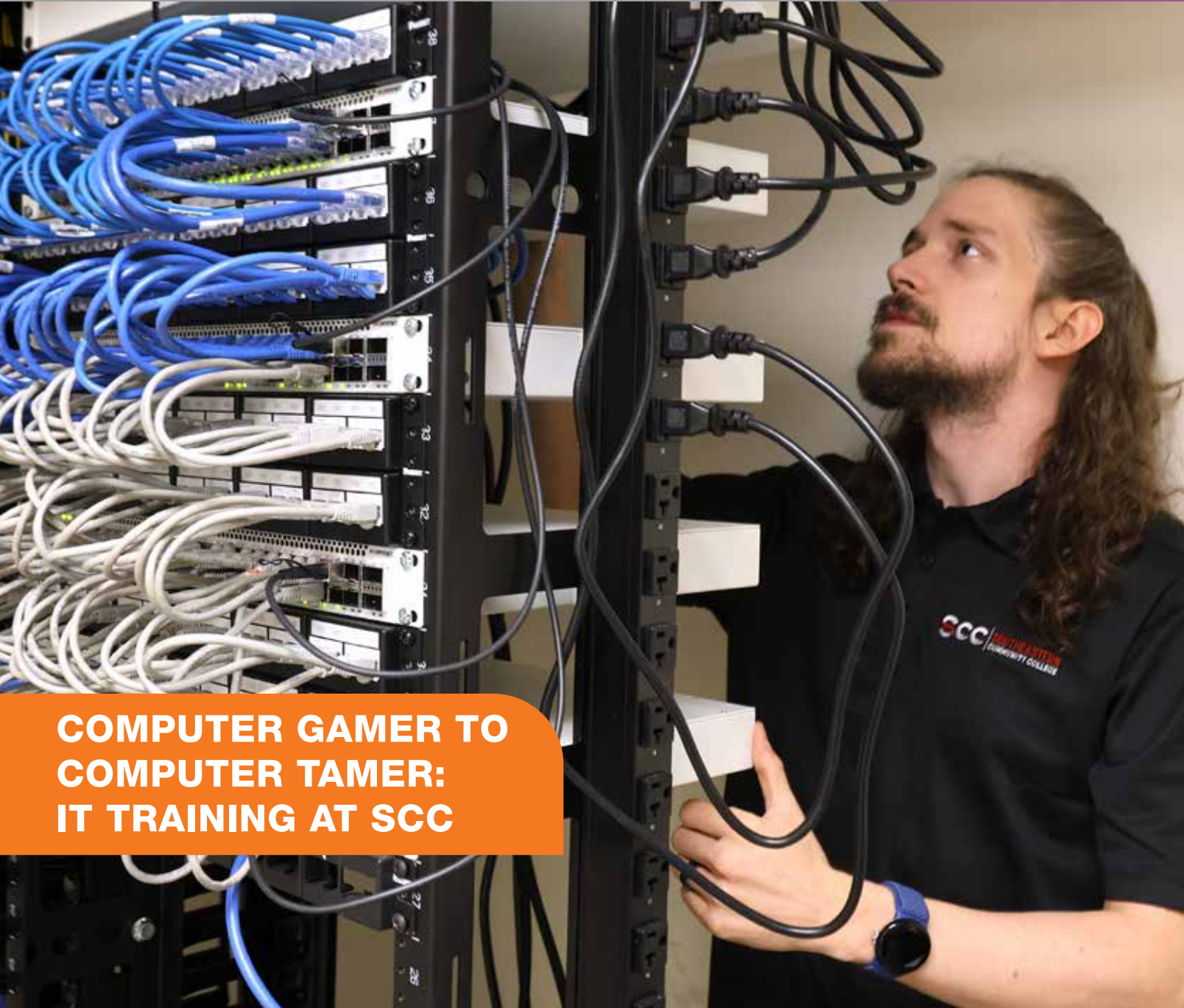


Options

FEB 2025-AUG 2025 Continuing Education Course Catalog

CDL CLASSES
ELDT THEORY p21
MOTORCYCLE SAFETY p22
VARIOUS START DATES



**COMPUTER GAMER TO
COMPUTER TAMER:
IT TRAINING AT SCC**

Payroll Accounting p2

Microsoft Power Bi p9

Cosmetology p12

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CDL Refresher p22

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Options Non-Credit

Spring/Summer 2025 Catalog

Continuing Education Course Catalog offered through SCC



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AARON FURR, Network Systems Specialist,
Southeastern Community College

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Burlington, IA 52601
(319) 208-5375

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West Burlington, IA 52655
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www.scciowa.edu
www.cbiziowa.com

SCC Keokuk Campus
335 Messenger Road
Keokuk, IA 52632
(319) 524-3221

SCC Fort Madison Center
712 6th Street
Fort Madison, IA 52627
(319) 208-5306

SCC Mount Pleasant Center
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Mount Pleasant, IA 52641
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SPRING/SUMMER 2025 SHORT TERM TRAINING	PAGE	DURATION IN WEEKS			START DATE	LOCATION	TUITION ASSISTANCE AVAILABLE	CREDIT OPTIONS
		4 - 6	8	10 - 12				
Basic Industrial Maintenance Technology – Mechanical Endorsement	15	X			June 9	SCC WB	✓	
Business Bookkeeping	2		X		Feb 24	CBIZ	✓	
ELDT Theory Training	21	X			Jan 20, Mar 3, Apr 28	SCC WB	✓	
CDL Class A Behind the Wheel	21	X			Jan 27 & more	SCC WB	✓	
CNA, Certified Nursing Assistant	13		X		Jan 13 & more	SCC WB	✓	✓
Collision Repair & Restoration Elite Program	18	X			May 19	SCC WB	✓	
Computer Skills in the Workplace I	8	X			Feb 10	CBIZ	✓	
Computer Skills in the Workplace II	8	X			Apr 14	CBIZ	✓	
Early Childhood Level II Certificate	3	X			Feb 4	CBIZ	✓	✓
Paraeducator (Class 2 & 3)	3		X		Jan 9 & Feb 6	GPAEA	✓	
Introduction to Machine Theory	17				Aug 19	SCC WB	✓	✓
Introduction to Machine Shop	17				Aug 20	SCC WB	✓	✓
PLC	15	X			May 19	SCC KE0	✓	
Supervisory	3			X	Feb 26	CBIZ	✓	
Stick Welding starts August 1	18	X			Aug 1	SCC WB	✓	✓
Production Welding	18	X			Sep 15	SCC WB	✓	✓


BUSINESS & PROFESSIONAL DEVELOPMENT

BUSINESS MANAGEMENT

Smart Start

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


Class sponsored by America's SBDC Iowa.


 101058 \$19 J Clover
W, Feb 5 6 - 8 PM SCC CBIZ 112

Quickbooks Q & A Workshop

Have QuickBooks questions? Bring them to this interactive one-hour workshop! Whether you're a beginner or an experienced user, get guidance on common challenges, explore solutions, and discover tips to streamline your bookkeeping.

Participants should access their QuickBooks accounts during the workshop.


 101743 \$19 S Yasenchok
W, Feb 12 Noon - 1 PM SCC VIR via Zoom

 101744 \$19 S Yasenchok
W, May 14 Noon - 1 PM SCC VIR via Zoom

Accounting Basic Concepts


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

Approved course for  Business Bookkeeping Cert.

 101056 \$449 D Trejo
MW, Feb 24 - Mar 12 8 AM - Noon SCC CBIZ 110

BUSINESS BOOKKEEPING CERTIFICATE PROGRAM

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

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


TUITION ASSISTANCE MAY BE AVAILABLE


Classes begin February 24.

Certificate classes may be taken individually outside of the certificate.

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.

 101052 \$339 S Yasenchok
MW, Mar 24 - 26 8 AM - Noon SCC CBIZ 110

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.

 101053 \$99 J Clover
W, Apr 2 8 AM - 11 AM SCC CBIZ 111

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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.

 101057 \$425 D Trejo
MW, Apr 7 - 16 8 AM - Noon SCC CBIZ 110

Know Your Numbers, Know Your Business


Congratulations! You have started a business, have a solid customer base, and everything seems to be going great except the bookkeeping! While not the most exciting or creative aspect of running a business, business bookkeeping, record keeping, and knowing what the numbers are telling you, is SO important to business survival and is a critical part of business operations. In this course you will learn the importance of record keeping, what records to keep and how long, why financial reports are important and better yet, how to read them! Learn tips and tricks to manage the cash flow for your business. Review examples of financial statements to determine what can be done to improve the situation, hear real life stories of what to do and not to do, and walk away with a much better understanding of what the numbers are telling you about your business. All materials are provided.

 101060 \$19 J Petersen
M, May 19 6 - 8 PM SCC CBIZ 111

EDUCATION

Early Childhood Certificate Level II

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

Look for  to locate Early Childhood Level II certificate classes.


TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155

*Classes Begin February 4

Early Childhood Guidance


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

Approved course for  Early Childhood L2 Certificate

 101061 \$1075 N Theodore-Moad
TTh, Feb 4 - Mar 13 5:30 - 9:30 PM SCC CBIZ 111

Early Childhood Curriculum I

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

Approved course for  Early Childhood L2 Certificate

 101062 \$1075 N Theodore-Moad
TTh, Mar 25 - May 1 5:30 - 9:30 PM SCC CBIZ 111

**EARLY CHILDHOOD
CERTIFICATE LEVEL I
WILL START IN THE FALL
CALL 319-208-5375 FOR SCHEDULE**

Paraeducator Certificate

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

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

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


Call 319-208-5375 for class schedule.

