ISBN numbers, and all of the different stores? This crash course takes you through the entire process with tips, tricks, and tools to help you get your book to the market fast without sacrificing quality.

 104175 \$29 J Teitworth
T, Sep 23 5:30 - 8:30 PM SCC CBIZ 111


NEW From Pages to People: How To Reach Readers, Build Buzz, and Sell Your Work

You've written and published your book—now what? This fast-paced, no-fluff crash course is designed to help you reach readers without wasting a lot of time and money. We'll cover the essentials of book marketing, including how to pitch media, land publicity, build your author brand, run ads on a budget, and avoid common scams. You'll also learn about awards, book promo sites, and community-building strategies that work. Perfect for authors at any stage of the publishing process who are ready to get serious about promotion.

 104177 \$29 J Teitworth
T, Oct 14 5:30 - 8:30 PM SCC CBIZ 111

NEW Scene by Scene: Building Stories That Stick

Whether you're writing a novel, short story, or personal essay, great storytelling is a matter of craft that anyone can learn with practice. In this hands-on workshop, you'll learn how to shape compelling narratives using proven techniques. Through short lectures, guided writing exercises, and supportive feedback, we'll explore how to build suspense using scene-and-sequel structure, bring your writing to life with rich sensory detail, and develop characters that feel real. Ideal for beginning to intermediate writers.


 104178 \$89 J Teitworth
S, Dec 6 & 13 1 - 5 PM SCC CBIZ 112

AUDRA KERR BROWN

Audra is the author of the flash fiction collection, *hush hush* (Small Harbor Publishing, 2022). Her stories have earned recognition as part of the Wigleaf Top 50, received nominations for the Pushcart Prize, and have been anthologized in the internationally recognized Best Small Fictions and Best Micro-fictions series. As former editor-in-chief of *New Flash Fiction Review* and guest editor of *SmokeLong Quarterly*, Audra has experience from both sides of the publishing world. Flash fiction is her passion, and she loves to share her knowledge of this short-short form.


**Express Yourself: Writing, Publishing, Editing Short Works**


Write, edit and submit a short work of fiction, nonfiction, or poetry to a literary journal, magazine, or anthology. Over three sessions learn to write, edit, and submit your own short creative work for publication. Build a writing habit that works with your life. Find your own voice and use it to tell the stories that only you can tell. Discover the different types of editing and how and when to use each one. Learn how to find the ideal home for your writing by understanding what you want as a writer. Spot publishing scams and find paying publications. Learn industry etiquette and terminology to maximize your chances of being read by an editor.

 104176 \$75 J Teitworth
S, Jan 17 & 24 1 - 5 PM SCC CBIZ 112

NEW Introduction to Flash Fiction

Small word count. Big impact. Flash fiction—stories told in under 1,000 words—is one of the most exciting and accessible forms of modern storytelling. You will explore what makes flash fiction work by reading pieces from contemporary masters, uncovering the “Elements of Flashy Flash Fiction,” and generating your own stories through creative prompts. Whether you're new to writing or looking to sharpen your skills, this class offers practical tips, storytelling techniques, and a supportive environment to help you craft concise, powerful stories. Walk away with new ideas, inspiration, and the confidence to write flash fiction of your own.

 104199 \$45 A Brown
S, Oct 4 10 AM - 3 PM
Burlington Capitol Theater Night Cap


 104200 \$45 A Brown
S, Nov 15 1 - 5 PM
Fort Madison Public Library, Sheaffer Room

PAINTING

NEW Brush & Basics

It's never too late to learn how to paint! This is an introductory class that welcomes both the novice who wants to take on a new hobby to the expert looking to get back to the basics. Here, we will be going over the basics of painting over a series of weekly sessions with the opportunity to create our very own life painting at the end of the course.


Canvas and all supplies provided.

 105008 \$149 A Clem
W, Oct 22 - Nov 12 6 - 8 PM SCC CBIZ 112

PHOTOGRAPHY

NEW Frame & Focus: Street Life and Sports Action


Explore essential techniques for real-world photography in this 4-week evening course. You'll learn camera gear setup and creative shooting strategies, practice street photography in urban settings, capture action at a live sports event, and finish with a guided critique session. Aimed for participants who want to elevate their shooting, timing, and post-shoot analysis. **Recommended for those with a digital camera and interchangeable lenses.**

 105007 \$95 J Gaines
T, Sept 30 - Oct 21 6 - 8 PM SCC CBIZ 103

LEISURE

NEW Cruising Through Time: How the Automobile Changed Burlington


Buckle up for a fascinating ride through Burlington's transformation in the 20th century—driven by the rise of the automobile. This visual, engaging session explores how highways, cars, and drive-ins reshaped the city's neighborhoods, economy, and daily life. From the days of trolley lines and walkable streets to the arrival of Route 34, Central Avenue's car culture, and the post-war boom of Roosevelt Road and Fairway Center, we'll map out the major changes that took Burlington from a walking city to a car-driven one. You'll see vintage photos, maps, and charts that bring the evolution to life—including the rise and fall of local gas stations, grocery stores, and dealerships. Whether you're a history buff or lifelong resident, this class offers a nostalgic and eye-opening look at the road Burlington traveled.

