# Options Non-Credit
## Summer 2023 Catalog
Continuing Education Course Catalog offered through SCC

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### FROM THE COVER:
Tatia Davis, owner, Java River Café & Bakery in Keokuk.

### SCC Center for Business (CBIZ)
RiverPark Place
610 North 4th Street, Suite 220
Burlington, IA 52601
(319) 208-5375

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

### SCC West Burlington Campus
1500 West Agency Road
West Burlington, IA 52655
(319) 752-2731

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

### Locations
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  CDL Training Instructor
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  (319) 208-5134
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  Director of Small Business Development Center
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  Administrative Assistant
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  (319) 208-5375
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  Sales & Marketing Director
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  (319) 208-5388
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  (319) 208-5365
- David Yotter
  Manufacturing & Safety Trainer
  dyotter@scciowa.edu
  (319) 313-1951

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  712 6th Street
  Fort Madison, IA 52627
  (319) 208-5306
- SCC Mount Pleasant Center
  200 North Main
  Mount Pleasant, IA 52641
  (319) 385-8012
- www.scciowa.edu
  www.cbiziowa.com
### GAIN NEW SKILLS FOR EMPLOYMENT

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

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

<table>
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<tr>
<th>SUMMER 2023 SHORT TERM TRAINING</th>
<th>PAGE</th>
<th>DURATION IN WEEKS</th>
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BUSINESS MANAGEMENT

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

Class sponsored by America’s SBDC Iowa.

90707 $19  J Clover
M, Jun 5 5:30 - 7:30 PM CBIZ, 111

ATTENTION KIDS GRADES 4 - 6!
Be an entrepreneur. Your never too young to learn how business works.

NEW Bizkidz Adventures
Think you want to own a business someday? Let’s do it now! Learn the process of coming up with an idea, creating a product or service, then advertising and selling it! Find out what it takes to be your own boss and earn money with your own business! For kids grades 4 - 6.

88102 $179  M Avery
M - Th, Jun 26 - 29 8:30 AM - Noon SCC WB, 194

ON THE COVER:
SMALL TOWN, BIG BUSINESS

Tatia Davis took a huge leap of faith when she purchased Java River Café & Bakery in Keokuk from her aunt and uncle in 2019.

“I was always interested in the restaurant business,” said Davis.

However, her 22 years in healthcare didn’t exactly prepare her for becoming a small business owner.

“I was sort of blind to the best way to run the business and what I was getting into,” Davis explained.

As Davis got more comfortable with the operation, she started thinking about a new location. But before making any big bets, she needed to do her homework.

Davis connected with the America’s SBDC Iowa (SBDC) located at SCC where she worked with SBDC director Janine Clover to see if the move would be worth it.

The two spent the next three months conducting a market analysis, measuring traffic counts, estimating business costs for staffing and inventory, and experimenting with pricing strategies – services offered entirely free of charge through the SBDC.

“Janine got me started off on the right foot and really helped me build my confidence.”

Davis decided to go for it. In 2021, she took the leap and relocated to a much larger building on Main Street.

The new location allowed Davis to put in a drive through and expand offerings to include more specialty drinks and baked goods, along with more breakfast and lunch menu items.

Davis loves coming up with unique offerings not available anywhere else. She has carved out a market for Java River to be a standout for its rotating menu of fresh made lotus drinks and specialty coffees.

“It took us a few weeks to work out just the recipe for our butterbeer latte,” she explained. “but it’s been a big hit and is now one of our best sellers.”

In a small community like Keokuk where every customer matters, Davis doesn’t seem to mind a little competition. “To be successful, you can’t be like everyone else,” she explained. “It’s important to me that we do our own thing. I know our customers appreciate it.”

Davis is grateful for the support she received from the SBDC.

“Moving to this building has been good for me. I’m not sure I would have done it without working with Janine,” Davis continued.

Clover loves helping people do the work of turning their small business dreams into reality.

“There are a lot of steps you can take to improve the likelihood of success,” explained Clover. “And I’m happy to walk anyone through them.”

As for if she’d do it all over again?

“Most days,” Davis laughed. “It can get pretty crazy around the holidays but you have to be willing to put in the time if you want to be successful.”
JANINE CLOVER
Regional Director and Certified Business Advisor for the America’s Small Business Development Center Iowa, hosted by Southeastern Community College. Janine has provided entrepreneurial consulting and business training for the SBDC since 2001. She has taught and developed many business training programs including QuickBooks and Smart Start. Janine owns a tax and accounting business and property management business. She is a Certified Fast Trac, NextLevel, Profit Mastery and QuickBooks instructor, and an adjunct instructor for SCC and CBIZ. Janine earned an MBA and MAcc from St. Ambrose University. Her undergraduate studies in Finance and Accounting were from the University of Iowa and Iowa Wesleyan University. Fishing in Minnesota, attending Cardinals games, and camping with her grandchildren and husband are a must in the summer.

BUSINESS BOOKKEEPING CERTIFICATE PROGRAM

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

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

TUITION ASSISTANCE MAY BE AVAILABLE

Classes begin October 2. Certificate classes may be taken individually outside of the certificate.

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

Approved course for Business Bookkeeping Certificate

LEADERSHIP

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 added knowledge required, but it is also in making the emotional and mental transition to that of.

