

Options

Sep-Dec 2020

Continuing Education Course Catalog

NEW!

**ONLINE AND
HYBRID CLASS
OPTIONS**

LOOK FOR THE ICONS



Virtual Meetings for Real Work

Boost team communication and productivity with help from CBIZ.



Auto Dealers p2

Buddy to Boss p5

Intro to PC Troubleshooting p10

Electrical Re-Licensure p15



CBIZ
CENTER FOR
BUSINESS

SOUTHEASTERN
COMMUNITY
COLLEGE

**REGISTER TODAY:
(319) 208-5375**

www.cbiziowa.com



Enriching the business of life.



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Options Non-Credit Fall 2020 Catalog

Continuing Education Course Catalog offered through SCC

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Connect with CBIZ!

Join our weekly update list.

Email us to join: cbiz@scciova.edu

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NEED NEW SKILLS BUT MONEY IS TIGHT?

LOSE YOUR JOB?

STILL LAID OFF?

NEED A CHANGE?

**DON'T LET COST BE AN ISSUE.
YOU COULD LEARN FOR FREE!**

You might qualify for special funding for any of these programs.

Certificates include:

SHORT-TERM TRAINING	PAGE	DURATION IN WEEKS				NEXT START DATE
		UNDER 4	4 - 6	8	10 - 12	
Basic Industrial Maintenance Technology (Mechanical Endorsement)	13		X			Nov. 2
Business Applications Certificate	8				X	Oct. 20
Business Bookkeeping Certificate	2				X	Oct. 20
Certified Nurse Assistant (CNA)	11			X		Oct. 19
Commerical Truck Driving (CDL)	16	X	X	X		Call for dates
Hospitality Certificate	3			X		Oct. 13
PLC Core Skills Series	13	X				Sept. 21
Production Welding Certificate	15		X			Oct. 5
Supply Chain Operations Certificate	12				X	Oct. 23

COLLEGE CREDIT TRAINING PRORAMS	DURATION AND LEVELS OF CREDITIAL		
	CERTIFICATE / 6 MO	DIPLOMA / 1 YR	DEGREE / 2 YR
Accounting	X	X	X
Advanced Automation & Robotics Technology	X	X	X
Precision Machining			X
Agriculture Studies	X	X	X
Automotive Technology		X	X
Business Administration			X
Computer Aided Design Technology			X
Emergency Medical Services	X		X
Entrepreneurship	X	X	X
Industrial Maintenance Technology	X	X	X
Interactive and Social Media Marketing			X
Medical Assistant		X	
Medical Coding and Billing		X	
Network Administration and Cyber Security		X	X
Nursing		X	X
Respiratory Care			X
Welding Technology	X	X	X

Business Careers

Auto Dealership

Auto Dealers: Dealer 102, The 3 R's of Buy Here Operations - Rules, Regulations and Responsibilities

Updates of state and federal law, rules and regulations will be shared with dealers. The trainer will provide an overview of regulations, policies and procedures for compliant buy here pay here dealerships. New laws impacting Iowa auto dealers enacted during the most recent Iowa legislative session will be reviewed. The importance of using compliant forms in buy here pay here operations will be discussed with attendees. The course will be beneficial for existing buy here pay here dealers as well as those dealers who are giving consideration to establishing a buy here pay here dealership. An updated 5 hour dealer education manual and/or a USB flash drive will be provided to all attendees.

#76223 5 Hours, 1 Session **H** **\$179**
SCC CBIZ, 103 or ZOOM **Todd Thein**
Thursday, Oct 15 **Noon - 5 PM**

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

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

#76222 5 Hours, 1 Session **H** **\$179**
SCC CBIZ, 103 or ZOOM **Todd Thein**
Friday, Oct 16 **8 AM - 1 PM**

HYBRID CLASSES are also available via live video connection from your own computer. Call for details. Arrangements need to be made 10 days prior to start of class. (319) 208-5375

Business Management

QuickBooks Pro Desktop Level II

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

#76268 7 Hours, 1 Session **F** **\$159**
SCC CBIZ, 111 **Janine Clover**
Wednesday, Nov 4 **8 AM - 4 PM**

NEW Microsoft Project

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

#76236 8 Hours, 1 Session **F** **\$190**
SCC CBIZ, 110 **Tammy Dean**
Friday, Nov 6 **8 AM - 5 PM**

DreamBuilder

Dream Builder is an online business-training program for aspiring entrepreneurs.

- Learn the foundations of starting a business through engaging and interactive online courses
- Create a business plan with an innovative business plan generator
- Weekly classes with facilitator to guide participants through the program and meet entrepreneur guest speakers
- Create a support network with entrepreneurs and business owners in your area

CLASSES START: JANUARY 13

CLASSES END: MARCH 31

WEDNESDAY, 6 PM - 7:30 PM

LEE COUNTY CONSERVATION
2652 US 61, Montrose, IA 52639

For more info: contact Keokuk Area Chamber of Commerce at (319) 524-5055

Sponsored by Climax Molybdenum, a Freeport-McMoran Company, Keokuk Area Chamber of Commerce, Ft. Madison Partners, and America's SBDC Iowa.

10 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, Excel, and tax knowledge to enable you to perform bookkeeping accurately and efficiently. Final projects to be completed with certificate program.

GET A TUITION DISCOUNT WHEN REGISTERING FOR THE ENTIRE SERIES!

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

Tuition assistance may be available.

74 Hours, 14 Sessions **H** **\$1,371**
SCC CBIZ, 110 or ZOOM **Hillyer/Clover**
Tue & Thu, Oct 20 - Dec 16 **8 AM - 5 PM**

Certificate classes may be taken individually outside of the certificate program.

Accounting Basic Concepts

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

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

#76231 24 Hours, 3 Sessions **F** **\$349**
SCC CBIZ, 110 **Lynnae Hillyer**
Wednesdays, Oct 28 - Nov 11 **8 AM - 5 PM**

Understand 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.

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

#76252 3 Hours, 1 Session **F** **\$59**
SCC CBIZ, 111 **Janine Clover**
Monday, Nov 16 **8 - 11 AM**



STAY SAFE!

FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

Payroll Accounting

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

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

#76226 16 Hours, 2 Sessions F \$325
SCC CBIZ, 110 Lynnae Hillyer
Wednesdays, Nov 18 & 25 8 AM - 5 PM

QuickBooks Online® - Software Comprehensive

If you subscribe to QuickBooks Online®, this hands-on training seminar is for you! Learn how to set up a company, customer and vendor files, and a chart of accounts. Learn how to manage money coming in and money going out, including sales, invoicing, paying bills, and tracking expenses. You'll learn how to reconcile accounts, use inventory and payroll, and use reports to understand your business, including profitability and sales trends. Bring your questions. Book, materials, and light lunch included. Basic computer knowledge is required.