Roles & Responsibilities

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

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


Approved course for  Paraeducator Certificate


 98084 \$218 GREAT PRAIRIE AEA
TTh, Jan 9 - 23 5 - 10 PM OTTUMWA OR VIR

Behavior Improvement

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

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

Approved course for  Paraeducator Certificate

 98085 \$218 GREAT PRAIRIE AEA
TTh, Feb 6 - 20 5 - 10 PM OTTUMWA OR VIR

**MORE PARAEDUCATOR
CLASS OFFERINGS
STARTING IN AUGUST
CALL 319-208-5375 FOR SCHEDULE**

CUSTOMER SERVICE

Managing Customer Service

This course will help you discover some effective methods to bring out your best and do the same for the other people you work with as you serve as an ambassador for your company.

 www.ed200.com/sec/

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

LEADERSHIP

Supervision Survival Skills

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


Content of this training covers the first two modules of the Supervision Certificate.

 101069 \$299 D Trejo
W, Feb 26 & Mar 5 1 - 4 PM SCC CBIZ 112

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

 101070 \$1495 D Trejo
W, Feb 26 - May 21 1 - 4 PM SCC CBIZ 112

Class does not meet 3/19

NEW 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.

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

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.
 97341 \$179 R Curry
 T, Jan 21 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.
 97342 \$139 R Curry
 T, Jan 21 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.
 97343 \$179 R Curry
 T, Jan 21 1 - 3 PM SCC CBIZ 103

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.
 97316 \$495 D McKee
 T, Mar 4 9 AM - 4 PM 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.
 97308 \$239 H Woody
 T, Apr 15 9 AM - Noon SCC CBIZ 103

NEW 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!

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

Leading Change in the Workplace

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

Approved course for ★ High Performance Certificate
 97318 \$595 T Westbrook
 Th, Jan 30 9 AM - 4 PM SCC CBIZ 103

Emotional Intelligence

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

Approved course for ★ High Performance Certificate
 97310 \$239 H Woody
 T, Feb 11 9 AM - Noon 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

97313 \$895 M Hudson
Th, Mar 27 9 AM - 4 PM SCC CBIZ 103

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

97315 \$495 D McKee
Th, Apr 17 9 AM - 4 PM SCC CBIZ 103

Business Mentoring & Coaching

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

Approved course for ★ High Performance Certificate

97311 \$239 H Woody
T, May 6 9 AM - Noon SCC CBIZ 103

NEW CERTIFICATE PROGRAM

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

A six-course 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.

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

TAURA PROSEK

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



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.

101103 \$845 T Prosek
T, Feb 18 9 AM - 4 PM SCC CBIZ 103

NEW Strategic Impact: How to Transform Your Organizational Strategy into Greater Impact

The ability to transform strategy into impact is what separates great leaders from good managers. Any good strategy should lead to better decision-making, more focused leaders, better engaged employees, more productive work, and happier customers. But how do you turn organizational strategy into daily, actionable work? Join us for Strategic Impact as we help you: -Contextualize your strategy in light of your desired organizational impact -Turn your organization's strategy into actionable daily tasks -Identify specific ways your team needs to develop to achieve your organizational objectives -Workshop your most pressing strategic challenges -Create a plan to improve your strategic leadership.

Approved course for ★ Adv. Leadership Dynamics Cert.

101161 \$745 S Ott
Th, Mar 13 8 AM - Noon SCC CBIZ 103

NEW 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.

101159 \$445 H Woody
Th, Apr 3 9 AM - Noon SCC CBIZ 103

NEW Coaching Strategies for Effective Leadership

Unlock the potential of your team through impactful coaching! This interactive workshop is designed for leaders who want to enhance their coaching skills to drive individual and team performance. Participants will explore proven coaching techniques to foster employee development, strengthen accountability, and build a culture of trust and collaboration. Learn how to deepen connections with team members by understanding what truly matters to them. Discover and apply three key coaching processes to help employees overcome barriers and provide effective, in-the-moment guidance.

Approved course for ★ Adv. Leadership Dynamics Cert.

101160 \$895 M Gnida
T, Apr 22 8 AM - Noon SCC CBIZ 103

NEW Career Development: Empowering Your Employees

Employees today are seeking career development support, and their managers and organizations aren't always equipped with the knowledge, skills, and abilities to help them. Stewart Leadership's "Lead Your Career" framework will be introduced allowing you to try out some of the tools that can be utilized in your development and career conversations with employees to support them in figuring out what they want to do, why they want to do it while putting a plan together to get there. Lead Your Career provides a practical, step-by-step system to guide individuals to professional fulfillment, from career planning and personal branding to building a strong network and preparing for the next role.

Approved course for ★ Adv. Leadership Dynamics Cert.

101158 \$475 T Prosek
Th, May 15 9 AM - Noon SCC CBIZ 103

NEW Building A Culture of Positivity, Accountability, and Performance at Work and on Your Team

Improving attitudes and driving performance are challenges all leaders face. This course focuses on fostering a positive workplace culture as the foundation for team and organizational effectiveness. Participants will explore key factors that shape culture, including climate, and effective communication. Focusing on the importance of setting clear expectations to drive accountability and learn to address problem-solving situations that enhance team dynamic. Real-life scenarios and practical applications will ensure participants leave equipped to nurture a culture of positivity, performance, and accountability beyond the training.

Approved course for ★ Adv. Leadership Dynamics Cert.

101688 \$595 C Peerman
Th, Jun 12 8 AM - Noon SCC CBIZ 103

COMPUTER & INFO SYSTEMS INSTRUCTORS NEEDED



Looking for individuals well versed in any or all of the following products:

WORD, OUTLOOK, POWERPOINT, EXCEL, & ACCESS

INFO SYSTEMS INSTRUCTOR needs include:
data science/analysis, SQL, networking, and cyber security.

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Check the Employment link.

Paralegal Certificate Program 1

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

www.ed2go.com/secc/

Digital Court Reporter

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

www.ed2go.com/secc/

Business Ethics & Artificial Intelligence in the Workplace

Business Ethics - Principles and Practices; Welcome to the New Era Participants will learn about honesty, truthfulness decision-making, environmental responsibility, social responsibility and the relationship between Artificial Intelligence and ethics. The session will discuss real-life case studies, ethical frameworks, and the role of artificial intelligence in ethical business practices. Artificial intelligence (AI) is transforming every facet of our lives-whether it's "re-composing" Beatles songs, devising algorithms that predict purchasing behavior with stunning precision, or enhancing the recruitment process to identify the most suitable candidates for your business. In an environment where rapid technological advancements are commonplace, leveraging AI is becoming not just an advantage but a necessity for companies aiming to stay ahead. By the end of the session, participants will understand how ethical practices can enhance reputation, manage risks, and contribute to sustainable business success.

101063 \$279 R Curry
T, Apr 29 8 AM - Noon SCC CBIZ 103

NEW Developing a Future-Ready Workforce

As the future of work continues to evolve, organizations must focus on developing a workforce that is not only skilled but also adaptable and resilient. This session emphasizes the importance of identifying future competencies and fostering a culture of continuous learning and inclusivity. Leaders will explore strategies for creating a workforce that can thrive in a rapidly changing environment, where diversity is leveraged as a strength and agility is essential for success. By understanding the skills and mindsets needed for the future, participants will be equipped to build teams that are ready to meet tomorrow's challenges.

101113 \$279 R Curry
T, Jun 24 9 - 11 AM SCC CBIZ 103

SAVE - THE - DATE

Human Resources Conference

Thursday, April 24
1 - 4:30 PM

Burlington Capitol Theater

Brought you by the
Mississippi Valley HR Association

For more info: call (319) 208-5388
or email bnickel@scciowa.edu.

Leadership Certificates will begin again in the Fall.

WATCH FOR DATES

INTERESTED IN LEADERSHIP TRAINING AT YOUR PLACE OF BUSINESS?

Learn more about this service.

Call (319) 208-5375

or email bnickel@scciowa.edu

HUMAN RESOURCES

SHRM Essentials of HR

Sharpen your HR skills to face today's HR issues. SHRM, the leading global HR professional organization, has developed the SHRM Essentials of Human Resources course, which teaches the HR knowledge, skills and competencies required for overall business success. Whether you are new to HR, or it's one of the many roles you fulfill at your company, in less than 20 hours of training time, you can cover the issues you need to reduce potentially costly lawsuits. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations. This course is in partnership with North Iowa Area Community College (NIACC).

101156 \$699
Th, Jan 9 - Feb 6 6 - 9 PM SCC VIR

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

SHRM Certification Prep

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

101157 \$1345 C Peerman
Th, Feb 20 - May 22 6:30 - 9 PM SCC VIR

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

Mental Health

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

97300 \$45 B Carper
Th, Jan 16 6 - 9 PM SCC CBIZ 112

BRIAN CARPER

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



Workers' Compensation

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

www.ed2go.com/secc/

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/

MARKETING

Facebook for Business

Still think Facebook is a fad? Advertisers of all shapes and sizes are finding ways to leverage the social media giant's 1.2 billion users. You know you don't need to reach everyone on Facebook, but engaging even a teeny-tiny fraction of users who live in your corner of the world could do a lot for your business. Learn how to use Facebook's advertising tools to reach, engage and motivate your customers. Also learn tips on what to say, how to say it, and when to say it.

97326 \$79 M D'Souza
T, Feb 4 - 18 5 - 7 PM SCC CBIZ 110

Using Social Media in Business

Learn how to use the five most popular social media platforms – Facebook, X, 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 interest marketing plan for your business even with little money to spend.

www.ed2go.com/secc/

Pathways for Academic Career and Employment (PACE)

Every person deserves a pathway to success. PACE can assist, qualified applicants with mapping out career goals and creating a plan to reach them through a variety of resources.

Are you facing barriers to workforce training and education such as:

- Unemployed or laid off
- Need to earn your HiSed (high school diploma)
- Low skilled
- Low income

Programs offered:

- GAP tuition assistance
- SNAP Employment & Training



Scan the code to learn more.


This Institution is an Equal Opportunity Provider

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.