LEADERSHIP

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Management Basics
Get the core skills you need to ensure success as a manager. Discover the admired traits of managers and the fatal flaws that curtail one’s success. In this highly interactive session you will learn and put into practice how to build credibility, flex one’s management style to fit the situation, building effective teams, as well as the topics of communications, delegation, professionalism and ethics. This course provides the essence of managerial excellence.

Approved course for Effective Mgmt. Certificate

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.
**Fostering Diversity Workplace**

Learn how people from different backgrounds and experiences contribute to the richness and the competitive edge of any organization. Explore ways to create an atmosphere of inclusion, understanding and appreciation for individuals who will enhance creativity, collaboration and increase overall team performance.

**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.

**Handling Conflict**

One of the most difficult and most avoided topics in every company and relationship is that of conflict. We all learn from our past in how we handle conflict; therefore, we all deserve training on how to handle it most effectively, focusing on great results and best teaming relationships. You will focus on conflict do’s and don’ts. Pay close attention to a conflict roadmap that will allow a productive and healthy conflict. We will take a closer look at each individual’s natural conflict style to increase overall team performance.

**Supervisor Certificate**

Leader, manager, supervisor, team leader – no matter what your official title, you’re expected to get the job done through others. This course provides new and experienced supervisors with the tools and skills for building personal confidence in their leadership role. You will see the relevance of the training, rapidly acquire the skills, and quickly put them to use on the job. Attend all twelve modules and earn a certificate in Supervision. Our program is designed for anyone who manages people in manufacturing, retail, or service industries.

**Paralegal Certificate Program 1**

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

**THE 5 CHOICES TO EXTRAORDINARY**

We are overwhelmed today with the tsunami of information coming at us from email, texts, tweets, blogs and alerts along with the demands on our career and daily personal lives. The burden of information impedes our ability to think clearly and make good decisions in our personal and professional lives. Our time and energy are precious and must be guarded for us to stay above water.

**HUMAN RESOURCES**

**SHRM Certification Prep**

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

This course is provided through a partnership with North Iowa Area Community College (NIACC). Registration Deadline is August 18.

**SHRM Essentials of HR**

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

This course is in partnership with North Iowa Area Community College (NIACC). Registration Deadline is May 23.

**NEW Workers’ Compensation**

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

**CONTACT US:**
Center for Business: 610 N. 4th St., Burlington 319.208.5375 cbiz@scciowa.edu www.cbiziowa.com
Spanish for Manufacturing and Warehousing
This is a self-paced, online Spanish course designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers in a manufacturing and/or warehouse setting.

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

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

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

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

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

CLASS FORMATS: Face-to-Face (classroom)  Live Online (videoconference)  Hybrid (classroom & online)  Online (self-paced)
**OFFICE PRODUCTIVITY**

**Basic Computer Essentials**
Feel like you need to know more about computers? This course is the starting point and is targeted to individuals who do not have any background, knowledge, or experience in computers and who need to use personal computers at home or the office. Learn how to use a computer in a fun and relaxed environment. A step-by-step approach will be utilized to cover the Windows operating system, word processing, working with files, Internet and email. This course will provide fundamental computer competencies to survive and prosper in today’s fast-changing world. No computer experience necessary.

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**Computer Skills in the Workplace Level I & II CERTIFICATE PROGRAM**

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

**Excel Basics**
Work with numbers? Then you need to learn Excel. In this class, you will use Excel and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll benefit from hands-on activities covering creating and editing workbooks, modifying worksheets, using calculations, formatting worksheets, and managing large workbooks. Experience with Windows is recommended.

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

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

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Look for ✪ to locate Computer Skills in the Workplace Level I and Level II certificate classes. Certificate classes may be taken individually outside of the certificate.

**TUITION ASSISTANCE MAY BE AVAILABLE**
Level I classes start late August.
Level II classes start late October.

**RICK E. BRENTISE**
Rick Brentise is a training professional who has managed and administered, developed, and facilitated training programs for 30 years. Rick is a twenty year veteran of the US Air Force retiring in May 2003 as a Master Sergeant. He became a certified technical training instructor for the USAF in 1989 and taught aircraft maintenance for four years. Rick holds an Airframe and Powerplant certificate from the Federal Aviation Administration (FAA), and has over 930 hours of aircraft maintenance training. He also is a certified Human Factors instructor, receiving his training and certification from the Airworthiness Standards Institute.

>>Look for Rick to instruct Leadership, Computer, and Safety courses.

**TAKE ANY THREE (3) IN-PERSON COMPUTER CLASSES FOR ONLY $429!**
Call (319) 208-5375 to learn more. Subject to enrollment.
COURSE ONLINE ON CAMPUS DATES DAY & TIME

The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible.

INFORMATION TECHNOLOGY

NEW PHP and MySQL Series
Learn how to create dynamic, interactive websites, including how to create an interactive online store complete with an online catalog of products.

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

INSTRUCTORS NEEDED
Share your knowledge!
Looking for individuals well versed in any or all of the following Microsoft products; Word, Outlook, PowerPoint, Excel & Access.

COMPUTER & INFORMATION SYSTEMS

INSTRUCTORS NEEDED
Share your knowledge!