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

#76224 7 Hours, 1 Session F \$259
SCC CBIZ, 110 Janine Clover
Wednesday, Dec 16 8 AM - 4 PM

A to Z Grant Writing

You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

www.ed2go.com/secc/online-courses \$115

🌐 Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand.

www.yougotclass.org/index.cfm/southeastern \$495

🌐 ▶NEW Certificate in Sales

Social media and digital technologies, when understood and leveraged effectively, can enable you to find new clients and motivate these clients to take action in more efficient and strategic ways. Whether you are a beginner new to the sales process or a seasoned professional who loves selling, understanding the basic steps of sales and freeing your mind of negativity is the foundation to your business success. Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success.

www.yougotclass.org/index.cfm/southeastern \$495

🌐 ▶NEW Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

www.yougotclass.org/index.cfm/southeastern \$195

🌐 Event Planner Career Prep

In this course we will study the principles and practices of event planning. Topics to be covered are Planning, budgeting, organization, timing, location, transportation, venue, and much more.

https://secc.theknowledgebase.org/ \$1,545

🌐 Landscaping Design and Business Career Prep

In this course, we will explore the art and business of landscaping, from an understanding of plants and foliage to principles of design, to technology, to business and management considerations. Upon completing the course, one will be fully prepared to create landscaped masterpieces for clients of all shapes, sizes, and levels of complexity.

https://secc.theknowledgebase.org/ \$1,299

▶NEW Hospitality Training

The Hospitality Certification Training Program is a seven week program designed to give participants the knowledge needed to be successful in a hospitality setting. This course includes 70 hours of classroom training and the opportunity to gain five industry recognized credentials in hospitality guest service; restaurant server, breakfast attendant, maintenance technician, front desk representative, and guest room attendant. Curriculum covers the basic functions of providing good customer service as well as learning the information needed to gain the credentials in the areas described above. Each of the modules covered includes an exam that will be given to any student wishing to attain nationally recognized American Hotel and Lodging Educational Institute Certifications. Topics also include: Work Readiness, Career Navigation, Unspoken Rules of the Workplace, Interpersonal Skill Development, Conflict Management, Giving Feedback and Taking Criticism.

#76466 70 Hours, 23 Sessions F \$1886
SCC WB, 605
Tue, Wed, & Thu, Oct 13 - Dec 3 9 AM - 12:20 PM
No class the week of Nov. 23

Human Resources

▶NEW SQUIRREL! Managing Priorities and Projects When Everyone Needs You!

With less time and more work, we need to sharpen the tools we have to get results. This session will look at the core issue of priority management and explore best practices for busy HR professionals to make an even bigger impact. Our focus will be on project management techniques that can transform the way we get things done in HR when everyone needs something. Refresh your approach and advance your skills to the next level.

#76253 4 Hours, 1 Session **W** \$279
ZOOM Celina Peerman
 Thursday, Oct 15 8 AM - Noon

▶NEW The Stories We Tell @ Work – Understanding Team Dynamics and HR

Pulling from the best research on the HR discipline, business, and group behavior, this session will focus on three areas. First, learn new ways to build even better business cases to your senior team. Second, let's shift the stories of HR and recognize how the role of HR is changing, and lastly, we'll look at the changing world of collaboration to apply the latest shifts in the workplace. The future of HR is quickly evolving and we will examine what HR will need to adjust to bring out the best in our teams.

#76257 4 Hours, 1 Session **W** \$279
ZOOM Celina Peerman
 Thursday, Dec 10 8 AM - Noon

Professional Development

▶NEW Early Childhood Education

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

Tuition assistance may be available.
 Coming in the Spring! Watch for details.

Athletic Coaching

Coaching Authorization Certificate

This course is designed to enable you to meet the state requirements for coaching, ethics, care and prevention of athletic injuries, anatomy, and growth and development. Upon completion, students qualify to make application to the IA Board of Education Examiners for Coaching Authorization.

This class also includes the NEW mandatory CPR training.

This course meets the coursework and CPR requirement for the state's coaching authorization application. Students must purchase these books: Successful Coaching, - 4th Edition and Sport First Aid - 5th Edition.

#76281 55 Hours  \$529
 Online Kaufman
 Oct 5 - Dec 11

Taping Clinic, SCC WB 351 **F** Sheena Abbott
 Sat, Oct 24 8 AM - Noon

CPR/AED, SCC WB 351 **F** Hilary Beard
 Sat, Oct 24 12:30 - 5:30 pm



Cosmetology Re-Licensure

Cosmetology Morning Session: Fall Color

With the change of color of the falling leaves.... Change brings on opportunity, opportunity to look at ourselves in a new way. We will teach you the newest techniques in color and cuts on makeover participants directly from the audience. You will see how new techniques can apply to your everyday client. We all love to see the before and after, we can all make a difference! Don't miss out and you may be eligible for the makeover! **If you would like to be in the running for a makeover be sure to indicate that when registering for this class!**

#76254 4 Hours, 1 Session **F** \$89
 Capitol Theater Stacy Besch
 Sunday, Oct 11 8 AM - Noon

Cosmetology Afternoon Session: Iowa Law and Sanitation (2 Hours)

Have fun learning new rules and laws as you participate in modern game shows! These 2-hours of fun and entertainment will make your required hours go fast while still being educational!

#76320 2 Hours, 1 Session **F** \$45
 Capitol Theater Stacy Besch
 Sunday, Oct 11 12:30 - 2:30 PM

Cosmetology All Day:

Stay all day and save! Lunch provided.

#76255 6 Hours, 1 Session **F** \$119
 Capitol Theater Stacy Besch
 Sunday, Oct 11 8 AM - 2:30 PM



AMERICA'S
SBDC
IOWA

Thrive
Grow
Start

**Get confidential,
no-fee business
consulting.**

Contact Janine Clover at
319-208-5381 or
jclover@sccioiwa.edu

www.iowasbdc.org

Leadership

How Millennials and Gen Z Affect the Culture of Work

No matter what generation you are part of, come increase your perspective about how age influences our motivation, communication and work practices. We will focus on key actions we can take to attract, coach, engage and retain employees across the generations. We will engage in discussion and activities to help understand Millennial's and Gen Z's unique perspective and what actions leaders can take to build even stronger teams.

#76274 6 Hours, 1 Session F \$459
SCC CBIZ, 204 Celina Peerman
Thursday, Sep 10 8:30 AM - 3:30 PM

NEW Virtual Meetings and Virtual Work: Getting more Productivity & Effectiveness from both.

In this new program reflecting our current times with the coronavirus outbreak, Randy Dean, MBA, The E-mail Sanity Expert, will take his 16+ years of "working from a home office" and leading multiple client meetings and webinars virtually, and provide you with tips that can greatly help increase your productivity and effectiveness with both. We'll discuss critical set-up, equipment, software, tools, and apps that will make your work from home experience more productive and less distracting. We will also discuss critical tips for running and/or attending online virtual meetings so they can be more useful and effective. All in a quick 90 minute webinar program!

#76258 1.5 Hours, 1 Session W \$79
ZOOM Randy Dean
Tuesday, Oct 27 9 - 10:30 AM

Delegation for Leaders

The strongest leaders empower others to be involved with the work of their organization. Too many leaders believe they have to shoulder the weight of the priorities alone. This is not so. A key skill includes delegating work tasks, priorities and projects to team members at every developmental level. In this session, bring your real life experiences and uncover solutions on proper ways to delegate to people at each development level, novice to expert, and how to build bench strength as a result of proper empowerment and delegation.