 101068	\$179	C Woodside
MW, Jan 27 & 29	1 - 5 PM	SCC CBIZ 110

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.


 101100	\$179	J Ita
S, Feb 22	8 AM - 4:30 PM	SCC CBIZ 110

 101067	\$179	D Trejo
MW, Mar 24 & 26	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.

 101092	\$179	C Woodside
MW, Feb 10 & 12	1 - 5 PM	SCC CBIZ 110

Word Intermediate

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


Approved course for  Computer Skills Level I Cert.

 101139	\$179	J Teitsworth
MW, Feb 17 & 19	1 - 5 PM	SCC CBIZ 110

Word Advanced

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


Approved course for  Computer Skills Level II Cert.

 101140	\$179	J Teitsworth
MW, May 5 & 7	1 - 5 PM	SCC CBIZ 110

PowerPoint Basics

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

Approved course for  Computer Skills Level I Cert.

 101099	\$179	C Woodside
MW, Mar 3 & 5	1 - 5 PM	SCC CBIZ 110

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.

Excel Intermediate

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.

 101101	\$179	J Ita
S, Apr 5	8 AM - 4:30 PM	SCC CBIZ 110


 101151	\$179	J Teitsworth
MW, Apr 21 & 23	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.

Pre-requisite: Excel Intermediate or equivalent knowledge.

Approved course for  Computer Skills Level II Cert.

 101152	\$179	J Teitsworth
MW, Apr 28 & 30	1 - 5 PM	SCC CBIZ 110

 101102	\$179	J Ita
S, May 17	8 AM - 4:30 PM	SCC CBIZ 110

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

Certificate classes may be taken individually outside of the certificate.

TUITION ASSISTANCE MAY BE AVAILABLE

Level I classes begin February 10.

Level II classes begin April 14.

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.



Access Basics

This course will take you from knowing a 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.

101148 \$179 J Teitsworth
MW, Mar 10 & 12 1 - 5 PM SCC CBIZ 110

Access Intermediate

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

Approved course for ★ Computer Skills Level II Cert.

101153 \$179 J Teitsworth
MW, May 12 & 14 1 - 5 PM SCC CBIZ 110

Access Advanced

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

Approved course for ★ Computer Skills Level II Cert.

101154 \$179 J Teitsworth
MW, May 19 & 21 1 - 5 PM SCC CBIZ 110

Outlook Basics

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

Approved course for ★ Computer Skills Level II Cert.

101146 \$179 J Teitsworth
MW, Feb 24 & 26 1 - 5 PM SCC CBIZ 110

PowerPoint Intermediate

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

Approved course for ★ Computer Skills Level II Cert.

101149 \$179 J Teitsworth
MW, Apr 14 & 16 1 - 5 PM SCC CBIZ 110

NEW Microsoft Power Bi:

Data Analytics

As technology progresses and becomes more interwoven with our businesses and lives, more data is collected about business and personal activities. This era of "big data" is a direct result of the popularity and growth of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and competitive advantages. Creating data-backed visualizations is key for data scientists, or any professional, to explore, analyze, and report insights and trends from data. Microsoft® Power BI® software is designed for this purpose. Power BI was built to connect to a wide range of data sources, and it enables users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Power BI's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, enabling users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action. Course includes Workbook, a \$175 value. Excel Intermediate or equivalent knowledge required.

101155 \$395 J Teitsworth
MW, Apr 7 & 9 1 - 5 PM SCC CBIZ 110

NEW Game On!

Learn Coding By Making a Game!

Learn the basics of computer programming the fun way, by making a 2D game using the Lua programming language. Ever wanted to learn to code, but didn't know where to start? Start by making a game! This course assumes no prior programming knowledge. After learning the fundamentals of Lua we'll put those skills to use with the Love2D framework which has been used to create indie hits like Balatro and Move or Die. Draw shapes and images on the screen and get them moving. Let the player control things by learning about handling input from the keyboard and mouse. Find and include code libraries to implement advanced features easily.

101076 \$79 J Teitsworth
W, May 7-21 5:30 - 8:30 PM SCC CBIZ 110

ON THE COVER:

TURNING AN INTEREST INTO A CAREER: SUCCESSFUL PROBLEM-SOLVING REQUIRES TECH SKILLS AND PEOPLE SKILLS

Five years ago, Aaron Furr was searching for direction.

Having recently moved to Burlington, he was working part time at a thrift store and unsure of his next steps. Everything changed when he saw an ad for SCC.

“I didn’t know what I was doing with my life,” Furr said. “But I decided to hop into a taxi and head to SCC. I had no idea where I was going, but I was ready to take a chance.”

That decision turned out to be life-changing.

After speaking with a student advocate, Aaron reflected on his lifelong interest in technology.

“Growing up, I was always fixing game consoles, electronics, anything I could get my hands on,” he explained. Those skills and curiosity led him to SCC’s Cybersecurity and Network Administration program.

SCC’s IT program provided Aaron with practical, hands-on experience.

“In our Computer Hardware class, we opened up computers, identified components, and learned how they worked,” Aaron said. “That foundational knowledge is critical, and I still use it in my job every day.”

Brenda Wamsley, an SCC instructor, said this hands-on approach is what sets SCC apart.

“We teach students to think like problem-solvers from day one,” she explained. “Understanding the basics is key, but so is learning how to adapt and tackle challenges in real-world situations.”

The program emphasizes soft skills, which Aaron considers among the most valuable lessons he learned.

“Brenda taught us the importance of staying calm under pressure,” Aaron said. “In IT, things don’t always go right. You have to keep the end user at ease while you troubleshoot.”

While he was a student, Aaron completed an internship that coincided with the COVID-19 pandemic. The SCC IT team faced the daunting task of transitioning to fully online learning and turned to Aaron for help.

“When SCC needed to deploy dozens of laptops so students could take their classes, they offered me a part-time contract to help,” Aaron explained.

That role eventually led to a full-time position. After graduating, Aaron worked in SCC’s multimedia department and help desk before stepping into a network systems specialist position at SCC. Today, he helps the college prepare for emerging technologies and ensures seamless IT operations campuswide.

“The work can be challenging, but the payoff is worth it,” Aaron said. “SCC gave me the tools to succeed—not just the technical skills but the confidence to keep growing.”

SCC’s IT program continues to evolve to meet the demands of a fast-changing industry, offering specialized tracks in cybersecurity, network administration, and certificates for focused learning.



**ARRON FURR, Network Systems Specialist,
Southeastern Community College**

“SCC gave me the tools to succeed—not just the technical skills but the confidence to keep growing.” –Aaron

“Our program is designed to develop well-rounded professionals,” Brenda said. “We want our students to graduate ready to solve problems, think critically, and make an impact.”

For Aaron, SCC was the opportunity he needed to build the future he envisioned.

“I feel more secure in my future than ever before,” he said. “None of this would have been possible without SCC.”

Now planning to buy his first home with his wife, Kelsey, Aaron reflected on his journey with gratitude.

For those considering a career in IT, Aaron has simple advice: “Be curious. Be determined. And don’t be afraid to take that first step.”

For more information on SCC’s IT program, visit scciowa.edu.

BRENDA WAMSLEY

Brenda graduated from SCC 20+ years ago with an A.A.S. degree in Network Administration. After graduating from SCC, she started working as a IT Technician for Fort Madison Community Schools and worked her way up to the IT Director. When the position opened at SCC, she knew she needed to apply because she gets to teach about things she was passionate about and play with technology. Brenda has enjoyed the last 10+ years working and teaching in the program she learned from. Brenda's experiences throughout her career have benefited the students as well as gave them examples of what it will be like in the world of work. A few years ago, she got her Master's degree in Cybersecurity & Information Assurance. Cybersecurity is Brenda's passion as it is so important for everyone to keep their data safe. When not working, Brenda enjoy playing computer games, and watching crime shows. There is something she likes about uncovering mysteries and seeing how technology is used to help solve cases.



SCC COMPUTER TECHNOLOGY PROGRAMS >>> LEARN MORE! CALL 319-208-5155

The world is powered by zeros and ones. Our programs are crafted to help you with hands-on learning. You'll have access to modern labs, technology, and tools, empowering you to become a better thinker and problem-solver. At SCC, we're more than just about providing you with answers; we're here to assist you in finding innovative solutions that can change the future.

Computer Science Transfer Major

2-Year AS Degree

Where this program can take you

- Software Developer
- Systems Analyst
- Network Administrator
- Database Administrator
- Cybersecurity Analyst

Average salary in Burlington

\$54,225

Source: Lightcast

Projected Job Growth Rate
2024-2028

3.7%

Information Tech Management

2-Year AAS Degree / 1-Year Diploma

This program offers hands-on experience and practical application of installation maintenance and administration of computer networks in a business atmosphere.

Where this program can take you

- IT Manager
- Project Manager
- IT Consultant
- Business Analyst
- IT Service Manager
- Data Manager

TUITION ASSISTANCE MAY BE AVAILABLE

Average salary in Burlington

\$67,308

Source: Lightcast

Network Admin & Cyber Security

2-Year AAS Degree / 1-Year Diploma

Students will spend time working on security principles and router, switch and firewall configuration. The program offers the latest equipment and software, plus experience with Microsoft and Linux operating systems.

Where this program can take you

- Network Administrator
- Systems Administrator
- Cybersecurity Analyst
- IT Specialist

TUITION ASSISTANCE MAY BE AVAILABLE

Average salary in Burlington

\$67,308

Source: Lightcast

INFORMATION TECHNOLOGY

PHP and MySQL Series

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

www.ed2go.com/secc/

Introduction to Networking

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

www.ed2go.com/secc/

LICENSURE & RE-LICENSURE

ATHLETIC COACHING

Coaching Authorization

This course is designed to enable you to meet the state requirements for coaching, ethics, care and prevention of athletic injuries, anatomy, and growth and development. Upon completion, students qualify to make application to the Iowa Board of Education Examiners for Coaching Authorization. **This class also includes the NEW mandatory CPR training 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 appropriate text books: Successful Coaching, - 4th Edition and Sport First Aid - 5th Edition.