INFORMATION TECHNOLOGY

NEW PHP and MySQL Series
Learn how to create dynamic, interactive websites, including how to create an interactive online store complete with an online catalog of products.

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ATTENTION 2023-2024 IA HIGH SCHOOL STUDENTS.
Take a FREE class from SCC this summer and earn BOTH college and high school credit.
Courses cover books, tuition, and most of the fees at NO COST to you! Reserve your spot!
Talk to your high school counselor or SCC Success Advocate today.

CLASS FORMATS: Face-to-Face (classroom) Live Online (videoconference) Hybrid (classroom & online) Online (self-paced)

ENG-105 Composition (and lab if required) KEO 5/31/23 – 7/27/23 Sec 201: M & W: 9 - 11:50AM (If lab is needed: M & W: 12 - 1:50PM)

Requirements: Be an Iowa high school student for the 2023-2024 school year. Commit to attending classes for its duration. Provide your own transportation and meals. Attend an orientation session before class starts.

LICENSURE & RE-LICENSURE

ATHLETIC COACHING
Coaching Authorization
This course is designed to enable you to meet the state requirements for coaching, ethics, care and prevention of athletic injuries, anatomy, and growth and development. Upon completion, students qualify to make application to the Iowa Board of Education Examiners for Coaching Authorization. **This class also includes the NEW CPR requirement for the state of Iowa’s coaching authorization application. Students must purchase these books: Successful Coaching, 4th Edition & Sport First Aid, 5th Edition.

90151 $529 R Kaufman
May 22 - Jul 28 SEC VIR
Taping Clinic S Abbott
S, Jun 17 8 AM - Noon SCC WB 201
CPR/First Aid S, Jun 17 12:30 - 5:30 PM SCC WB 201

COMETOLOGY
The Three C's: Change, Color, Creativity
We will teach you the newest techniques in color and cuts on makeover participants directly from the audience. You will see how new creative techniques can apply to your everyday client. We all love to see the before and after, we can all make a difference! Stacy will also be including motivation in her program as a bonus to bring about change in ourselves, to have us living a better life and making an impact on our clients

SAVE THE DATE: Sun, Oct 1 Capitol Theater.

LICENSURE & RE-LICENSURE

MINING RE-LICENSURE
MSHA Part 48A Refresher
This course presents an overview of the annual refresher training of miners for MSHA Part 48A training requirements. It will cover basic mining regulations for underground metal, non-metal, and coal mines. In addition, the course covers how to recognize and avoid hazards inherent to mines, emergency response procedures, and miners’ rights and responsibilities.

90144 $90 F, Jun 2 8 AM - 4:30 PM SCC KEO 114

MSHA New Miner 46 & 48B
This course, delivered by an MSHA approved cooperative trainer, must be taken if an individual will be working at a mine site for the first time. Hands-on, interactive instruction covers MSHA Part 46 & 48B surface training for underground mines, and health and safety issues relevant to mining operations and its employees. The Iowa mine health and safety training program is conducted under the Iowa Department of Education, through the fifteen community colleges.

90148 $225 T - Th, Jun 20-22 8 AM - 4:30 PM SCC CBIZ 111

ATTENTION 2023-2024 IA HIGH SCHOOL STUDENTS.
Take a FREE class from SCC this summer and earn BOTH college and high school credit.
Courses cover books, tuition, and most of the fees at NO COST to you! Reserve your spot!
Talk to your high school counselor or SCC Success Advocate today.

CLASS FORMATS: Face-to-Face (classroom) Live Online (videoconference) Hybrid (classroom & online) Online (self-paced)

LICENSURE & RE-LICENSURE

ATHLETIC COACHING
Coaching Authorization
This course is designed to enable you to meet the state requirements for coaching, ethics, care and prevention of athletic injuries, anatomy, and growth and development. Upon completion, students qualify to make application to the Iowa Board of Education Examiners for Coaching Authorization. **This class also includes the NEW mandatory CPR training.** This course meets the coursework and CPR requirement for the state of Iowa’s coaching authorization application. Students must purchase these books: Successful Coaching, 4th Edition & Sport First Aid, 5th Edition.

90151 $529 R Kaufman
May 22 - Jul 28 SEC VIR
Taping Clinic S Abbott
S, Jun 17 8 AM - Noon SCC WB 201
CPR/First Aid S, Jun 17 12:30 - 5:30 PM SCC WB 201

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Talk to your high school counselor or SCC Success Advocate today.

CLASS FORMATS: Face-to-Face (classroom) Live Online (videoconference) Hybrid (classroom & online) Online (self-paced)
SUPER SUMMERS

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$179 FACE-TO-FACE
$149 VIRTUAL CLASSES
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JUNE THRU JULY 2023

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(319)208-5375
Archery
Learn the science behind making an arrow fly to hit your target. Students will learn the techniques and science behind the sport of Archery. Each student will be instructed in archery safety, how to properly use the equipment and correct methods to become a proficient Archer.

WB #89108  Flint River Archery Club  Z Cornick
Mon - Thu, Jun 26-30  1- 4:30 PM

3-D Modeling Creation
Flex your design engineering muscle! Learn engineering basics using the latest computer-aided design software and design your very own projects to take home. Participants should have a basic understanding of computers. New skills for repeat attendees!