	104202	\$25	M Tabbert
	W, Oct 15	6 - 8 PM	SCC CBIZ 111

Drone Flight Basics


Curious about flying drones but not sure where to start? This hands-on course is designed for beginners and hobbyists, age 13 years and up, interested in learning how to safely and confidently operate drones. Taught by a certified FAA Part 107 Remote Pilot, this course covers the fundamentals of drone operation, types of drones, basic safety protocols, airspace awareness, and an introduction to key FAA rules and regulations. Students will get hands on flight time in a controlled environment. While this is not a Part 107 test prep course, students will gain foundational knowledge to understand what's involved in flying responsibly for personal or commercial use.

Note: Participants must bring a GPS-enabled drone (under 5 lbs) that is fully functional and ready to fly. No prior experience is needed. Required materials include the drone and controller, fully charged batteries, flight apps (e.g., DJI Fly, B4UFLY) downloaded in advance and paired to your drone and have updated software. **FAA registration is recommended but not required.

	105121	\$149	J Galvan
	S, Nov 1 & 8	1 - 3 PM	SCC WB


3D Printing Made Simple-1 Day

3D Printing Made Simple: A One-Day Beginner's Guide Curious about 3D printing? In this one-day intro class, learn how 3D printers work, explore what you can create, and get tips for choosing and using your own printer. Perfect for beginners—quick, easy, and hands-on!

	104179	\$49	K Herr
	Th, Oct 9	5 - 6:30 PM	SCC WB 125

Print Your World: A Beginner's Guild to 3D Printing



Turn your ideas into reality! This beginner-friendly class introduces you to the exciting world of 3D printing. Learn how printers work, explore design basics, and create your first print. Perfect for curious creators and tech enthusiasts!

	104180	\$95	K Herr
	TTh, Oct 21 - Nov 13	5 - 7 PM	SCC WB 125

YOUTH


Super Sitter

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

	103803	\$69	J Ita
	MT, Sep 15-16	5 - 9 PM	SCC CBIZ 112
	103801	\$69	J Ita
	S, Oct 25	8:30 AM - 3 PM	SCC KEO 302

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.

	103805	\$69	K Prickett
	S, Oct 4	8 AM - 2:30 PM	SCC WB 607



Explore your interests, build skills, and have fun along the way.
Advanced learning camps for teens grades 8 thru 11.

RoboQuest: From Classroom Bots to Industrial Arms



Discover the world of robotics and automation through hands-on exploration and real engineering tools. Campers will begin by designing, building, and programming educational robots to complete team-based challenges that introduce the fundamentals of sensors, logic, and motion control. The experience culminates with guided interaction using real industrial automation equipment—bridging classroom concepts with real-world technology. Ideal for students interested in engineering, advanced manufacturing, and industrial technology careers.

This course is for grades 8 - 11.

	104163	\$59	C Balmer
	S, Oct 11 & 18	9 AM - Noon	SCC KEO IT111

Design, CNC, Machining Pro

Like to work with your hands? Discover how to design, use CNC machines and create a project! Students will get new hands-on experiences every day as you explore the process from computer design in SolidWorks, to cutting, drilling and polishing a final project.

This course is for grades 8 - 11.

	104164	\$59	B Junker
	S Nov 1 & 8	9 AM - Noon	SCC WB 143

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.

This course is for grades 8 - 11.

	104146	\$59	A Totsch
	S Nov 8 & 15	9 AM - Noon	SCC WB 509

ONLINE LEARNING

NEW Discover Sign Language

Learn to master American Sign Language through immersive, silent instructional videos that emphasize proper signing techniques and facial expressions for effective communication. You will become skillful at finger-spelling and an array of signs to engage in conversations confidently.

www.ed2go.com/secc/

NEW Discover Sign Language II

Take your sign language skills to the next level with additional vocabulary, grammar lessons, and cultural information.

www.ed2go.com/secc/

NEW SAT/ACT Prep Course – Part I

Enhancing your performance on both the SAT/ACT is instrumental in determining your choice of college. This course will prepare you for specific types of questions in Reading, English and Science and give you pointers on time management, anxiety relief, scoring and general standardized test-taking.

www.ed2go.com/secc/

NEW SAT/ACT Prep Course – P 2

Gain all the information you need to do well on the math portion of the ACT and new SAT. This course will provide you with a complete review of arithmetic, algebra, geometry, trigonometry, and basic math skills, and teach useful tips to manage your time wisely.

www.ed2go.com/secc/

Start Your Career Strong with IET + CDL Training!