🌐 97325 \$529 R Kaufman
Jan 20 - Mar 30 SCC VIR

👤 Taping Clinic & CPR/AED D Aliprandi, S Abbott
S Feb 15 8 AM - 5:30 PM SCC WB 229

🌐 101011 \$549 R Kaufman
Apr 1 - Jun 30 SCC VIR

👤 Taping Clinic & CPR/AED D Aliprandi, S Abbott
S May 10 8 AM - 5:30 PM SCC WB 229

MINING RE-LICENSURE

MSHA Miner Refresher Part 48A

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.

👤 101150 \$80
W, Feb 28 8 AM - 4:30 PM SCC CBIZ 111

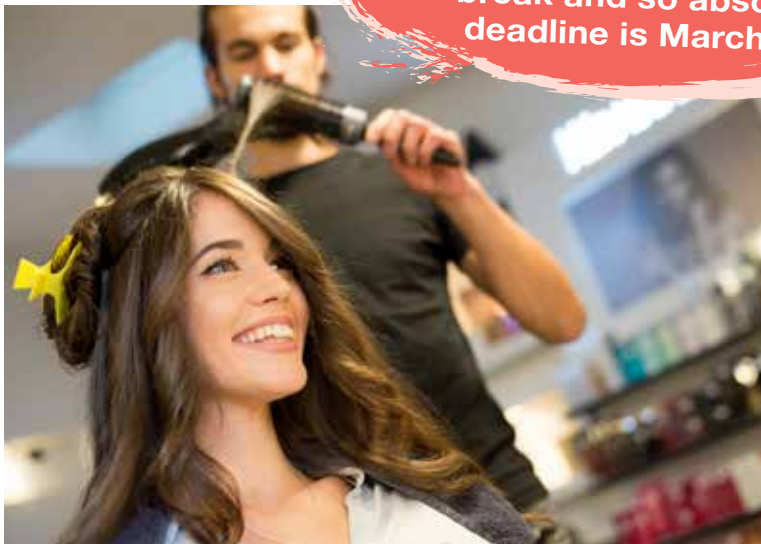
ELECTRICAL RE-LICENSURE

IBEW Electrical CEU-6 Hour

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

👤 101689 \$50
S, Mar 22 7 AM - 1 PM IBEW

COSMETOLOGY



DON'T PUT THIS OFF!
SCC will close for spring break and so absolute deadline is March 10.

MORNING SESSION

▶NEW Beauty Is Blooming

Making Cosmetology education a continuing, never ending process! In this four hour technical course you will learn new styling, cutting and everyday techniques that we are implementing in the salon today. Stacy will demonstrate the techniques on live models along with sharing inspiring messages to be the 'difference makers' in any industry! Her passion for this field has kept her teaching for over 20 years. She will make it educational, entertaining and fun for all.

**If you are interested in being a model please send your current picture to icmstacy@netamumail.com
Stacy will select the models based on the look she wants to demonstrate for the audience.*

👤 101075 \$99 S Besch
Su, Mar 23 8 AM - Noon Capitol Theater

AFTERNOON SESSION

Cosmetology-Iowa Law

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

👤 101071 \$49 S Besch
Su, Mar 23 12:30 - 2:30 PM Capitol Theater

ALL DAY AND SAVE

Cosmetology

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

👤 101066 \$139 S Besch
Su, Mar 23 8 AM - 2:30 PM Capitol Theater

HEALTHCARE

Introduction to Community Health Work

The Introduction to Community Health Worker (CHW) course prepares the student to understand the emerging role of the CHW and equips participants with tools and resources to help navigate health access leading the community to better outcomes. Community Health Workers use their lived and learned experience to service diverse populations in a variety of settings. Participants learn how to bridge the gap between client needs and local resources. This 80-hour course provides 64 hours of lecture and 16 hours of experiential learning.

This course is free of charge and funded by the Lee County Health Department through grant number 22-117 with Health Resources and Service Administration (HRSA) of the U.S. Department of Health and Human Services (HHS). The textbook is provided. A \$300 stipend will be provided upon the completion of the course.

🌐 101200 \$0 C Baum
TTh, Jan 13 - Mar 7 5 - 9 PM SCC KEO 406

🌐 101201 \$0 C Baum
TTh, Mar 10 - May 9 5 - 9 PM SCC FM 106

👤 101203 \$0 S Breuer
TTh, Jun 2 - Jul 25 5 - 9 PM SCC WB HP124

🌐 99999 \$0 Staff
TTh, Aug 18 - Oct 10 5 - 9 PM SCC TBD

HEALTHCARE

PROFESSIONAL HEALTHCARE

Nurse Aide Review

This 8-hour class is for students who have completed the Nursing Assistant course, have been on the registry in the past, or simply want a refresher prior to taking the state test. Includes a practice written test and discussion with the rest of the day devoted to practicing skills in preparation for the skills test. The student receives an updated copy of the skills book with step-by-step instruction and information on contacting the Direct Care Worker Registry in the future.

101087	\$160	C Sime
F, Jan 10	8 AM - 4:30 PM	SCC WB HP119
101095	\$160	S Grant
Th, Jan 23	8 AM - 4:30 PM	SCC KEO 414
101089	\$160	D Boeding
F, Feb 14	8 AM - 4:30 PM	SCC WB HP119
101091	\$160	D Boeding
F, Mar 14	8 AM - 4:30 PM	SCC WB HP119
101096	\$160	S Grant
Th, Mar 27	8 AM - 4:30 PM	SCC KEO 414
101093	\$160	D Boeding
F, Apr 11	8 AM - 4:30 PM	SCC WB HP119
101094	\$160	C Sime
F, May 16	8 AM - 4:30 PM	SCC WB HP119
101108	\$160	D Boeding
F, Jun 13	8 AM - 4:30 PM	SCC WB HP119

Basic Life Support for HCP

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

All classes are instructed by C Overhulser.

Class fee of \$80. Class location is SCC WB HP118.

101079	M, Jan 27	5 - 9 PM
101080	M, Feb 24	5 - 9 PM
101081	M, Mar 24	5 - 9 PM
101082	M, Apr 28	5 - 9 PM
101083	M, May 19	5 - 9 PM
101105	M, Jun 16	5 - 9 PM

Nursing Assistant Non Credit

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

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

TUITION ASSISTANCE MAY BE AVAILABLE

98051	\$1009	C Sime
MW, Jan 13 - Mar 7	8 - Noon	SCC WB HP119
98057	\$1009	S Grant
W Jan 13 - Mar 7	1 - 4 PM	SCC KEO 417
98055	\$1009	B Vinson
MW Jan 13 - Mar 7	4:30 - 8:30 PM	SCC KEO 416
98050	\$1009	H Poole
MT, Jan 13 - Mar 7	4 - 8 PM	SCC WB HP119
98052	\$1009	D Boeding
T Jan 14 - Mar 7	8 AM - Noon	SCC WB HP119
98058	\$1009	S Grant
W Mar 10 - May 12	1 - 4 PM	SCC KEO 417
98053	\$1009	C Sime
MW Mar 10 - May 12	4 - 8 PM	SCC WB HP119
98056	\$1009	B Vinson
MW Mar 10 - May 12	4:30 - 8:30 PM	SCC KEO 416
98054	\$1009	D Boeding
T Mar 11 - May 12	8 AM - Noon	SCC WB HP119
101369	\$1009	C Sime
MW, Jun 2 - Jul 28	8 - Noon	SCC WB HP119
101372	\$1009	B Vinson
MW, Jun 2 - Jul 28	8:30 - 12:30 PM	SCC KEO 416
101364	\$1009	C Sime
MW, Jun 2 - Jul 28	1 - 5 PM	SCC WB HP119
101370	\$1009	D Boeding
T, Jun 3 - Jul 28	8 AM - Noon	SCC WB HP120
101371	\$1009	M Reed
T, Jun 3 - Jul 28	5 - 9 PM	SCC WB HP120
101373	\$1009	S Grant
W, Jun 4 - Jul 28	1 - 5 PM	SCC KEO 414

Phlebotomy

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

101097	\$1200	M Kennedy
Th, Jan 13 - May 12	5 - 9 PM	SCC KEO 414

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.

101084	\$800	D Boeding
W, Apr 2 - 23	8 AM - 2 PM	SCC WB HP119
101107	\$800	D Boeding
T, Jun 3 - Jul 8	Noon - 6 PM	SCC WB HP119

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.

101085	\$300	C Sime
MW, May 14 - 28	11 AM - Noon	SCC WB HP119

INDUSTRIAL TECHNOLOGY

LEAN

LEAN PRACTITIONER CERTIFICATE PROGRAM

REDESIGNED!
You might be closer than you think!

Become a Certified Lean Practitioner and flex your continuous improvement muscle!

CBIZ's extensive coursework gives you the skills and confidence to ask questions, spot problems, and take ownership in the transformation process.

Our three-tiered certification provides professional development for people in all levels of an organization:

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

The certification program is hands-on and application-based, which allows participants to better absorb what they learn in the coursework. Implementation activities will be required at the completion of Level 2 and Level 3 coursework.

Look for ☆ to locate the Lean Practitioner L2 Certificate classes in this catalog.

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

97272 \$329 V Baum
Th, Feb 6 8 AM - Noon SCC CBIZ 103

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

97273 \$1069 V Baum
Th, Mar 6 - 20 8 AM - Noon SCC CBIZ 103

Lean 101

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

Approved course for ☆ Lean Practitioner L1 Cert.

101013 \$469 V Baum
Th, May 8 8 AM - 5 PM SCC CBIZ 112

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.