WB #88036  SCC WB, 125  T Fountain
Mon - Thu, Jul 10 - 13  8:30 AM - Noon

NEW> Archery

NEW> Beats & Jams
Begin your rise to the top of the charts with digital music production! Just like today’s top artists, you can design your own beats or remix a mashup of your favorite songs to become a digital composer and sound engineer. In this course, students will learn to produce digital music, record sound, make sound effects, and mix their own tracks. No prior music experience is necessary. Student-created soundtracks will be available on a password protected website to share with friends and family.

IW #88125  IW, Science Hall Computer Lab  B Yeater
Mon - Thu, Jul 24 - 27  1 - 4:30 PM

NEW> Bizkidz Adventures
Think you want to own a business someday? Let’s do it now! Learn the process of coming up with an idea, creating a product or service, then advertising and selling it! Find out what it takes to be your own boss and earn money with your own business!

WB #88102  SCC WB, 194  M Avery
Mon - Thu, Jun 26 - 29  8:30 AM - Noon

NEW> 3-D Creature Creation
Students will learn how to develop and create 3-D creations of fantasy creatures and monsters based on their own imaginations. Students will get experience in character development, armature making, and 3-D sculpting and painting.

WB #88094  SCC WB, HS103  M Zillman
Mon - Thu, Jul 10 - 13  8:30 AM - Noon

NEW> Build Your Own Escape Room
Do you enjoy mysteries and solving puzzles? If so, this camp is for you. Campers will experience an escape room, its mysteries and how to solve its puzzles. With that knowledge, campers will then participate in creating and building their own escape room!

IW #88096  IW, Tiger Station PEO Bldg.  E Stresow
Mon - Thu, Jun 12 - 15  8:30 AM - Noon

NEW> Create Monsters & Creatures!
Students will learn what it takes to design creatures. They will look at references in their favorite forms of entertainment. They will be taught how to conceptualize and sketch their ideas. They will be taught about real world animals and be shown how to implement nature into fantasy.

IW #88120  IW, SCI 111  B Nordyke
Mon - Thu, Jun 19 - 22  1 - 4:30 PM

WB #88121  SCC WB, 230  B Nordyke
Mon - Thu, Jul 17 - 20  8:30 AM - Noon

SCC’s Kidtek U summer learning program is not affiliated with or sponsored by the school district.
Cyber Spies
With the world’s increased reliance on digital data, cyber security is more important than ever! In this class you are all that stands between a group of international hackers launching cyber attacks and world peace. Through a series of challenges, students will learn to apply tools used by professional digital forensics teams to crack codes and use encryption. Working in teams you will collect clues, recover lost data, and explore the tools of the trade to become the next great cyber spy!

WB  #88084  SCC WB, 129  B Wamsley
Mon - Thu, Jun 12 - 15  8:30 AM - Noon

Exploring Animal Science
Discover the science and life skills involved in animal and veterinary careers. Explore the world of animals through science. Understand handling, medical care and nutrition through hands-on activities.

WB  87958  SCC WB, 603  M Drebenstedt
Mon - Thu, Jun 19 - 22  8:30 AM - Noon

WB  87959  SCC WB, 603  M Drebenstedt
Mon - Thu, Jul 24 - 27  8:30 AM - Noon

Heavy Metals
Participants will be able to learn about basic welding safety, Stick and MIG welding. They will have hands on experience with running beads using ARC welding and MIG welding. The students will build a take home project.

KE  #88016  IronWorkers Local 577  S Kershner
Mon - Thu, Jun 12 - 15  8:30 AM - Noon

WB  #88017  SCC WB, 701  S Kershner
Mon - Thu, Jul 10 - 13  8:30 AM - Noon

Junior Detectives
Get your detective on and solve a crime scene. Learn how to take finger prints and spot clues. Discover how crime scene sketches, DNA, bones and blood all help criminal investigators catch the bad guys. This fun-filled class has you learning about forensic science and criminal justice careers.

KE  #88118  SCC KEO, 505  Dr. U Perego
Mon - Thu, Jun 19 - 22  8:30 AM - Noon

Lights, Camera, Action!
Want a career in movies or TV? See how the pros do it. Get hands-on experience with camera operation, lighting design, directing, and editing. Work with your team to produce your very own short narrative video.

WB  87953  SCC WB, 526  A Horton
Mon - Thu, Jun 26 - 29  8:30 AM - Noon

ROBO Tek
Robots can do almost anything. See for yourself. Work as a team to design, build and program a specialized VEX robot to tackle different challenges.

WB  #88056  SCC WB, 226  T Fountain
Mon - Thu, Jun 26 - 29  8:30 AM - Noon

Science of Cooking
Did you know there’s a high-tech laboratory in your house? It’s called the kitchen! You can make stuff very hot or very cold, you’ve got water, tools to mix materials, and more. Cooking is actually chemistry. Through hands-on lessons and recipes, learn how enzymes, proteins, starches and fats interact to make digestible, nutritious and delicious food!

KE  #88116  Keokuk High School, 225  A Worster
Mon - Thu, Jun 26 - 29  8:30 AM - Noon

Cooking Around the World
Ever wonder what other countries around the world eat and how they prepare their meals? Learn about the eating habits of other cultures. In this camp, you will learn about their food, how it is prepared and cooking methods of these cultures. The best part is you will get to taste what you create to understand how the rest of the world eats.