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

#76291 3 Hours, 1 Session F \$159
SCC CBIZ, 103 Heather Woody
Wednesday, Oct 21 9 AM - Noon

Effective Management CERTIFICATE PROGRAM

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

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

Certificate classes may be taken individually outside of the certificate.

Leading Change in the Workplace

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

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

#76285 6 Hours, 1 Session F \$459
SCC CBIZ, 103 Tom Westbrook
Thursday, Nov 12 8 AM - 3 PM

Emotional Intelligence

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

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

#76232 3 Hours, 1 Session F \$159
SCC CBIZ, 103 Heather Woody
Thursday, Dec 17 9 AM - Noon

Problem Solving for Teams

Explore strategies and skills to define the problem, foster creative solutions, identify participant qualifications for a given problem and select problem-solving techniques.

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

#76248 4 Hours, 1 Session F \$94
SCC CBIZ, 103 Sue Prochazka
Friday, Jan 22 8 AM - Noon

Buddy to Boss

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

#76293 3 Hours, 1 Session F \$159
SCC CBIZ, 103 Heather Woody
Monday, Nov 2 9 AM - Noon

Supervision Survival Skills

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

#76234 6 Hours, 2 Sessions F \$197
SCC Ft. Madison, 108 Terry Durbin
Wednesday, Oct 14 & 21 8:30 - 11:30 AM



STAY SAFE!

FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

Supervision Training Online

Customize your Supervision training at your own pace. Customize your training by taking part of or all of the modules with an emphasis in Health Care, Office, or Industry. Essential Skills of Communication and Essential Skills of Leadership must be completed prior to taking other topics. The other sessions include: Coaching Job Skills, Improving Work Habits, Developing Performance Goals, Providing Performance Feedback, Communicating Up, Delegating, Effective Discipline, Resolving Conflicts, Managing Complaints, and Supporting Change. Receive a Supervision Certificate after all 12 sessions are completed. Sessions are priced individually.

3 Hours per Session \$79
To register call CBIZ, (319) 208-5375.

Social Media

Basics of Social Media for Business

Learn to use Social Media for FREE marketing. Understand the different platforms such as Facebook, Twitter, Pinterest, eBay, YouTube, and many more. Understand the top five things that make social media different than traditional marketing. Work through the top five difficult questions when using social media marketing. This class is available via live video connection from your own computer. Please call for details. Arrangements need to be made 10 days prior to start of class.

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

#76262 6 Hours, 2 Sessions W \$89
ZOOM S. Helmick
Mon & Tue, Oct 19 & 20 5:30 - 8:30 PM

Blogging for Business

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

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

#76287 4 Hours, 1 Session W \$59
ZOOM S. Helmick
Thursday, Oct 29 5 - 9 PM

Facebook Advertising: Big Ideas for Small Business

Facebook is one of the biggest advertising platforms in the world. Advertisers of all shapes and sizes are finding ways to leverage the social media giant's 2.6 billion users. You know you don't need to reach everyone on Facebook, but engaging even a teeny-tiny fraction of users who live in your corner of the world could do a lot for your business. Learn how to use Facebook's advertising tools to reach, engage, and motivate your customers. Also learn tips on what to say, how to say it, and when.

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

#76322 6 Hours \$89
Nov 9 - 20 J. Ebbing

Achieving Top Search Engine Positions

The vast majority of Web traffic comes from search engines. That means the most important thing you can do to increase your website's traffic is to improve its search engine ranking. To do that, you have to understand both the art and science of search engine optimization (SEO).

In this course, you'll gain the knowledge you need to boost your website's visibility. By the end of the course, you'll have mastered proven, step-by-step SEO strategies that you can implement right away.

www.ed2go.com/secc/online-courses \$115

Blogging and Podcasting for Beginners

Discover how to create and develop blogs and podcasts through free web tools. You will be introduced to free blogging software, tips on recording and editing audio and visual for podcasts, and publishing online.

www.ed2go.com/secc/online-courses \$100

Creating WordPress Websites

Learn how to create attractive, sophisticated blogs and websites—without any coding! WordPress is the world's most popular website publisher, powering more than 25% of all sites on the Internet. Find out how to use WordPress to create pages and posts, add images and videos, change a site's look and feel, and include user-friendly features.

www.ed2go.com/secc/online-courses \$115

Social Media CERTIFICATE PROGRAM

This certificate will take you through a series of classes that will not only take your business to the next level, but help you build skills to navigate social media to gain a competitive edge. You will understand the functions of the different platforms and how to use them together. Learn new skills to achieve recognition for your business and to generate free leads.

This special price covers the cost for classes between Oct 2020 - Jan 2021 and does not include any additional make-up classes or projects.

Look for ★ to locate Social Media Certificate classes in this catalog.

Oct 20 - Jan 26 W \$469

Classes are offered via **ZOOM** or online classroom.

Certificate classes may be taken individually outside of the certificate.

Instagram for Business

Learn how to create a professional Instagram profile for your business designed to effectively appeal to your target community of customers. Apply powerful Instagram promotional marketing strategies to gain followers, invite comments and likes for your business account, and encourage customers to access your products and services. This class is available via live video connection from your own computer. Arrangements need to be made 10 days prior to start of class. Please call for details.

#76298 2 Hours, 1 Session W \$39
ZOOM Samantha Helmick
Thursday, Nov 12 5:30 - 7:30 PM

Tagging for Business Optimization

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

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

#76290 4 Hours, 1 Session W \$59
ZOOM S. Helmick
Wednesday, Dec 2 5 - 9 PM

Email Marketing in a Candy Crush World

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

Certificate Program ★ This course is approved for the Social Media Certificate.
#76292 4 Hours, 2 Sessions W \$59
ZOOM
Tuesdays, Dec 8, 15 4:30 - 6:30 PM J. Ebbing

Visual Media In Social Media Marketing

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

Certificate Program ★ This course is approved for the Social Media Certificate.
#76265 6 Hours, Sessions \$89
Jan 4 - 15 S. Helmick

Pimp My Profile: LinkedIn for Professionals

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

Certificate Program ★ This course is approved for the Social Media Certificate.
#76295 2 Hours, 1 Session W \$39
ZOOM
Tuesday, Jan 19 4:30 - 6:30 PM J. Ebbing

Social Media Certificate Final Project

Attending all Social Media Certificate classes is strongly recommended before taking the final project and will no be considered complete until all parts of the Final Project Guideline are met. The Final Project consists of two parts: first, meeting the attendance requirement for the Social Media certificate classes: Basics of Social Media for Business, Blogging for Business, Facebook Advertising: Big Ideas for Small Business, Pimp my Profile: LinkedIn for Professionals, Twitter Tagging for Business Optimization, and Visual Media in Social Media Marketing, and second, presentation of the final Social Media Marketing Plan which meets the provided guidelines.