101698 \$295 P Totor
W, Apr 2 & 16 8 AM - Noon SCC CBIZ 112

Standardized Work

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

Approved course for ☆ Lean Practitioner L1 Cert.

101697 \$295 P Totor
W, Jun 11 8 AM - Noon SCC CBIZ 111

MANUFACTURING

Introduction to Auto CAD

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

98088 \$169 J Gaddis
TTh, Feb 11 & 13 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.

98089 \$169 J Gaddis
TTh, Feb 18 & 20 5 - 9 PM SCC WB 125

NEW Geometric Dimensioning & Tolerance

Learn the names and meanings of Geometric Dimensioning and Tolerance (GD&T) symbols used on engineering drawings and how they are applied. Learn how to properly measure parts based on those drawings.

101012 \$129 J Gaddis
MT, May 19 & 20 5 - 7 PM SCC WB 125



NEW & CURRENT IOWA BUSINESSES

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

Contact Brenda Rubey:

(319) 208-5384

brubey@scc Iowa.edu

PLC CORE SKILLS SERIES

Participants in the PLC Core Skills Series will complete the 3 essential PLC classes. Classes begin May 19.


 M - F, May 19 - 23 8 AM - 3:30 PM Yotter

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

 98090 \$369 D Yotter
M, May 19 8 AM - 3:30 PM SCC CBIZ 111

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

 98091 \$729 D Yotter
TW, May 20 & 21 8 AM - 3:30 PM SCC CBIZ 111

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

 98092 \$729 C Balmer
ThF, May 22 & 23 8 AM - 3:30 PM SCC CBIZ 111


(BIMT) BASIC INDUSTRIAL MAINTENANCE

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

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

TUITION ASSISTANCE MAY BE AVAILABLE


CREDIT OPTION. CALL 319-208-5155

Look for  to locate the BIMT-Mechanical

Shop Math and Measuring

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


Approved course for  BIMT Certificate - Mechanical

 101124 \$179 D Yotter
M, Jun 9 8 AM - 3 PM SCC WB 605

Intro to Blueprint & Mechanical Drawings

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


Approved course for  BIMT Certificate - Mechanical

 101126 \$279 D Yotter
T, Jun 10 8 AM - 3 PM SCC WB 605
W, Jun 11 8 - 11 AM SCC WB 605

Precision Measuring

This lesson covers the basics of making precision measurements using common precision tools. Topics include: use of a Vernier Caliper, Dial Caliper, Micrometer. Analog and digital devices are covered along with the proper techniques for use of the tools.


Approved course for  BIMT Certificate - Mechanical

 101125 \$89 D Yotter
W, Jun 11 Noon - 3 PM SCC WB 605

Basic Machines

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


Approved course for  BIMT Certificate - Mechanical

 101104 \$179 D Yotter
Th, Jun 12 8 AM - 3 PM SCC WB 605

Power Transmission-Belt Chain

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


Approved course for  BIMT Certificate - Mechanical

 101110 \$179 D Yotter
F, Jun 13 8 AM - 3 PM SCC WB 605

Conventional Alignment

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


Approved course for  BIMT Certificate - Mechanical

 101119 \$289 D Yotter
M, Jun 23 8 AM - 3 PM SCC WB 605
T, Jun 24 8 AM - Noon SCC WB 605

Intro to Tools of the Trade



This lesson reviews the many types of hand tools and hand-held power tools found in industry. Hazards are identified and safe operation techniques are explained. A brief overview of OSHA hand tool requirements is given.

Approved course for  BIMT Certificate - Mechanical

 101122 \$79 D Yotter
T, Jun 24 1 - 3 PM SCC WB 605



Introduction to Bearings

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

Approved course for  BIMT Certificate - Mechanical
 101120 \$79 D Yotter
 W, Jun 25 8 - 10 AM SCC WB 605



Bearing Installation

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

Approved course for  BIMT Certificate - Mechanical
 101111 \$129 D Yotter
 W, Jun 25 10 AM - 3 PM SCC WB 605



Compressors & Pneumatic System

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

Approved course for  BIMT Certificate - Mechanical
 101112 \$179 D Yotter
 Th, Jun 26 8 AM - 3 PM SCC WB 605



Basic Hydraulics

This lesson covers basic principles of hydraulics and hydraulic systems. Pascal's Law and Bernoulli's principle are explained. How fluid systems work as well as the parts that make up the system are explained.

Approved course for  BIMT Certificate - Mechanical
 101177 \$129 D Yotter
 F, Jun 27 8 AM - Noon SCC WB 605



Lubrication

This lesson cover the basics of industrial lubrication including liquid, semi-liquid and dry lubricants. Oils, greases and dry lubricants are explained and discussed in detail. Students should be able to better understand how to properly select lubricants for a given job after completing this course.

Approved course for  BIMT Certificate - Mechanical
 101121 \$79 D Yotter
 F, Jun 27 1 - 3 PM SCC WB 605



Pumps and Valves Fundamentals

While utilizing hands-on demonstrators, this class will review pump topics such as: pump construction; classification of pumps; pump seals; advantages and disadvantages of various types of pumps; and the effect of head pressure, cavitation and media. Covered valve topics include: valve construction; classification of valves and types; advantages and disadvantages of various types of valves and valve trim. Also covered will be how pumps and valves are used in a process control scheme.

Approved course for  BIMT Certificate - Mechanical
 9999 \$329 D Yotter
 M, Jul 7 8 AM - 3 PM SCC WB 605
 T, Jul 8 8 AM - Noon SCC WB 605



Pneumatic Control Valves, Actuators, and Positioners

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

Approved course for  BIMT Certificate - Mechanical
 99999 \$179 D Yotter
 W, Jul 9 8 AM - 3 PM SCC WB 605



Trouble Shooting Mechanical

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

Approved course for  BIMT Certificate - Mechanical
 99999 \$179 D Yotter
 Th, Jul 10 8 AM - 3 PM SCC WB 605


Industrial Safety

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

Approved course for  BIMT Certificate - Mechanical
 99999 \$179 D Yotter
 F, Jul 11 8 AM - 3 PM SCC WB 605


Electrical Fundamentals

This course introduces the student to basic electrical theory and troubleshooting. Topics include: circuit components, Ohm's, Lenz's and Kirchoff's Laws and their use in circuit calculations. How to use an electric diagnostic meter, measure common electrical values; Ohms, Amps and Volts. How a generator works, Alternating Current basics including RL, RC and RLC circuits and more.

 101183 \$499 D Yotter
 MTW, Apr 28 - 30 8 AM - 3 PM SCC WB 605


Motors

The basics of how electric motors operate along with their principle parts are explained. Nameplate data, winding configuration, along with common failure modes are discussed. This lesson is a suggested prerequisite for Electrical Trouble Shooting.

 101184 \$179 D Yotter
 Th, May 1 8 AM - 3 PM SCC WB 605


Electrical Wiring Components

This lesson centers on the hardware, materials and devices used in electrical circuits. Students will be introduced to commonly-used wire, cable, fixtures and enclosures. You will learn how to use standard IEE and NEC tables and code information such as conduit fill, ampacity, temperature guidelines, common wiring practices, etc. This lesson is a suggested prerequisite to Electrical Trouble Shooting.

 101186 \$179 D Yotter
 M, May 12 8 AM - 3 PM SCC WB 605


Electrical Safety

The special requirements of safety as it applies to electrical circuits and components is discussed. Emphasis is placed on safety procedures such as Lockout/Tag Out and other common requirements. Students will learn how to identify electrical hazards and how to determine the lethality of circuits from Arc Flash. This lesson is a suggested prerequisite for Electrical Trouble Shooting.

 101187 \$179 D Yotter
T, May 13 8 AM - 3 PM SCC WB 605

Electrical Troubleshooting


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

 101185 \$499 D Yotter
WTh, May 14 & 15 8 AM - 3 PM SCC WB 605

Skill Boss Basic Operations: Introduction to Automation and Smart Manufacturing

The Skill Boss Basic Operations certification is an entry-level credential designed to prepare individuals for success in modern production environments that leverage Industry 4.0 technologies, including advanced controls, automation, and digital processes. This certification provides foundational skills required for various roles in advanced manufacturing sectors. Ideal for individuals beginning their careers or looking to expand their knowledge in automation, robotics, and smart manufacturing systems.

This course will prepare participants to achieve their Smart Automation Certification Alliance (SACA) Silver Certification.


 \$1495 D Yotter

Self-Paced E-learning plus in-person lab activities.
Lab time will be scheduled with instructor.
Call 319-208-5375 or email cbiz@scciowa.edu to register.

Fundamentals of Electrical Circuits and 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 Kirchoff'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.

 \$829 D Yotter

Self-Paced E-learning plus in-person lab activities.
Lab time will be scheduled with instructor.
Call 319-208-5375 or email cbiz@scciowa.edu to register.



MACHINING AT SCC

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

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

Contact cbiz@scciowa.edu or call (319) 208-5375.

DID YOU KNOW?

Precision machinists are among the top five most needed employees.

MACHINING

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 did everything from fix and repair molds to building steam turbines. In his free time you will find Brad spending time with his wife Beth, fishing, hunting, and going to sprint car races.



NEW 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 different various pieces equipment.


TUITION ASSISTANCE MAY BE AVAILABLE

 99999 B Junker
T, Aug 19 - Dec 11 8 - 11 AM SCC WB 143
Th, Aug 19 - Dec 11 8 - 10 AM SCC WB 143

NEW Introduction to Machine Shop

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

TUITION ASSISTANCE MAY BE AVAILABLE

 99999 B Junker
W, Aug 20 - Dec 10 8 AM Noon 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.ed2go.com/secc/

Collision Repair and Restoration Elite Program

The CRR Elite Program provides hands-on training for automotive professionals, focusing on advanced collision repair and refinishing techniques. Participants must have completed an Associate of Applied Science (AAS) in Collision Repair to ensure a solid foundational knowledge. This program equips attendees with the skills necessary to perform high-quality repairs on Toyota and Lexus vehicles, emphasizing safety and precision, while also exploring cutting-edge methods in welding and paint application to enhance repair quality. This course leads towards Toyota and Lexus certification as an Elite Technician.