IW  #88117  IW, Girl’s Dorm Student Kitchen  M Silva
Mon - Thu, Jul 17-20  8:30 AM - Noon

NEW! Stop Motion Animation
Want to learn how to make an animated movie? This camp will teach you how to develop and create characters, backgrounds, storyboards and use digital software to create your own stop motion movie. The theme of the movie will be released on the first day of class.

IW  #88091  IW, SCI 111  M Zillman
Mon - Thu, Jul 24 - 27  8:30 AM - Noon

SCHOLARSHIPS AVAILABLE!
www.scciowa.edu/kidtek
Animation Station
Wonder how they make animated movies like LEGO Batman or Frozen? Come learn the magic! Watch great animated works and learn principles & technologies from an industry pro. Create your own computer animation in SCC’s state-of-the-art computer animation lab. New skills for repeat attendees!

WB   #87955   SCC WB, 502   A Horton
Mon - Thu, Jun 19 - 22   1 - 4:30 PM

Animation Station II
The next step in animation! Animation Station II is for those campers who have taken Animation Station and want more. The camp will go into more detail on the technology and design of animation. Pre-requisite: Animation Station.

WB   #88048   SCC WB, 502   A Horton
Mon - Thu, Jul 10 - 13   1 - 4:30 PM

Archery
Learn the science behind making an arrow fly to hit your target. Students will learn the techniques and science behind the sport of Archery. Each student will be instructed in archery safety, how to properly use the equipment and correct methods to become a proficient Archer.

WB   #89108   Flint River Archery Club   Z Cornick
Mon - Thu, Jun 26-30   1- 4:30 PM

Creative Cooking Challenge
Do you enjoy watching cooking competitions such as Iron Chef, Chopped, or Kids Backing Championship? This class will be competition based, but will also teach cooking and baking skills (and the science behind them) necessary to help you become a master chef.

KE   #88115   Keokuk High School, 225   A Worster
Mon - Thu, Jun 26 - 29   1 - 4:30 PM

New Beats & Jams
Begin your rise to the top of the charts with digital music production! Just like today’s top artists, you can design your own beats or remix a mashup of your favorite songs to become a digital composer and sound engineer. In this course, students will learn to produce digital music, record sound, make sound effects, and mix their own tracks. No prior music experience is necessary. Student-created soundtracks will be available on a password protected website to share with friends and family.

WB   #88124   SCC WB, 151   B Yeater
Mon - Thu, Jul 17 - 20   1 - 4:30 PM

Build Your Own Escape Room
Do you enjoy mysteries and solving puzzles? If so, this camp is for you. Campers will experience an escape room, its mysteries and how to solve its puzzles. With that knowledge, campers will then participate in creating and building their own escape room!

IW   #88098   IW, Tiger Station PEO Bldg.   E Stresow
Mon - Thu, Jun 19 - 22   8:30 AM - Noon

FM   #88106   SCC FMC, 108   Staff
Mon - Thu, Jul 17 - 20   1 - 4:30 PM

WB   #88105   SCC WB, 194   E Stresow
Mon - Thu, Jul 24 - 27   8:30 AM - Noon

Create Your Own Comic Book
The objective for this course is to teach students how to create concepts in their mind and implement them on paper. They will be taught how to brainstorm, how to sketch properly, background design, character design, inking, and many other miscellaneous techniques like shading styles.

FM   #88122   SCC FMC, 106   B Nordyke
Mon - Thu, Jun 26 - 29   1 - 4:30 PM

WE   #88124   SCC WB, 194   B Nordyke
Mon - Thu, Jul 17 - 20   1 - 4:30 PM

Space is limited!
scciowa.edu/kidtek
Cooking Around the World
Ever wonder what other countries around the world eat and how they prepare their meals? Learn about the eating habits of other cultures. In this camp, you will learn about their food, how it is prepared and cooking methods of these cultures. The best part is you will get to taste what you create to understand how the rest of the world eats.

IW  #88061  IW, Girl’s Dorm Student Kitchen  M Silva
Mon - Thu, Jul 10-13  8:30 AM - Noon

Crime Scene Investigation
Work with your CSI team to solve the mystery of a realistic crime scene. Gather evidence, study clues, and analyze data in a real-life crime simulation. Gather real DNA samples and fingerprints, analyze blood splatters, and conduct blood typing and drug tests. Then put the pieces together in the lab to solve the crime.

KE  #88119  SCC KE0, 505  Dr. U Perego
Mon - Thu, Jun 19 - 22  1 - 4:30 PM

NEW  Cyber Spies
With the world’s increased reliance on digital data, cyber security is more important than ever! In this class you are all that stands between a group of international hackers launching cyber attacks and world peace. Through a series of challenges, students will learn to apply tools used by professional digital forensics teams to crack codes and use encryption. Working in teams you will collect clues, recover lost data, and explore the tools of the trade to become the next great cyber spy!

WB  #88086  SCC WB, 129  B Wamsley
Mon - Thu, Jun 12 - 15  1 - 4:30 PM

Design, CNC and Machining
Like to work with your hands? Discover how to design, use CNC machines, and create a project! This camp you will get new hands-on experiences every day as you experience the process from computer design in Solid works, to cutting, drilling and polishing a final project. Must be at least 13 years of age.