Certificate Program ★ This course is approved for the Social Media Certificate.
#76278 2 Hours, 1 Session W \$39
ZOOM
Jan 26 4:30 - 6:30 PM Staff

Audio Visual

▶NEW Basic Sound System Understanding

Love music and want to understand and help at local venues? This is a great introductory class that will go through understanding sound and to basic sound board operation. In this course you will understand basic sound system components, signal flow, feedback control, and gain structure. If you work at a local club, DJ service, church, or even dance studio this course will help with your sound production.

#76426 6 Hours, 2 Sessions F \$69
Capital Theater Noel Brown
Tuesday, Nov 10 & 17 5:30 - 8:30 PM

▶NEW Basic Audio Visual Gear

Discover the possibility of working back stage with sound and lights for clubs, performance venues and so much more. This exploratory course will cover the basic understanding of electrical hookups, filtering sound source, signal path, gain structure, basic wiring, simple soldering, video connections and so much more. Gain hands-on experience working with equipment and learning from experts in the field.

#76425 9 Hours, 3 Sessions F \$129
Burlington Memorial Auditorium O'Neil/Houston
Wednesdays, Jan 13 - 27 5:30 - 8:30 PM



SHARE YOUR EXPERTISE

We're specifically looking for instructors to teach:

- Human Resource classes
- Industrial Tech/Coding
- APICS/Lean/Welding
- Transportation - CDL/Motorcycle
- General Interest classes: such as,
 - Beauty • Crafting
 - Holiday themed • History

Basic short-term classes

Interested?
 Call (319) 208-5375 or email resume to cbiz@scciowa.edu

5 WAYS TO CONVINCING YOUR BOSS TO SEND YOU TO CLASS.

ASK

A request may be all it takes.

SHOW

Give the catalog to your boss.

LEARN

New skills = better employee.

LOCAL

Training close to home.

SAVE

Good training at competitive prices.

Computer Technology

Office Productivity

NEW 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 previous computer experience necessary.

#76206 8 Hours, 2 Sessions F \$139
SCC CBIZ, 110 Sarah Johnson
Tue & Thu, Oct 13 & 15 8 AM - Noon

NEW Microsoft OneNote, OneDrive, and Office Lens

Many Microsoft Office users have used Outlook for years for enhanced productivity and communications, but with the rise of Microsoft 365, they now have a whole new suite of tools than can expand productivity, organization, collaboration, and coordination. Three of the easiest tools to use are OneDrive (and the related OneDriveLive.com), OneNote, and the new Office Lens app for scanning and PDF creation. In this new program by Randy Dean, MBA, The E-mail Sanity Expert®, he shows you how these natural extensions to your Microsoft Outlook tools can enhance your real-time productivity, increase the productivity of your related smart-phone/tablet devices, and move beyond individual productivity to deeper team productivity and collaboration.

#76212 1.25 Hours, 1 Session W \$79
ZOOM Randy Dean
Tuesday, Dec 1 9 - 10:15 AM

HYBRID CLASSES are also available via live video connection from your own computer. Call for details. Arrangements need to be made 10 days prior to start of class.



STAY SAFE!

FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

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 presentations. Experience with Windows is recommended. New users of previous PowerPoint versions will also benefit.

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

#76208 8 Hours, 2 Sessions H \$139
SCC CBIZ, 110 or ZOOM Sarah Johnson
Tue & Thu, Nov 17 & 19 8 AM - Noon

Word Basics

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

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

#76202 8 Hours, 2 Sessions H \$139
SCC CBIZ, 110 or ZOOM Dawna Cunningham
Tue & Thu, Oct 20 & 22 8 AM - Noon

#76203 8 Hours, 4 Sessions F \$139
SCC Ft. Madison, 106 Jill Ita
Tue & Thu, Nov 10 - 19 6 - 8 PM

Word Intermediate

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

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

#76204 8 Hours, 2 Sessions H \$139
SCC CBIZ, 110 or ZOOM Sarah Johnson
Tue & Thu, Oct 27 & 29 8 AM - Noon

10 Business Applications CERTIFICATE PROGRAM

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

GET A TUITION DISCOUNT WHEN REGISTERING FOR THE ENTIRE SERIES!

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

Tuition assistance may be available.

88 Hours, 22 Sessions H \$1,465
SCC CBIZ, 110 or ZOOM -
Tue & Thu, Oct 20 - Jan 1 8 AM - Noon

Certificate classes may be taken individually outside of the certificate program.

Word Advanced

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

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

#76205 8 Hours, 2 Sessions H \$139
SCC CBIZ, 110 or ZOOM Dawna Cunningham
Tue & Thu, Nov 3 & 5 8 AM - Noon

Outlook Basics

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

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

#76207 8 Hours, 2 Sessions H \$139
SCC CBIZ, 110 or ZOOM Don Weiss
Tue & Thu, Nov 10 & 12 8 AM - Noon



If you're training for any of these programs you may qualify for financial assistance!

CNA (Certified Nursing Assistant)
 CDL Truck Driving
 Basic Industrial Maintenance
 Technology Certificate
 Shielded Metal Arc (Stick) Welding
 Certified Production Technician
 Business Application Certificate

Business Bookkeeping Certificate
 Health Care Registration Specialist
 Phlebotomy
 Production Welding Certificate

SEE IF YOU QUALIFY!
(319) 208-5263

Excel Basics

Work with numbers? Then you need to learn Excel. In this class, you will use Excel 2016 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. New users of previous Excel versions will also benefit.

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

#76427 8 Hours, 2 Sessions **F** \$139
 SCC CBIZ, 110 Lynnae Hillyer
 Mon & Wed, Oct 19 & 21 8 AM - Noon

#76196 8 Hours, 4 Sessions **F** \$139
 SCC Ft. Madison, 106 Jill Ita
 Tue & Thu, Oct 20 - 29 6 - 8 PM

#76197 8 Hours, 1 Session **F** \$139
 SCC Mt. Pleasant, 203 Sarah Johnson
 Friday, Nov 13 8 AM - 4:30 PM

#73939 8 Hours, 2 Sessions **H** \$139
 SCC CBIZ, 110 or **ZOOM** Lynnae Hillyer
 Tue & Thu, Dec 1 & 3 8 AM - Noon

Excel Intermediate

Continue with your Excel proficiencies by learning the benefits of the more advanced features of Excel 2016. Topics covered include using multiple worksheets and workbooks, customizing Excel, working with functions, list and data analyzing, and management. You will also be working on visualizing data with charts and using PivotTables and PivotCharts. Pre-requisite: Excel Basics or equivalent knowledge.

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

#76198 8 Hours, 4 Sessions **F** \$139
 SCC Ft. Madison, 106 Jill Ita
 Tue & Thu, Dec 1 - 10 6 - 8 PM

#73948 8 Hours, 2 Sessions **H** \$139
 SCC CBIZ, 110 or **ZOOM** Dawna Cunningham
 Tue & Thu, Dec 8 & 10 8 AM - Noon

#76199 8 Hours, 1 Session **F** \$139
 SCC Mt. Pleasant, 203 Dawna Cunningham
 Friday, Jan 8 8 AM - 4:30 PM

Excel Advanced

In Excel 2016 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.