TUITION ASSISTANCE MAY BE AVAILABLE

 99999 Weaver, Wachter, Pence
M-F, May 19 - Jun 13 7:30 AM - 4:30 PM SCC WB

WELDING




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

Shielded Metal Arc (stick) Welding Certificate

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

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
 99999 W White
M-F, Aug 18 - Oct 1 7:30 - 11:30 AM SCC 701
 99999 TBD
T-F, Aug 18 - Oct 1 5 - 9:30 PM SCC WB 701

Production Welding Certificate

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

TUITION ASSISTANCE MAY BE AVAILABLE

CREDIT OPTION. CALL 319-208-5155

 Blueprint Reading and Safety Self-paced
Instructor available for Q & A via Canvas
Must login on first day of class for course set-up.
WF, Sep 15 - Oct 10 5:30 - 7 PM SCC
 99999 W White
M-F, Oct 2 - Nov 5 7:30 - 11:30 AM SCC 701
 99999 TBD
T-F, Oct 2 - Nov 5 5 - 9:30 PM SCC WB 701



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, continual 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/

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.

 98106	\$49	M Reed
Th, Mar 13	2:30 - 4:30 PM	SCC CBIZ 111
 98107	\$49	M Reed
Th, May 22	2:30 - 4:30 PM	SCC CBIZ 103

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.

 98108	\$39	M Reed
Th, Mar 13	1 - 2 PM	SCC CBIZ 111
 98109	\$39	M Reed
Th, May 22	1 - 2 PM	SCC CBIZ 103

CPR/FIRST AID/AED

CPR, AED & First Aid


This comprehensive CPR/First Aid/AED Training course equips participants with the essential skills to respond effectively in emergency situations. Designed for individuals of all backgrounds, the course covers the basics of cardiopulmonary resuscitation (CPR), first aid procedures, and the proper use of an Automated External Defibrillator (AED).

 101137	\$115	W Claus
F, Apr 25	8 AM - Noon	SCC CBIZ 111
 101141	\$115	W Claus
F, Jun 20	8 AM - Noon	SCC KEO 304

OSHA


OSHA 10 Hour General Industry

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

 101007	\$199	C Overhulser
WTh, Apr 9 & 10	8 AM - 1:30 PM	SCC CBIZ 103


OSHA 30-Hour for General Industry

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

 101199	\$895	C Overhulser
WTh, Jun 11-12, 18-19	8 AM - 3:30 PM	SCC CBIZ 112

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.

 101129	\$199	D Yotter
W, Feb 12	8 AM - 2:30 PM	SCC CBIZ 111

SAFETY


Lock Out Tag Out (LOTO)

This training is designed to provide a base knowledge in Lock Out/Tag Out (LOTO) fundamentals as well as an understanding of the tools and techniques used to establish LOTO procedures as required by OSHA. This training is appropriate for both operators and maintenance personnel. Job Briefings or "tailgate meetings" are designed to provide all employees on a given job a plan by which the job can be completed safely and efficiently. Training topics include: job location, job responsibilities, standard and special safety practices to be used along with any special tools and equipment needed. A logical plan of work is the result.

 101130	\$69	D Yotter
W, Mar 5	8 - 10 AM	SCC CBIZ 111


Intro to Achieving Company Safety

For organizations struggling to take charge of their safety programs, the path to success isn't about adding more rules or complexity. Instead, it's about simplifying and enhancing these programs to make them more inclusive, engaging, and sustainable.

 98113	\$79	D Yotter
F, Mar 25	1 - 3 PM	SCC CBIZ 103


Lead and Asbestos

Custom training for Lead & Asbestos awareness training is for employees who work in areas or process where lead could be present. Topics covered include: regulation information on Lead & Asbestos, likely location of material in buildings and products. Health effects from exposure, proper response, your right to access medical records. This training does not meet the requirements to train for proper removal.

 101133	\$69	D Yotter
F, Apr 11	1 - 3 PM	SCC CBIZ 111


Ladder Safety

OSHA requires initial training in ladder safety. This course covers the proper selection, inspection, and setup of various ladder types, including wooden, metal, and fiberglass. Participants will learn best practices to ensure safety when working with ladders in different environments, meeting OSHA's safety standards.

 99999 \$69 D Yotter
M, Jul 14 1 - 3 PM SCC WB 605


Forklift Operator Training

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

 101127 \$99 D Yotter
W, May 6 8 AM - Noon SCC WB 605

Forklift (PIT) Train the Trainer

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

 101128 \$297 D Yotter
T, May 7 8 AM - 4:30 PM SCC WB 605

TOP 10 REASONS TO TAKE A CONTINUING EDUCATION CLASS AT SCC/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

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CDL INSTRUCTORS NEEDED

Share your love for the road and experience with the next generation.

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

Part-time positions available.

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Click the [EMPLOYMENT LINK](#)

TRANSPORTATION

Get started on your journey to becoming a professional driver today!

COMMERCIAL DRIVING

CDL Certificate Program

Class A and B Commercial Driver's License (CDL) Certificate program is a hands-on, competency-based training designed for those eager to embark on a rewarding career filled with freedom, stability, and competitive pay. Students will advance through the program mastering essential skills and knowledge.

Key Features of Our Program:

- **Comprehensive Instruction:** Enjoy a blend of classroom learning and hands-on training.
- **Customized Training Options:** Choose from full programs or refresher courses tailored to your needs.
- **Renowned Reputation:** We have successfully trained drivers from across the U.S.
- **Tuition Assistance Available:** Financial support may be accessible for qualified individuals.

Our training meets all Federal regulations. NOW offering third party Iowa DOT certified examiners.

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

CONTRACT CDL TRAINING FOR EMPLOYERS



Unlock the potential of your workforce with SCC's CDL Training tailored for your company! Skilled employees are essential for driving economic success. Whether you're looking to enhance the skills of your current team or train new hires, we've got you covered!

WHY CHOOSE SCC?

CUSTOMIZED TRAINING
FLEXIBLE SCHEDULING
AFFORDABLE OPTIONS

Empower your employees with the skills they need to excel. Partner with us to create a custom training program that ensures your team is ready for success!

ELDT Theory Training – required training for new license holders

ELDT Theory Training is a required course for new commercial drivers, addition endorsement, and upgrading CDL license, covering important topics of vehicle safety, regulations, and operation. It's designed to help you pass the written exams if you have not been able to pass the written permit test for knowledge, combination, and air brakes that is required for the behind-the-wheel portion of the training.

TUITION ASSISTANCE MAY BE AVAILABLE

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

The online course is flexible, allowing you to complete online theory in 30 days at your own pace

The face-to-face course SCC offers hands-on learning and direct interaction with instructors, providing practical knowledge and a deeper understanding of the skills required to drive commercial vehicles safely. It's a great option for those who prefer face-to-face instruction and real-time feedback.

97122	\$495	W Claus	101048	\$495	W Claus
M-F, Jan 20 - 24	8 AM - 4:30 PM	SCC 607	M-F, Jun 16 - 20	8 AM - 4:30 PM	SCC 607
101046	\$495	W Claus	99999	\$495	W Claus
M-F, Mar 3 - 7	8 AM - 4:30 PM	SCC 607	M-F, Jul 14 - 18	8 AM - 4:30 PM	SCC 607
101047	\$495	W Claus	99999	\$495	W Claus
M-F, Apr 28 - May 2	8 AM - 4:30 PM	SCC 607	M-F, Sep 8 - 12	8 AM - 4:30 PM	SCC 607

CDL Class A Behind the Wheel

Class A allows you to operate most tractor-trailers and other vehicles weighing over 26,001 pounds or towing +10,000 pounds. It is a popular option among future drivers and can also be used to operate Class B or Class C equipment. Southeastern Community College offers Class A training programs for experienced and new drivers that can be completed in as few as four weeks. Behind the Wheel is offered on days and weekends. Students will be driving either full-size automatic and 10-speed manual transmission.



Students must have a commercial driver permit from their local DMV that includes three tests: General Knowledge, Combination & Air Brakes

TUITION ASSISTANCE MAY BE AVAILABLE

Daytime

101798	\$4595	W Claus
M-Th, Jan 27 - Feb 21	8 AM - 4:30 PM	SCC 607
101049	\$4595	W Claus
M-Th, Mar 24 - Apr 17	8 AM - 4:30 PM	SCC 607
101050	\$4595	W Claus
M-Th, May 12 - Jun 6	8 AM - 4:30 PM	SCC 607
101051	\$4595	W Claus
M-Th, Jun 30 - Jul 18	8 AM - 4:30 PM	SCC 607
99999	\$4595	W Claus
M-Th, Aug 11 - Sep 5	8 AM - 4:30 PM	SCC 607
99999	\$4595	W Claus
M-Th, Sep 29 - Oct 24	8 AM - 4:30 PM	SCC 607

Nights and Weekends

101799	\$4595	B Novinger
SSu, Jan 25 - Feb 23	8 AM - 4:30 PM	SCC WB 607
M, Jan 25 - Feb 23	5 - 9 PM	SCC WB 607
101054	\$4595	B Novinger
SSu, Mar 29 - Apr 28	8 AM - 4:30 PM	SCC WB 607
M, Mar 29 - Apr 28	5 - 9 PM	SCC WB 607
101055	\$4595	B Novinger
SSu, May 31 - Jun 30	8 AM - 4:30 PM	SCC WB 607
M, May 31 - Jun 30	5 - 9 PM	SCC WB 607
99999	\$4595	B Novinger
SSu, Aug 9 - Sep 8	8 AM - 4:30 PM	SCC WB 607
M, Aug 9 - Sep 8	5 - 9 PM	SCC WB 607
99999	\$4595	B Novinger
SSu, Oct 4 - Nov 2	8 AM - 4:30 PM	SCC WB 607
M, Oct 4 - Nov 2	5 - 9 PM	SCC WB 607

TRANSPORTATION

Class B CDL Behind the Wheel

Class B allows you to operate a single vehicle GVWR/GVV of 26,001 pounds or more.