WB  #88031  SCC WB, 143  B Junker
Mon - Thu, Jun 12 - 15  8:30 AM - Noon

Exploring Animal Science II
Discover the science and life skills involved in animal and veterinary careers. Explore the world of animals through science. Understand handling, medical care and nutrition through hands-on activities.

WB  #88033  SCC WB, 603  M Drebenstedt
Mon - Thu, Jun 26 - 29  1 - 4:30 PM

Gearhead Mechanics 101
Do you have a love for cars or just want to learn the basics! Join us and get your hands dirty leaning how to change tires, do oil changes, and general mechanical tasks. Learn from the ground up just like some of the popular tv shows.

WB  #88060  SCC WB, 509  W Carpenter
Mon - Thu, Jun 19 - 22  8:30 AM - Noon

Heavy Metals
Are you strong as steel? Learn basic welding and get real hands-on experience using ARC and MIG welding machines. Build a cool project you can take home.

KE  #88024  IronWorkers Local 577  S Kershner
Mon - Thu, Jun 12 - 15  1 - 4:30 PM
WB  #88028  SCC WB, 701  S Kershner
Mon - Thu, Jul 10 - 13  1 - 4:30 PM

NEW  How Things are Made
Ever want to know how things are made or how machines work. If you like to take things apart or put them together this camp is for you. Learn how circuits, switches, pumps and valves all combine to make the things we use everyday.

KE  #88090  SCC KE0, IT114  D Yotter
Mon - Thu, Jun 26 - 29  8:30 AM - Noon

Introduction to Digital Art
Digital art is visible everywhere in mainstream media from advertisements, to film and games. Would you like to start creating digital art on the computer but don’t know where to begin? This course will serve as an introduction to creating digital art. Students will learn the basics of drawing in digital art programs with the use of graphics tablets to create their own works of art.

WB  #88081  SCC WB, 502  T Horn
Mon - Thu, Jun 12 - 15  1 - 4:30PM

Medical Mysteries
Is helping people your thing? Think you’re fast on your feet in emergencies? Spend the week getting an up close look at popular health careers like nursing, respiratory care, paramedic, and home health. Learn health skills in SCC’s high tech patient care simulation lab.

KE  #88082  SCC KE0, 302  S Schwerin
Mon - Thu, Jul 10 - 13  8:30 - Noon
WB  #88059  SCC WB, HP217  T West
Mon - Thu, Jul 24 - 27  8:30 AM - Noon

ROBO Tek
Robots can do almost anything. See for yourself. Work as a team to design, build and program a specialized VEX robot to tackle different challenges.

WB  #88058  SCC WB, 226  T Fountain
Mon - Thu, Jun 19 - 22  8:30 AM - Noon

APPLY FOR SCHOLARSHIPS!
SCCIOWA.EDU/KIDTEK

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Minecraft Redstone Engineers
Take the next step beyond simply “playing” Minecraft and become a true Redstone engineer. Expand your Redstone knowledge by constructing your own carnival with a variety of mini-games, roller coasters, and attractions powered by Redstone. Learn how to use Command and Structure blocks to incorporate them into your builds. Activate your skills and take your Minecraft structures to the next level! Students must own a Java version of Minecraft to access their projects at home. Tablet, phone, and game console versions of Minecraft are not compatible.

Mon - Fri, Jun 12 - 16
#88052 Ages 8 - 11 3:30 - 6 PM
#88050 Ages 11 - 14 Noon - 2:30 PM

Minecraft Designers
If you love the game Minecraft and always wanted to design your own world, this class is for you! Learn how to create a custom map, the basics of creating 3D models using a new software to design your very own objects, how to build with Redstone and Command blocks, and create custom textures for you to import at home or share with friends. Students must own a Java version of Minecraft to take this class. Tablet, phone, and game console versions of Minecraft are not compatible. Parent email address is required to use 3D modeling software. Returning students can create more advanced projects that build on previous years.

Mon - Fri, Jun 19 - 23
#88054 Age 8 - 11 Noon - 2:30 PM
#88053 Age 11 - 14 8:30 - 11 AM

Minecraft Modders
Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your mods! Introductory coding will be taught through a simulated environment inspired by Minecraft. Student projects will be available on a password protected Black Rocket website to share with friends. To access your project at home you must have a PC/MAC version of Minecraft. Tablet, phone and game console versions of minecraft are not compatible. Returning students can create more advanced projects that build on previous years.

Mon - Fri, Jun 26 - 30
#88057 Age 8 - 11 8:30 - 11 AM
#88064 Age 11 - 14 Noon - 2:30 PM

Code Breakers
Calling all future coders, programmers, and designers! Learn the basics of web coding languages like HTML, JavaScript, and CSS. Tackle a new web or design challenge each day and be on your way to becoming the next tech star!

Mon - Fri, Jul 3 - 7
#88065 Age 8 - 11 8:30 - 11 AM
#88066 Age 11 - 14 Noon - 2:30 PM

LEARN MORE!
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**YouTube Content Creators**
Find your voice and leave your mark on the world! Whether you are six or sixty, it’s time to start a career as the next YouTube star. Explore the variety of content and personalities that exist on YouTube and how to find your own niche. Learn the Do’s and Don’ts of the platform and how to practice good digital citizenship. Develop your on-camera presence, your own channel branding, and professional editing skills. Take home a plan for launching your own channel with the content created in class! Student projects will be available on a password protected Black Rocket website to share with friends and family. *A webcam is required for this course *Compatible with MAC and Windows OS only.