Integrated Education & Training (IET) + CDL Program

GET THE SKILLS. EARN THE LICENSE. DRIVE YOUR FUTURE.

WHAT'S INCLUDED?

Classroom Instruction
Learn essential safety, regulations, and road knowledge through Integrated Education & Training combining academics and workforce preparation.

CDL Training
Hands-on driving instruction and behind-the-wheel training in preparation for your Commercial Driver's License (CDL-A or CDL-B) exam.

Career Readiness
Résumé help, interview coaching, job placement assistance, and life skills training.

WHO IS THIS FOR?

Adult learners working toward a high school equivalency diploma (commonly referred to as GED) and seeking an in-demand, high-wage, ever changing career.

CAREER OPPORTUNITIES AFTER GRADUATION:

- School Bus Driver
- Freight/Trucking
- Construction Transport
- Delivery & Logistics

CDL drivers are in high demand statewide!
Call CBIZ to learn more! (319) 208-5375



Average yearly salary of
CDL-A Driver

\$55K
up to \$80K

This workforce product was funded by and awarded by the U.S. Department of Labor - DOL SCC4 Grant for Southeastern Community College, Iowa CDL Program. The product was created by the recipient and does not necessarily reflect the official position of DOL. DOL makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

ADULT EDUCATION AND LITERACY



SCC offers free classes for adults who want to learn to read, improve English skills, or earn a high school equivalency diploma in order to get a better job or start college

CLASS LOCATIONS:

SCC West Burlington • SCC Keokuk

SCC Mount Pleasant • SCC Fort Madison

LEARN MORE: (319) 208-5310

www.scciaa.edu/conted/aehsed

HIGH SCHOOL EQUIVALENCY DIPLOMA

Our instructors will work with you until you complete the required tests. Subjects covered: Reading, Writing, Math, Science, and Social Studies.
Testing is available by instructor referral only.

ADULT EDUCATION

Get help with reading, writing, math, and critical thinking skills to get into college or a job training program.

ENGLISH AS A SECOND LANGUAGE (ESL)

Get help with reading, writing, and speaking English.

LITERACY

Free, confidential, one-on-one tutoring is available for adults who want to learn how to read or improve their reading skills.



Scan this QR code to learn more!

IowaWORKS
A proud partner of the Iowa Career Center network
MISSISSIPPI VALLEY

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.



SOUTHEASTERN
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COLLEGE



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COMMUNITY COLLEGE

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

It is the policy of Southeastern Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact Laurie Hempen, Director of Human Resources (employment concerns) at (319) 208-5063 or Dave Haden, Dean of Students (student concerns) at 319-208-5101, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

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

I'm paying by: ☐ Check ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover CVV# _____ Total Enclosed \$ _____

Credit Card # _____ Expiration Date ____/____/____

Cardholder Name _____

Signature _____

WHEN IS GOOD ENOUGH, GOOD ENOUGH?

99% SUCCESS STILL MEANS...

22,792 pieces of mail are mishandled every hour

20,000 incorrect prescriptions are written each year

get Lean

page 13

LEARNING NEW SKILLS SHOULDN'T HAVE TO BREAK THE BANK

CBIZ CAN HELP.

BEGIN YOUR CAREER WITH A FULLY FUNDED PROGRAM.

- > Business Bookkeeping
- > CDL Theory & Permit
- > CDL Class A Behind the Wheel
- > CNA, Certified Nursing Assistant
- > Computer Skills in the Workplace I & II
- > Early Childhood Level I & II
- > Introduction to Machine Theory
- > Introduction to Machine Shop
- > Paraeducator
- > PLC
- > Supervisory
- > Stick Welding
- > Production Welding

CALL TO SEE IF YOU QUALIFY!

(319) 208-5375

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Choose Early Childhood Education

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UPGRADE YOUR GAME

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help you prepare for a
new career or promotion.

Master these important
business skill sets to rise
above the rest.

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GEAR UP FOR SUCCESS

Start Your Career STRONG with IET + CDL Training!

Get the Skills. Earn Your License. Drive Your FUTURE!

Who is this for?

Adults working toward a high school equivalency and ready for a high-demand, high-wage career.
High School Diploma is not a prerequisite.

What do you get?

Classroom learning: Safety, regulations, and road knowledge.

Hands-on CDL training: Prepare for your CDL-A or CDL-B license.

Career support: Résumé help, interview coaching, and job placement assistance.

Career Options

School Bus Driver • Freight/Trucking • Construction Transport •
Delivery & Logistics and much more!

Ready to start? **DRIVE YOUR FUTURE TODAY!**

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