Class B vehicles include smaller trucks such as buses, dump trucks, tow trucks, delivery trucks, and garbage trucks. You will develop skills in backing, turning, and safe driving on both rural and suburban roads and become proficient in vehicle inspections. Class B training program can be completed in little as 2 weeks.

Students must have a commercial driver permit from their local DMV that includes three test: General knowledge & Air Brakes.

Call 319-208-5375 for more information.

CDL Refresher Training

Did you let your CDL license expire and wish you didn't? Let SCC provide your refresher course which is designed for drivers who already had Class A or B CDL and want to get back into the trucking industry. The refresher is tailored to the areas you need to review the most including safe truck driving skills in backing, turning, shifting, and maneuvering a vehicle. In this course, you will have the opportunity to update and improve your driving skills, become proficient in vehicle inspections, receive personalized instruction, and learn current trucking industry information.

Call 319-208-5375 for more information.

Upgrading Training: Class B CDL to Class A

Are you ready to take your driving career to the next level? This specialized training program is tailored for individuals looking to upgrade their Class B Commercial Driver's License (CDL) to a Class A CDL.

Call 319-208-5375 for more information.



ENDORSEMENTS

Hazmat Endorsement (H)

Obtaining a Hazmat Driver Endorsement is essential for drivers transporting hazardous materials. It is required by law and failing to obtain the proper endorsement can result in penalties and legal action. Additionally, holding a Hazmat endorsement makes drivers more marketable to employers and can lead to higher salaries.

97144 \$235 W Claus
F, Feb 7 8 AM - 4:30 PM SCC WB 607

101059 \$235 W Claus
F, May 9 8 AM - 4 PM SCC WB 607

99999 \$235 W Claus
F, Aug 8 8 AM - 4 PM SCC WB 607

Passenger Endorsement (P)

This endorsement allows the driver to transport passengers in vehicles designed to carry 16 or more passengers, including the driver. For school bus driver, shuttle bus operator, transit driver, or any position requiring transportation of passengers. You may get a Passenger Endorsement with any of the following CDL license types A, B, or C. This program includes a theory portion and a behind-the-wheel portion.

Call 319-208-5375 for more information.

School Bus Endorsement (S)

This endorsement allows the driver to operate a school bus. Any driver who wishes to drive a school bus having a design capacity to transport 16 or more persons, including the driver, must have both a school bus endorsement as well as a passenger endorsement on their CDL.

Call 319-208-5375 for more information.

MOTORCYCLE



Motorcycle Safety BRC

Successful completion of this class will waive the driving test only with the DOT, a written test is still required. The course also fulfills the State of Iowa's mandatory motorcycle driving requirements for legal riders up to 18 years of age. It is open to any other rider, new or experienced, that is interested in learning safe riding techniques and/or desires to obtain a motorcycle endorsement on their state of Iowa driving license. Bring a helmet, gloves, face shield, goggles, or approved DOT eye protection. Wear long sleeves, long pants, and leather shoes or boots that cover the ankles. Motorcycles are provided. Participants will get a link to the MSF (Motorcycle Safety Foundation) e-course. The 5 hour online eP1 eCourse is to be completed by the start of the class and participants will need to provide proof of completion (printed certificate or copy of certificate on their phone) at the start of the class in order to participate. There is also a \$25 eCourse fee which is nonrefundable once you are registered.

101020 \$199 M Prickett
SSu, Apr 26 & 27 8 AM - 4:30 PM SCC WB 605

101021 \$199 M Prickett
SSu, May 10 & 11 8 AM - 4:30 PM SCC WB 605

101022 \$199 M Prickett
SSu, May 17 & 18 8 AM - 4:30 PM SCC WB 605

101024 \$199 M Prickett
SSu, Jun 7 & 8 8 AM - 4:30 PM SCC WB 605

99999 \$199 M Prickett
SSu, Jul 5 & 6 8 AM - 4:30 PM SCC WB 605

99999 \$199 M Prickett
SSu, Jul 19 & 20 8 AM - 4:30 PM SCC WB 605

99999 \$199 M Prickett
SSu, Aug 2 & 3 8 AM - 4:30 PM SCC WB 605

SCHOOL BUS CONTRACT TRAINING: EMPOWERING SCHOOL DISTRICTS

Skilled school bus drivers are essential for ensuring that our students arrive at school safely, on time, and ready to learn. That's why we're here to help! Whether you're looking to enhance the skills of your current drivers or train new employees, we offer flexible and competitively-priced custom training options. Let's work together to keep our students safe on the road!

LIFE & LEISURE

COOKIE DECORATING

NEW We Go Together Decorating Class

Fall in love with decorating cookies in this 90-minute Valentine's-themed class. Participants will learn the basics of decorating with royal icing, practice techniques and create Valentine's-themed cookies! All supplies and materials will be provided. Participants must be 8 years or older, unless accompanied by an adult. Take this class and learn to make beautiful sweets for your sweetie this Valentine's Day!

NEW 101114 \$45 J Lehman
W, Feb 5 6:30 - 8 PM SCC WB 333



NEW Luck O' the Irish Cookie Decorating

Get your green on and join us for this 90-minute St. Patrick's Day-themed class. Participants will learn the basics of decorating with royal icing, practice techniques and create St. Patrick's Day-themed cookies! All supplies and materials will be provided. Participants must be 8 years or older, unless accompanied by an adult. Take this class and you will discover that it takes more than just the luck o' the Irish to decorate sugar cookies!

NEW 101115 \$45 J Lehman
W, Mar 12 6:30 - 8 PM SCC WB 333



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.”*

NEW Hoppy Easter Cookie Decorating

Hop on over for this 90-minute Easter-themed class. Participants will learn the basics of decorating with royal icing, practice techniques and create Easter-themed cookies! All supplies and materials will be provided. Participants must be 8 years or older, unless accompanied by an adult. Take this class and make some cute cookies to share with some Bunny special!

NEW 101116 \$45 J Lehman
W, Apr 9 6:30 - 8 PM SCC WB 333



NEW Spring Into Cookie Decorating

Spring has sprung and it's time for a 90-minute Spring-themed class. Participants will learn the basics of decorating with royal icing, practice techniques and create Spring-themed cookies! All supplies and materials will be provided. Participants must be 8 years or older, unless accompanied by an adult. Take this class and spring forward with your cookies decorating skills!

NEW 101117 \$45 J Lehman
W, May 7 6:30 - 8 PM SCC WB 333



CULINARY

NEW Valentine's Day Special: Guys Cook for the Ladies

Celebrate Valentine's Day by treating your special someone to a gourmet dinner-cooked by you! In this class, the guys will learn to prepare a romantic, restaurant-quality meal to impress the ladies. From appetizers to decadent desserts, we'll guide you through each step, ensuring you create a meal that's as heartfelt as it is delicious. Surprise your loved one with a culinary masterpiece this Valentine's Day!

NEW 101172 \$59 B Carroll
S, Feb 8 4 - 7 PM SCC OSCE

NEW Kitchen Connection: Family Cooking Class & Nutrition Workshop

Make memories in the kitchen with this family cooking class. A perfect recipe for learning new skills & kids and adults each have a spot at the table to cook along side each other to create our menu. Taste and learn new things using fresh ingredients and made from scratch recipes! Please be sure to note any food allergens when registering. - Take home what you make. **This class is for 3rd grade or older child with an adult. Both must pay to register for the class.**

NEW 101162 \$49 D Harvey
W, Feb 19 5 - 8 PM Mediapolis school

NEW Game Day Dinner: Ladies Cook For the Guys

Kick off any ball season with a fun and delicious twist! In this class, the ladies take charge of the kitchen, whipping up hearty game-day favorites for the guys to enjoy while they watch the game. From mouth-watering wings to loaded nachos and more, you'll learn how to score big with crowd-pleasing recipes perfect for any game day gathering. Bring your appetite and game face!

NEW 101173 \$59 B Carroll
S, Mar 29 4 - 7 PM SCC OSCE


NEW Kitchen Connection: Caregiver & Me

Kids will have fun learning about ingredients while creating their own culinary masterpieces. Cost of registration includes child with an adult. The adult will be the child's "sous-chef" to help as needed. Please be sure to note any food allergens when registering. ~ Take home what you make. **This class is for kids age 3-8 with an adult.**

NEW 101163 \$35 D Harvey
S, Apr 26 10 AM-Noon Mediapolis school


NEW Teen Treats & Eats Party

Geared for 7th graders and up, this hands-on class lets teens create both sweet treats and savory dishes. From cupcakes and cookies to sliders and cheesy snacks, they'll learn basic cooking techniques while having a blast in a fun, party-style atmosphere. Perfect for young foodies ready to explore the kitchen and make delicious creations!

 101174 \$45 B Carroll
S, May 17 1 - 4 PM SCC OSCE

NEW Kitchen Connection: Adult Cooking

Cooking with friends or date night fun! Join us for a fun, hands-on cooking class-perfect for a night out with friends or a special date night! You'll prepare a full meal and dessert using fresh ingredients, then enjoy the fruits of your labor together. Whether you're a seasoned cook or a beginner, this is a great opportunity to connect, cook, and create lasting memories. Plus, you'll have the chance to meet new friends along the way! **18 and older.** Please note any food allergens when registering.

 101164 \$69 D Harvey
W, Jun 4 5 - 8 PM Mediapolis school

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

 www.ed2go.com/secc/


HEALTH & FITNESS


ATTN: Participants must complete waiver before using the Blackhawk Rec Center. Scan the QR code on next page.