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

#76200 8 Hours, 2 Sessions **H** \$139
 SCC CBIZ, 110 or **ZOOM** Sarah Johnson
 Tue & Thu, Dec 15 & 17 8 AM - Noon

Custom on-site training available.

On-site training is an

EFFICIENT & COST-EFFECTIVE

way to bring key concepts to your team at one time.

Learn more, call today **319-208-5375**

Access Basics

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

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

#76209 8 Hours, 2 Sessions **H** **\$139**
SCC CBIZ, 110 or ZOOM **Don Weiss**
Tue & Thu, Jan 5 & 7 **8 AM - Noon**

Access Intermediate

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

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

#76210 8 Hours, 2 Sessions **H** **\$139**
SCC CBIZ, 110 or ZOOM **Don Weiss**
Tue & Thu, Jan 12 & 14 **8 AM - Noon**

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. Pre-requisite: Access Intermediate or equivalent knowledge.

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

#76211 8 Hours, 2 Sessions **H** **\$139**
SCC CBIZ, 110 or ZOOM **Don Weiss**
Tue & Thu, Jan 19 - 21 **8 AM - Noon**

Introduction to SQL

In this course, you'll learn about the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. Discover how to use SQL to filter retrieved data and sort and retrieve data from tables. Learn how to use SQL to create and maintain tables as well as how to create and use views to simplify complex queries, summarize data, and manipulate data stored in tables.

www.ed2go.com/secc/online-courses \$115

NEW Introduction to PC Troubleshooting

Don't spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. Intro to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them.

www.ed2go.com/secc/online-courses \$115

CompTIA Network + Certification Prep

This course will teach you everything you need to take and pass the CompTIA Network+ certification exam (N10-007). You will learn about the OSI seven-layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, internet connections, cloud computing, network security, network troubleshooting, and more.

www.ed2go.com/secc/online-courses \$115

Health Care

Professional Health Care

Basic Life Support for HCP

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

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

#76125 4 Hours, 1 Session **F** \$69
 SCC WB, HP118 Gail Weeks
 Monday, Sep 14 5 - 9 PM

#76126 4 Hours, 1 Session **F** \$69
 SCC WB, HP118 Gail Weeks
 Monday, Oct 12 5 - 9 PM

#76127 4 Hours, 1 Session **F** \$69
 SCC WB, HP118 Gail Weeks
 Monday, Nov 9 5 - 9 PM

#76128 4 Hours, 1 Session **F** \$69
 SCC CBIZ, HP118 Gail Weeks
 Monday, Dec 14 5 - 9 PM

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, if CAN, must be eligible on the DCW Registry if employed in a certified nursing facility. All other applicants must provide recommendation from their administrator at the facility where they are employed. Text is available in SCC bookstore and is not included in cost of tuition.

The CORE Training Certificate MUST be completed prior to the first day of class. It can be accessed at <https://directcare.training-source.org/>.

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

#76130 56 Hours, 14 Sessions **F** \$500
 SCC WB, HP118 Wanda Carden
 Mon & Wed, Oct 19 - Dec 7 9 AM - 1:30 PM

Medication Manager

This 15-hour class is designed to certify persons to administer medications or supervise the client who self-administers non-parenteral medications in 15-bed or fewer residential care facilities, supervised apartment living, and community-supported living arrangements. The course content, approved by the Iowa Department of Inspections & Appeals, covers rules/regulations for all three types of facilities. Required: Drug reference text less than 4 years old. Suggested texts are Davis Drug Guide for Nurses or Nursing 2019 Drug Reference.

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

#76134 15 Hours, 5 Sessions **F** \$125
 SCC WB, HP118 Cheryl Sime
 Mon & Wed, Oct 5 - 19 4 - 7 PM

#76135 15 Hours, 3 Sessions **F** \$125
 SCC WB, HP118 Darla Boeding
 Friday, Nov 6 - 20 8 AM - 1:30 PM

Nurse Aide Review

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

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

#76137 8 Hours, 1 Session **F** \$99
 SCC WB, HP119 Darla Boeding
 Friday, Sep 25 8 AM - 4:30 PM

#76138 8 Hours, 1 Session **F** \$99
 SCC WB, HP119 Darla Boeding
 Friday, Oct 23 8 AM - 4:30 PM

#76144 8 Hours, 1 Session **F** \$99
 SCC WB, HP119 Darla Boeding
 Friday, Dec 4 8 AM - 4:30 PM



STAY SAFE!

FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

HYBRID CLASSES are also available via live video connection from your own computer. Call for details. Arrangements need to be made 10 days prior to start of class. (319) 208-5375

8 Nurse Aide

This course is comprised of the state approved curriculum and laboratory module with the skills component. The class includes 32 hours of clinical training in a long term facility, 20 lab hours, and 36 hours of lecture. Students must attend a minimum of 30 clinical hours and 15 lab hours in order to pass the class. The course also includes a module on confidentiality, professionalism, and communications. Clinical schedule will be arranged by the instructor and dates given to the students on the first day of class and may include weekend hours.

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

#73488 88 Hours **F** \$908
 SCC Keokuk
 Mon & Wed, Oct 26 - Dec 14 4:30 - 9 PM

#73486 88 Hours **F** \$908
 SCC WB Sime/Carden
 Tue & Thu, Oct 27 - Dec 15 4 - 8:30 PM

#73718 88 Hours **H** \$908
 SCC WB Darla Boeding
 Tuesdays, Oct 19 - Nov 30 8 AM - Noon

**YOU ARE ESSENTIAL
 CERTIFIED NURSE
 AIDE (C.N.A.)**

> Tuition assistance available

Call (319) 208-5263



Industrial Technology

APICS

Expand your Career Opportunities and improve your company's profitability. APICS is the premier professional association for supply chain management. CBIZ partners with APICS to build your leadership, recognition and knowledge as you complete the Certified in Production and Inventory Management Program (CPIM) or Certified Supply Chain Professional (CSCP).

CBIZ offers expert guidance and peer discussion from instructor led courses that will help you prepare for certification.

Must be registered ten days prior to the start of class.

Kick off your career path and earn your CPIM.

Career options include:

- Supply chain manager
- Buyers or planners
- Materials manager
- Production planner
- Consultant
- Business analyst

APICS CPIM Part 1: Basics of Supply Chain Management

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

This class will be available via live video connection only. Please call for details.

Registration for this class will need to be made 10 days prior to the start of class.

#76215 21 Hours, 6 Sessions **W** **\$1,259**
ZOOM **Tammy Dean**
Friday, Oct 23 - Dec 11 **8 - 11:30 AM**

Class does not meet 11/6 & 11/27

Certificate Program ★ This class is part of the Supply Chain Operations certificate

10 **NEW** Supply Chain Operations Certificate

The Supply Chain Operations Certificate covers basic concepts in managing the complete flow of all products and information, from raw materials to shipping finished products. Students will explore processes used to develop sales and operations plans and identify and assess internal and external demand and forecasting requirements. Students will also identify the processes for improving standards, examine key formulas, tables and worksheets to create standard work all as an element of continuous improvement. Participants upon completion will be able to test with the American Production and Inventory Control Society (APICS) for CPIM part 1 certification.