- **Mon - Fri, Jul 3 - 7**
  - #88069  Age 8 - 11  Noon - 2:30 PM
  - #88070  Age 11 - 14  3:30 - 6 PM

**ROBLOX Makers**
Unlock the power of ROBLOX® Studio, the world creation tool used by real-world ROBLOX® developers! Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password protected Black Rocket website to share with friends and family.

- **Mon - Fri, Jul 3 - 7**
  - #88068  Age 8 - 11  3:30 - 6 PM
  - #88067  Age 11 - 14  Noon - 2:30 PM

**Python Programmers**
Want to learn the world’s fastest-growing programming language favored by Google, NASA, Youtube, and the CIA? Learn how to code with Python to create engaging apps and games. Each lesson takes you step-by-step on a programming path that will let you challenge friends with fun content you create from start to finish! Returning students can create more advanced projects that build on previous years. *Compatible with MAC, Windows and Chrome OS.

- **Mon - Fri, Jul 10 - 14**
  - #88071  Age 8 - 11  12 - 2:30 PM
  - #88072  Age 11 - 14  3:30 - 6 PM

**YouTube FX Masters**
In the digital age, nothing is impossible! Become a master of illusion by learning the techniques used by Hollywood masters to create FX magic. Whether you want to enhance your YouTube videos or create a cool scene to amaze your friends; this class teaches the tools you need. Experiment with visual effects as you learn the dynamics of camera angles, editing, graphic layering, and sound effects. Then watch as your new creations take your channel content to the next level! Student projects are available on a password protected Black Rocket website to share with friends and family.

- **Mon - Fri, Jul 10 - 14**
  - #88077  Age 8 - 11  Noon - 2:30 PM
  - #88076  Age 11 - 14  8:30 - 11 AM

**ROBLOX Coders & Entrepreneurs**
Discover how to code in the Lua language while playing and designing worlds in ROBLOX, an online universe where you can create anything you dream of. This new class combines game design concepts, coding, and FUN! Young entrepreneurs will also learn how to navigate Roblox’s fast growing marketplace to publish their games. Student-created games will be available on a password protected Black Rocket website to share with friends and family.

- **Mon - Fri, Jul 10 - 14**
  - #88075  Age 8 - 11  Noon - 2:30 PM
  - #88074  Age 11 - 14  8:30 - 11 AM

**Code Your Own Adventure! Interactive Storytelling**
Watch as the characters in your imagination come to life in this unique course that blends classic storytelling with animation techniques and coding. Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and Twine scripting syntax. Student projects will be available on a password protected Black Rocket website to share with friends and family.

- **Mon - Fri, Jul 17 - 21**
  - #88079  Age 8 - 11  Noon - 2:30 PM
  - #88080  Age 11 - 14  3:30 - 6 PM

**Minecraft Animators**
Create the next popular animated Minecraft video on YouTube! Practice the same skills professionals at Pixar and Disney Animation Studios use. Discover the process of keyframing and tweening, how to use it to bring your own animated stories to life, and how to publish your content on YouTube. Student projects will be available on a password protected Black Rocket website to share with friends and family. Returning students can create more advanced projects that build on previous years.

- **Mon - Fri, Jul 24 - 28**
  - #89550  Age 8 - 11  8:30 - 11 AM
  - #89582  Age 11 - 14  Noon - 2:30 PM
SUPER Summers
START WITH

SCHOLARSHIPS AVAILABLE!

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OR CALL (319)208.5375

$179 FACE-TO-FACE CLASSES
$149 VIRTUAL CLASSES

SOUTHEASTERN COMMUNITY COLLEGE
THANK YOU TO OUR SCHOLARSHIP SPONSORS

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SCC’s Kidtek U summer learning program is not affiliated with or sponsored by the school district.
HEALTHCARE

PROFESSIONAL HEALTHCARE

Basic Life Support for HCP

The BLS for Healthcare Provider class is designed to certify persons to administer CPR including nursing students and various health care providers. Includes AHA workbook.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Cost</th>
<th>Provider</th>
<th>Location</th>
<th>Dates</th>
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Nursing Assistant- Non-Credit

Emphasis of this 88 hour course is on students gaining a basic level of knowledge and demonstrating skills to provide safe, effective resident care. This course meets the requirement of the Department of Inspection and Appeals for nursing assistants / direct care givers working in long-term care and skilled facilities. Upon completion, a student is eligible to take the written and skills performance competency tests to become a Certified Nursing Assistant in the State of Iowa. NOTE: This course will not cover BLS and Mandatory Reporter Requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>M, Jul 17</td>
<td>5 - 9 PM</td>
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<tr>
<td>88046</td>
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<tr>
<td>88047</td>
<td>$69</td>
<td>C Overhulser</td>
<td>SCC WB HP118</td>
<td>M, Aug 28</td>
<td>9 AM - 1 PM</td>
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</tbody>
</table>