Please bring a yoga mat if you have one. Drop-in's welcome - cash only, see drop in rate by class information. Must arrive with time to check-in & prepare for class.

NEW 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.

 101171 \$35 C Simmons
T, Jan 28 - Mar 4 4:45 - 5:45 PM
SCC WB Rec Center - 2nd floor by track

 101757 \$35 C Simmons
T, Mar 25 - Apr 29 4:45 - 5:45 PM
SCC WB Rec Center - 2nd floor by track
Drop in rate to any 1 session is \$8 per class.

NEW Pound 30-MINUTE Rockout

POUND - 30 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!

 101169 \$25 C Simmons
W, Jan 29 - Mar 5 12:15 - 12:45 PM
SCC WB Rec Center - 2nd floor by track

 101739 \$25 C Simmons
W, Mar 26 - Apr 30 12:15 - 12:45 PM
SCC WB Rec Center - 2nd floor by track
Drop in rate to any 1 session is \$5 per class.

TARA MCALISTER

Tara has a bachelor's and master's degree in Kinesiology and holds several certifications, including yoga. Tara has been practicing yoga for 13 years and teaching for 8 years. Health and fitness is a passion for Tara and she loves to teach people how wonderful yoga can be for your mental and physical health.




ATTN: Participants must complete waiver before using the Blackhawk Rec Center. Scan the QR code on next page.

Please bring a yoga mat if you have one. Participants should be able to comfortably get up and down from the floor with ease. Drop-in's welcome - cash only, see drop in rate by class information. Must arrive with time to check-in & prepare for class.


NEW 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!

 101167 \$40 T McAlister
Th, Jan 30 - Mar 6 5:15 - 6:15 PM
SCC WB Little Theater, Room 333
Drop in rate to any 1 session is \$8 per class.

NEW Evening Yoga: Strength and Flow

Take your practice to the next level with this 6-week vinyasa-style series that is designed to strengthen the body and balance the mind by linking the breath to movements that are sequenced in a challenging manner. Perfect for those who are ready to deepen their practice in a supportive, energizing environment.

 101168 \$40 T McAlister
Th, Mar 27 - May 1 5:15 - 6:15 PM
SCC WB Little Theater, Room 333
Drop in rate to any 1 session is \$8 per class.



BLACKHAWK REC CENTER

Scan the QR code and complete the waiver form before using the center.



Learn Pickleball

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

101165 \$29 R Rahmat
T, Apr 8 & 15 4:30 - 5:30 PM SCC WB 332

PHOTOGRAPHY

Spring Wildflower Photography

This wildflower photography workshop is intended to help move your existing photography skills from snapshots to works of art and will focus primarily on macro shots of early spring wildflowers. Topics include applying depth of field, shutter speed, background, lighting, and composition options for optimum results in the field.

Session 1 will be classroom-based theory. Sessions 2 and 3 will be field work. Session 4 will be classroom-based review of results and critique. Participants should have access to a DSLR camera with the ability to take close up photos from a distance of 18 inches or less. Participants should have moderate shooting and editing skills and the ability to walk short distances over rough terrain and photograph flowers less than 12 inches from the ground.

101065 \$79 D Weiss
W, Apr 9 & 23 6 - 8 PM SCC CBIZ 112
S, Apr 12 10 AM - Noon Starr's Cave
S, Apr 19 10 AM - Noon Geode Park

Discover Digital Photography

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

www.ed2go.com/secc/

NEW Secrets of Better Photography

Learn to take outstanding photos and get the best results whether you are using a DSLR, a point-and-shoot, or your phone camera. Each lesson contains exercises and assignment that will help you apply new techniques to your own camera and make a distinctive difference in your photos.

www.ed2go.com/secc/

LEISURE

Birdwatching Basics

Can you tell the difference between a Blue jay and a bluebird? The trees, fields, and waters of Southeastern Iowa are filled with over 300 different kinds of birds just waiting to be noticed. This class will cover the basic tips and techniques of bird identification, and consists of two classroom meetings with two field trips to Geode State Park and Starr's Cave. Class will be beneficial for those with beginning to intermediate birding skills.

101064 \$49 D Weiss
W, Apr 2 & 16 6 - 8 PM SCC CBIZ 112
S, Apr 5 8 - 10 AM Geode
S, Apr 12 8 - 10 AM Starr's Cave

Pulling and Backing - Boat

Are you pulling a boat RV or trailer and can't seem to back straight? This course is for you. In this 8 hour course you will get hands on experience with a professional instructor to learn the proper methods for pulling trailers-a boat, RV or utility trailer.

101747 \$99 W Claus
S, Apr 26 8 AM - 2:30 PM SCC WB 607
 101750 \$99 W Claus
S, Jun 7 8 AM - 2:30 PM SCC WB 607

NEW Discover Sign Language

Learn to master American Sign Language through immersive, silent instructional videos that emphasize proper sign 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 SAT/ACT Prep Course - Pt 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 standardize test-taking.

www.ed2go.com/secc/

AUTOBODY

Autobody Restoration I

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

99999 \$199 T Weaver
M, Jun 16 - Aug 4 5 - 9 PM SCC WB 424


Autobody Restoration II


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

99999 \$199 T Weaver
T, Jun 17 - Aug 5 5 - 9 PM SCC WB 424

NEW 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 to connect 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.

 101131 \$19 A Power
S, Feb 8 1:30 - 4 PM SCC CBIZ 111

 101132 \$19 A Power
T, Jun 17 6 - 8:30 PM SCC CBIZ 111


NEW 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!

 101770 \$39 K Herr
T, Feb 18 5 - 6:30 PM SCC CBIZ 112


NEW Print Your World: A Beginner's Guide 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!

 101773 \$95 K Herr
TTh, Mar 11 - 27 5 - 7 PM SCC WB 125
Class will not meet 3/18.


NEW HAM Radio: Your Passageway to the Airwaves

Unlock your curiosity of the world of Amateur HAM Radio in this engaging one-day introductory class! Dive into the basics of radio communication, learn what it will take to connect with enthusiasts worldwide, and discover the thrill of operating your own station. No experience needed—just bring your curiosity and a spirit of adventure!

 101777 \$39 R Hill
S, Mar 15 9 - 11 AM SCC CBIZ 112


NEW Beyond the Airwaves: HAM Radio Exploration

Ready to amplify your HAM radio adventure? Join this 5-week, twice-a-week class and dive deeper into the art of global communication! Start mastering your 1st FCC Technical License skills with hands-on operations, and insider tips and knowledge to unlock the full potential of your radio and earn your first amateur radio license. The airwaves are calling—are you ready to answer?

 101778 \$135 R Hill
TTh, Mar 25 - Apr 24 SCC CBIZ 103


NEW 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.

 101077 \$29 J Teitworth
Th, Mar 6 5:30 - 8:30 PM SCC CBIZ 110


NEW Express Yourself: Writing, Editing & Publishing 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 the chance of being read by an editor.

 101078 \$75 J Teitworth
S, Apr 5 - 12 1 - 5 PM SCC CBIZ 112

Welding Art 101


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

 101774 \$69 S Kershner
S, May 17 8 AM - 2 PM SCC WB 701

 101776 \$69 S Kershner
S, May 24 8 AM - 2 PM SCC WB 701

Welding Art 102


This open lab format will help you fine tune the basic MIG skills that were learned and get your creativity moving. You will be supplied with some materials. You are encouraged to bring your own found metal. Safety glasses, welding gloves, jackets and helmets will be provided, but you are encouraged to bring your own.


 101775 \$49 S Kershner
S, May 31 8 AM - Noon SCC WB 701

YOUTH

Super Sitter


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


 101009 \$59 J Ita
TW, May 6 & 7 5 - 8 PM SCC CBIZ 111

 101010 \$59 J Ita
T, Jun 3 8 AM - 3:30 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.

 101192 \$55 K Prickett
S, Apr 12 8 AM - 2:30 PM SCC WB 605

 101194 \$55 K Prickett
S, May 17 8 AM - 2:30 PM SCC WB 605



Explore your interests, build skills, and have fun along the way.

Advanced learning camps for teens
KT Pro AutoTech
 grades 8 - 11.

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.

101700 \$59 W Carpenter
 S, Apr 12 & 26 9 AM - Noon SCC WB 509

KT Pro Welding
Bootcamp

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

101699 \$59 C Kramer
 S, Mar 1 & 8 9 AM - Noon SCC WB 701

GENERAL INTEREST INSTRUCTORS NEEDED

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

Do you love photography, art (drawing, painting, ceramics) mixology, craft beer brewing, or know a thing or two about local history or finance?



Maybe you're into genealogy, crafting, or have a spooky passion for the paranormal?

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. Whether you're a seasoned pro or just passionate about what you love, we'll help you share it with others!

Join us at CBIZ – Let's make learning exciting together!

Details & application can be found at scciowa.edu

Check the Employment link.

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

LEARN MORE: (319) 208-5310

www.scciowa.edu/conted/aehsed

ADULT EDUCATION

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

Class locations:

SCC West Burlington, SCC Keokuk, SCC Mount Pleasant, and SCC Fort Madison

LITERACY

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

ENGLISH AS A SECOND LANGUAGE (ESL)

Get help with reading, writing, and speaking English.

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.



Scan this QR code to learn more!



IMPORTANT INFORMATION

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

Refund Policy

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

Inclement Weather

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

Payment Methods

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



Use the form below for Mail and Fax Registrations

REGISTRATION OPTIONS

ONLINE at www.cbziowa.com

- Click the register button
- Follow instructions at the top of the screen
- Enter birthdate, SSN, and course numbers
- Pay with Credit or eCheck
- Call CBIZ at (319) 208-5375
- Check email for registration confirmation

PHONE SCC at (319) 208-5375

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

MAIL the form below to SCC

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

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