Look for ★ to locate Supply Chain Operations Certificate classes in this catalog.

Tuition assistance may be available.

Available via live video connection only.

Registration for this class will need to be made 10 days prior to the start of class.

37 Hours, 10 Sessions **W** **\$1,849**
ZOOM **Dean/Durbin**
Fridays, Oct 23 - Feb 26 **8 AM - Noon**

Certificate classes may be taken individually outside of the certificate.

Value Stream Mapping

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

Certificate Program ★ This class is part of the Supply Chain Operations certificate

#76331 8 Hours, 2 Sessions **W** **\$295**
ZOOM **Terry Durbin**
Fridays, Jan 8 & 22 **8 AM - Noon**

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, identify the processes for improving 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. Class is part of Level 1 of the Lean Practitioner Certificate.

Certificate Program ★ This class is part of the Supply Chain Operations certificate

#76428 8 Hours, 2 Sessions **W** **\$295**
ZOOM **Terry Durbin**
Fridays, Feb 12 & 26 **8 AM - Noon**

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.

SAVE THE DATE!

Lean Level 3 starting in January!

UPCOMING CLASSES INCLUDE:

- Cellular Flow
- Pull/Kanban
- Setup Reduction
- Total Productive Maintenance
- Performance Measurement

Manufacturing

>4 PLC Core Skills Series

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

GET A TUITION DISCOUNT WHEN REGISTERING FOR THE ENTIRE SERIES!

35 Hours, 5 Sessions **F** **\$1,495**
SCC CBIZ, 103 **Martin/Nye**
Mon - Fri, Sep 21 - 25 **8 AM - 3:30 PM**

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, 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.

This course is approved for the PLC Core Series Certificate.

#74888 7 Hours, 1 Session **F** **\$350**
SCC CBIZ, 103 **Michael Nye**
Monday, Sep 21 **8 AM - 3:30 PM**

PLC Intermediate

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

This course is approved for the PLC Core Series Certificate.

#74889 14 Hours, 2 Sessions **F** **\$695**
SCC CBIZ, 103 **Michael Nye**
Tue & Wed, Sep 22 & 23 **8 AM - 3:30 PM**

PLC Advanced Application Topics

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

This course is approved for the PLC Core Series Certificate.

#74890 14 Hours, 2 Sessions **F** **\$695**
SCC CBIZ, 103 **Joseph Martin**
Thu & Fri, Sep 24 & 25 **8 AM - 3:30 PM**

Project Management Professional (PMP) Prep Series

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master 'A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th edition'--the essential resource for the PMP® certification exam. This will consist of two online courses PMP Certification Prep 1, which focuses on relationships between inputs, tools and techniques, and outputs. The second course will be PMP Certification Prep 2 which will continue to build upon Prep 1 and focus on understanding such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis.

www.ed2go.com/secc/online-courses **\$183**

Shop Math and Measuring

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76263 6 Hours, 1 Session **F** **\$179**
SCC Keokuk, IT 114 **Michael Nye**
Monday, Nov 2 **8 AM - 3 PM**

4 NEW Basic Industrial Maintenance Technology CERTIFICATE PROGRAM

MECHANICAL ENDORSEMENT TRACK

The **Mechanical Endorsement 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 drives. 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.

Classes meet every other week for three weeks.

Tuition assistance may be available.

Classes begin November 2, 2020.

Look for ★ to locate the Basic Industrial Maintenance Technology Certificate classes in this catalog.

Introduction to Blueprints & Mechanical Drawings

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76283 9 Hours, 2 Sessions **F** **\$279**
SCC Keokuk, IT 114 **Michael Nye**
Tue & Wed, Nov 3 & 4 **8 AM - 3 PM**
Wed. Nov 4 meets 8 - 11 am

Precision Measuring

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76288 3 Hours, 1 Session F \$89
SCC Keokuk, IT 114 Michael Nye
Wednesday, Nov 4 Noon - 3 PM

Basic Machines

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76264 6 Hours, 1 Session F \$179
SCC Keokuk, IT 114 Michael Nye
Thursday, Nov 5 8 AM - 3 PM

Introduction to Tools of the Trade

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76297 2 Hours, 1 Session F \$79
SCC Keokuk, IT 114 Michael Nye
Friday, Nov 6 8 - 10 AM

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.

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76282 10 Hours, 2 Sessions F \$289
SCC Keokuk, IT 114 Michael Nye
Fri & Mon, Nov 6 & 16 8 AM - 3 PM
Friday, Nov 6 meets 10 am - 3 pm
Monday, Nov 16 meets 8 am - 3 pm

Power Transmission- Belt Chain Drives & Coupling Basics

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate

#76266 6 Hours, 1 Session F \$179
SCC Keokuk, IT114 Michael Nye
Tuesday, Nov 17 8 AM - 3 PM

Introduction to Bearings

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76294 2 Hours, 1 Session F \$79
SCC Keokuk, IT 114 Michael Nye
Wednesday, Nov 18 8 - 10 AM

Bearing Installation

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76267 4 Hours, 1 Session F \$129
SCC Keokuk, IT 114 Michael Nye
Wednesday, Nov 18 10 AM - 3 PM

Compressors & Pneumatic Systems

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76269 6 Hours, 1 Session F \$179
SCC Keokuk, IT 114 Michael Nye
Thursday, Nov 19 8 AM - 3 PM

Basic Hydraulics

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76271 4 Hours, 1 Session F \$129
SCC Keokuk, IT 114 Michael Nye
Friday, Nov 20 8 AM - Noon

Lubrication

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76296 2 Hours, 1 Session F \$79
SCC Keokuk, IT 114 Michael Nye
Friday, Nov 20 1 - 3 PM

Pumps and Valves Fundamentals

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76286 12 Hours, 2 Sessions F \$329
SCC Keokuk, IT 114 Michael Nye
Mon & Tue, Nov 30 & Dec 1 8 AM - 3 PM

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.

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76273 6 Hours, 1 Session F \$179
SCC Keokuk, IT 114 Michael Nye
Wednesday, Dec 2 8 AM - 3 PM



STAY SAFE!

FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

Trouble Shooting Mechanical Systems

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76275 6 Hours, 1 Session F \$179
SCC Keokuk, IT 114 Michael Nye
Thursday, Dec 3 8 AM - 3 PM

Industrial Safety

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

Certificate Program ★ This course is approved for the Basic Industrial Maintenance Technology Certificate.

#76270 6 Hours, 1 Session F \$179
SCC Keokuk, IT 114 Michael Nye
Friday, Dec 4 8 AM - 3 PM

Re-Licensure - Electrical

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. This will be eligible for Electrical CEUs.

#76220 6 Hours, 1 Session F \$189
SCC Ft. Madison, 108 Herb Ogden
Tuesday, Nov 10 8 AM - 3 PM

2020 NEC Code Update

This course covers the major changes to the 2020 National Electric Code that affects most electricians including residential, commercial and industrial installations. Please bring 2020 NEC code book, calculator, and pencil/pen.

#76449 6 hours, 1 session F \$50
US Army Reserve Center, Middletown D. Sullivan
Thursday, Nov 14 7:30 AM - 1:30 PM

Safety

Forklift Operator Training (Powered Industrial Trucks)

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

#76223 4 Hours, 1 Session F \$85
SCC Keokuk, IT 114 Michael Nye
Wednesday, Oct 21 8 AM - Noon

Forklift (Powered Industrial Trucks) 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.

#76272 8 Hours, 1 Session F \$297
SCC WB, 607 Michael Nye
Wednesday, Dec 9 8 AM - 4:30 PM

4 Production Welding WELDING CERTIFICATE

This American Welding Society "SENSE" aligned 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.

#73979 160 Hours, 40 Sessions F \$2,495
SCC WB, 701 Michael Kaczinski
Mon - Fri, Oct 5 - Dec 3 5 - 9 PM

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@scciowa.edu



NEED TRAINING?

NEED MONEY?

Environmental & Industrial Safety

Alcohol & Other Drug Safety

Alcohol & Other Drug Awareness for Managers and Supervisors

Iowa's drug testing law (Iowa Code Section 730.5, paragraph 9.h. and Administrative Code Section 640) enhances worker safety by creating drug and substance free workplaces. One tool available to private sector employers is drug testing (including alcohol testing). An employer who chooses to use this tool must attend a minimum of two-hours of initial training and a minimum of one-hour annually for update or refresher training. This training meets the 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 satisfies the requirements for supervisor training.

#76213 2 Hours, 1 Session **H** **\$49**
SCC Ft. Madison, 106 or ZOOM **Jim Towler**
Thursday, Nov 5 8 - 10 AM

Refresher - Alcohol and Other Drug Awareness for Managers and Supervisors

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

#76214 1 Hour, 1 Session **H** **\$35**
SCC Ft. Madison, 106 or ZOOM **Jim Towler**
Thursday, Nov 5 10 - 11 AM

OSHA

OSHA 10-Hour for 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.

#76304 10 Hours, 2 Sessions **F** **\$179**
SCC CBIZ, 111 **Cathie Overhulser**
Wed & Thu, Nov 11 & 12 8 AM - 3 PM
Thurs. Nov. 12 meets 8 - Noon

Re-licensure - Mining

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

This course presents an overview of the annual refresher training of miners for MSHA Parts 46, 48A, and 48B training requirements. It will cover basic mining regulations for underground metal, non-metal, and coal mines, as well as surface areas of underground metal, non-metal, and coal mines. In addition, the course covers how to recognize and avoid hazards inherent to 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 46, 48A, or 48B of the 8 hour MSHA refresher training, then mark your calendars and register today to avoid missing out.

#76225 8 Hours, 1 Session **W** **\$89**
ZOOM **Staff**
Thursday, Nov 5 8 AM - 4:30 PM

Transportation

Commercial Driving

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

Classroom and hands-on instruction
Solid reputation: we have trained drivers from across the United States

Job placement assistance: we help match you with the best companies after graduation

Tuition assistance may be available.

>4 4 8 **Class A CDL Training**

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

CDL Permit must be obtained prior to registration. Drug screen and DOT physical will need to be completed prior to the start of class and will be scheduled by CBIZ.

Fee: \$3,995 (includes tuition, books, DOT physical, drug screen, permit & license fees). Program hours are M-F 8 AM-4:30 PM. Class times are subject to change due to weather or class sizes.

Call for upcoming classes.
(319) 208-5375



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Motorcycle

Motorcycle Safety: Basic Rider Course

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

Call for upcoming classes.
(319) 208-5375

General Interest

Opera Appreciation II

This class is for those interested in increasing their knowledge and enjoyment of opera. It is designed as an introduction to the subject – no prior knowledge is required. Five different operas will be covered including Faust, Lucia di Lammermoor, William Tell, Carmen and Norma.

#76237 18 Hours, 6 Sessions **F** \$39
 SCC WB, 353 Forest Morrisett
 Monday, Nov 2 - Dec 14 6 - 9 PM
 Class does not meet 11/30

NEW Certificate in Meditation

In this online course, you'll explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.

www.ed2go.com/secc/online-courses \$68

Discover Sign Language

You'll begin with an introduction to the language itself, and learn to create the signs for numbers. You'll also master the sign alphabet so you can fingerspell proper names. Then you'll learn to sign phrases and expand to complete sentences, then see how to put it all together so you can introduce yourself and start a conversation.

www.ed2go.com/secc/online-courses \$100

NEW Discover Sign Language II

Take your sign language skills to the next level with additional vocabulary, grammar lessons, and cultural information. This course will help you build confidence in your ability to sign with the Deaf community.

www.ed2go.com/secc/online-courses \$115

NEW Beer Appreciation

What makes a good beer? What makes a great beer? Learn some of the different styles of beer from around the world and how to properly serve, enjoy, and describe them. This class will focus on some of the differences between ales and lagers, ingredients, the history of brewing in various countries as well as a sensory exploration of one of the most popular beverages on the planet. Learn how to properly describe a beer, rate it for your own memory, and select from the growing array of options on beer menus at breweries, restaurants and taprooms. **Must be 21 to register.**

#76284 6 Hours, 3 Sessions **F** \$39
 The Grange Public House Eric Sorenson
 Mondays, Nov 2 - 16 6 - 8 PM

NEW Introduction to Home Brewing

Master the science of beer brewing and learn techniques used by some of the largest breweries in the world. Whether you're brewing gallon batches at a time or running a larger operation, you'll have confidence that you're brewing safely and effectively. Learn exactly what each ingredient does and what role it plays in making the perfect bottle of beer. Uncover how specific hops release different flavors, and find exactly what you need to add to make your next batch unique. Nothing matches the pride you'll feel (and taste) when you take a sip of your very own homebrewed beer. **Must be 21 to register.**

#76289 6 Hours, 3 Sessions **F** \$39
 The Grange Public House Eric Sorenson
 Sundays, Oct 11 - 25 1 - 3:30 PM

GRE Preparation: Part 1

If you're planning to apply to graduate school, you'll likely have to take the GRE. Part 1 takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. You'll also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking.

www.ed2go.com/secc/online-courses \$100

SAT/ACT Prep Series

Making the decision to attend college is probably one of the most important decisions you'll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This series will prepare you for both tests.

www.ed2go.com/secc/online-courses \$199

Speed Spanish

This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish.

www.ed2go.com/secc/online-courses \$115

 **NEW** 12 Steps to a Successful Job Search


Get the job you want in any economy. In this course you will learn to identify the job that is best for your needs. You will then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want!

www.ed2go.com/secc/online-courses **\$115**

Investment/Finances

Outsmart the Scammers


Incidents of fraud are on the rise, and scammers tactics are becoming more complex. Learn how to spot certain red flags that may indicate a fraudulent encounter, resources individuals can turn to in the event they or loved ones are targeted, and steps individuals can take to help protect themselves and loved ones.

#76301 1.5 Hours, 1 Session  **\$20**
SCC CBIZ, 111 or ZOOM Karen Elliott
Tuesday, Nov 3 8 - 9:30 AM

Paying for Education: Getting from There to Here

What questions might you have as you establish education savings? Tips and frequently asked questions will be covered to build your goals and strategies. This course will also discuss the features and benefits of various education savings plans. Details will include cost of post-high school education, financial aid, saving strategies, and education savings plans.

#76302 1.5 Hours, 1 Session  **\$20**
SCC WB, 607 or ZOOM Karen Elliott
Tuesday, Jan 12 5:30 - 7 PM

 **Stocks, Bonds, and Investing, Oh My!**

Looking for a good solid class in the basics of stocks, bonds, finance, and investing? The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. Provide yourself with the independence and confidence you will need to make your own investment decisions.

www.ed2go.com/secc/online-courses **\$100**

Photography

Introduction to Digital Photography

This is a beginning level class covering many of the features and settings in today's digital cameras, as well as what can be done with the pictures you take. You will learn the basics of photography, such as exposure and composition, with the goal of improving your picture taking skills. We will cover the use of natural lighting, but we will not be covering the use of flash in this class. Students need a camera, the manual for that camera, access to a computer, and email capability. Students will be expected to spend 2-3 hours per week at home working on some of the topics covered in class. Participants should have a basic understanding of computer operations, especially as it relates to creating, attaching, and saving files.

Certificate Program ★ This class is part of the Photography Certificate.

#76261 12 Hours, 4 Sessions  **\$79**
SCC WB, 526 Phil Pool
Tuesday, Oct 13 - Nov 3 6 - 9 PM

NEW **Getting Started: How to use Layers in Photoshop**

If you want to learn how to edit your pictures and do more than use a filter for the whole photo than this workshop is for you! Photoshop is a very complex and robust program for photo editing. Layers are about 80% of what is used for many kinds of special editing. The tips you will learn in this class will make life easier and give you a tool that can make the work more efficient and you will be able to fix/edit specific areas of an image that will give you very detailed control versus applying an effect or filter to your whole image.

Student will need to have photoshop. Any version from PS 6 up to Photoshop CC2020

This is not part of the photography certificate

#76259 2 Hours, 1 Session  **\$29**
SCC Ft. Madison, 108 Phil Pool
Saturday, Nov 14 9 - 11 AM



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Portrait Photography

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

Certificate Program ★ This class is part of the Photography Certificate.

#76249 12 Hours, 4 Sessions  **\$69**
SCC WB, 526 Phil Pool
Tuesday, Nov 17 - Dec 8 6 - 9 PM

Lightroom for Digital Photographers

Work with key features in Lightroom to create professional looking images. Explore working with colors, color settings, image adjustments, noise reduction, and other essential image techniques. Make working with Lightroom more efficient by exploring some essential tips and tricks. Class will focus primarily on the Library and Develop modules. Class textbook included in course fee.

Certificate Program ★ This class is part of the Photography Certificate.

#76250 15 Hours, 5 Sessions  **\$179**
SCC WB, 526 Phil Pool
Tuesday, Jan 5 - Feb 2 6 - 9 PM

NEW **Interior Photography**

Are you trying to sell a home, or items in your home, or even wanting to show off your new remodel? In this workshop learn how to make your interior photos pop! Take photos with your cell phone and use your phones built-in editing software to tweak the image. Learn how to brighten up any indoor setting and use high dynamic range to show more details. These tips and tricks take an average picture and make it stunning!

Iphone or Android with a good camera is needed for this class. Or bring your high quality point and shoot that has manual settings.

This is not part of the photography certificate

#76260 2 Hours, 1 Session  **\$29**
SCC Ft. Madison Phil Pool
Saturday, Jan 9 9 - 11 AM

Youth

Super Sitter

This class is designed to give boys and girls, aged 11 years and older, the knowledge and experience to be super babysitters. Safety, first aid, positive guidance, and play activities will be emphasized. PLEASE SEND SACK LUNCH WITH CHILD, a meal will NOT be provided.

#73975 6 Hours, 2 Sessions F \$59
SCC CBIZ, 111 Heather Wellman
Mon & Tue, Sep 14 & 15 4:30 - 7:30 PM

#76241 6 Hours, 2 Sessions F \$59
SCC Mt. Pleasant, 102 Heather Wellman
Mon & Tue, Nov 9 & 10 4:30 - 7:30 PM

#76243 6 Hours, 1 Session F \$59
SCC Ft. Madison, 108 Heather Wellman
Saturday, Dec 5 8 AM - 3 PM

Reminder that children need to bring sack lunch for this day.

Leisure

NEW Introduction to Drone Technology

Are you excited about drones and would like to learn more about how they can be used for both fun and profit? This workshop will introduce you to the various types of drones that are available and the possibilities that they can provide. You will learn a standardized workflow that can help you identify safety and operational hazards before you take flight, while ensuring compliance with the FAA regulations which govern the use of model aircraft.

#76442 2.5 Hours, 1 Session F \$29
SCC WB, 607 Jason Bell
Saturday, Oct 17 1 - 3:30 PM



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Teach a class for CBIZ!

Call (319) 208-5375



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Adult Education and Literacy

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LEARN MORE: (319) 208-5314

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 and boost your chances of landing a great job.

Adult Education class locations:
 SCC West Burlington, SCC Keokuk, SCC Mount Pleasant, and SCC Fort Madison (712 6th Street)

Literacy

Free, confidential, one-on-one tutoring is available for adults who want to learn how to read or improve their reading skills. Contact Paula at (319) 208-5306 or (866) 722-4682 ext. 5306

High School Equivalency Diploma

Our instructors will work with you until you complete the required tests. Subjects covered include: Reading, Writing, Math, Science, and Social Studies. All testing is available at SCC sites in Keokuk, West Burlington, and Mt. Pleasant by instructor referral.

English as a Second Language (ESL)

Get help with reading, writing, and speaking English.
 Mount Pleasant Center: 200 North Main
 West Burlington campus: 1500 West Agency Road, Room 433

Important Information

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

Refund Policy

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

Inclement Weather

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

Payment Methods

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

Registration Options



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COLLEGE



SOUTHEASTERN
COMMUNITY COLLEGE

Use the form below for Mail and Fax Registrations

ONLINE at www.cbiziowa.com

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

PHONE SCC at (319) 208-5375

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

MAIL OR FAX the form below to SCC

Mail to: SCC Continuing Education

P.O. Box 180

West Burlington, IA 52655-0180

Fax to: (319) 752-3407

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Continuing Education Registration Form

Class Information

Class Name _____ # _____ Cost: _____

Class Name _____ # _____ Cost: _____

Class Name _____ # _____ Cost: _____

Personal Information

Name _____ Date of Birth ____/____/____

Address _____

City _____ State _____ Zip _____

Email address _____

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

Payment Information

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

Credit Card # _____ Expiration Date ____/____/____

Cardholder Name _____

Signature _____



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- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

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- Business
- Computer Applications
- Computer Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology

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Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Categories Include:

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- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
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- > Certified Nursing Assistant
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- > Paraeducator Certificate
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- > Production Welding
- > Shielded Metal Arc (Stick) Welding
- > Supply Chain Operations Certificate

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