Medication Manager

This 20-hour class is designed to certify persons to administer medications or supervise the client who self-administers non-parenteral medications in 15-bed or fewer residential care facilities, supervised apartment living, and community-supported living arrangements. The course content, approved by the Iowa Department of Inspections & Appeals, covers rules/regulations for all three types of facilities. Required: Drug reference text less than 4 years old. Suggested texts are Davis Drug Guide for Nurses or Nursing 2019 Drug Reference.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Cost</th>
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<th>Location</th>
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<th>Time</th>
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<tr>
<td>88042</td>
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<td>SCC HB WP125</td>
<td>T &amp; Th, Jul 27-Aug 10</td>
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</table>

Phlebotomy

This course is designed to prepare the licensed practical nurse to perform procedures related to the expanded scope of intravenous therapy, using a peripheral intravenous catheter, a midline catheter, and a peripherally inserted central catheter (PICC line), in a licensed hospital, a nursing facility, and a certified end-stage renal dialysis unit as identified in 655 IAC Chapter 6. Major emphasis is placed on the specialized skills needed to provide intravenous therapy related to the expanded scope of the licensed practical nurse for clients who are age 12 or older and for clients who weigh 80 pounds or more.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Cost</th>
<th>Provider</th>
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<tr>
<td>88043</td>
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</table>

Community Health Worker

The Community Health Worker (CHW) course prepares the student to understand the emerging role of the CHW and equips participants with tools and resources to help navigate health access leading the community to better outcomes. Community Health Workers use their lived and learned experience to service diverse populations in a variety of settings. You will learn how to bridge the gap between client needs and local resources. This 80-hour course provides 64 hours of lecture and 16 hours of clinical. This course is free of charge and funded by the Lee County Health Department through grant number 22-117 with Health Resources and Service Administration (HRSA) of the U.S. Department of Health and Human Services (HHS). The textbook is provided. Mileage reimbursement to clinical sites provided. Background check required.

Classes start in August.
Call (319) 208-5391 for more information.

IV Therapy for the LPN

This course is designed to prepare the licensed practical nurse to perform procedures related to the expanded scope of intravenous therapy, using a peripheral intravenous catheter, a midline catheter, and a peripherally inserted central catheter (PICC line), in a licensed hospital, a nursing facility, and a certified end-stage renal dialysis unit as identified in 655 IAC Chapter 6. Major emphasis is placed on the specialized skills needed to provide intravenous therapy related to the expanded scope of the licensed practical nurse for clients who are age 12 or older and for clients who weigh 80 pounds or more.

<table>
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<th>Course Code</th>
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<td>SCC WB HP119</td>
<td>F, Jul 14</td>
<td>8 AM - 4:30 PM</td>
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</table>

Space is limited. Contact Kara for more details. kschreiner@scciowa.edu

FREE! SCC HEALTHCARE EXPLORATION CAMPS

Is a career in healthcare in your future? Spend the day exploring two great healthcare professions. See the tech used in healthcare and learn about career pathways available right here at SCC.

EXPLORE RESPIRATORY CARE
West Burlington Campus Mon., June 12, 12:30 - 4PM

EXPLORE NURSING
West Burlington Campus Fri., June 16, 9AM - 4PM
Keokuk Campus Fri., June 23, 9AM - 4PM

Mileage reimbursement to clinical sites provided. Background check required.

Classes start in August.
Call (319) 208-5391 for more information.

TUITION ASSISTANCE MAY BE AVAILABLE

Call (319) 208-5391 for more information.
INDUSTRIAL TECHNOLOGY

LEAN

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

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<th>Code</th>
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<td>90185</td>
<td>V Baum</td>
<td>$329</td>
<td>SCC CBIZ 103</td>
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W, Jun 7 | 8 AM - Noon |

MANUFACTURING

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

GET A TUITION DISCOUNT WHEN REGISTERING FOR THE ENTIRE SERIES!

Look for to locate approved PLC Core Skills Series Certificate the classes. Classes begin October 16

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, understanding the basic PLC software, programming, working with the instrumentation and its applications. Students will learn to interpret mechanical drawings and how to make precision measurements. In addition, they will learn about power transmission systems such as belt, chain, and gear drive. Along with that they will also learn and practice convention shaft alignment.

Classroom instruction will include: hydraulic and pneumatic basics, lubrication, pumps and valves, and control valve actuators.

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<tr>
<td>90173</td>
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<td>SCC KE0 IT114</td>
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M, Oct 16 | 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

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T & W, Oct 17 - 18 | 8 AM - 3:30 PM |

(BIMT) Basic Industrial Maintenance CERTIFICATE PROGRAM
Redesigned to better meet the needs of local industry. This certificate consists of two tracks to give you the basics of operating, repairing, and troubleshooting industrial equipment. Enroll in the full electrical or mechanical endorsement and save! Classes meet every other week for three weeks. Become proficient in both electrical and mechanical maintenance by completing the full Basic Industrial Maintenance Certificate.

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

Tuition Assistance May Be Available

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<th>Code</th>
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<tr>
<td>90175</td>
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<td>$695</td>
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Th & F, Oct 19 - 20 | 8 AM - 3:30 PM |

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

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<th>Code</th>
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<td>86393</td>
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T, May 23 | 8 AM - 1 PM |

Intro to Blueprint & Mech Draw
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.

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<th>Code</th>
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W, May 24 | Noon - 3 PM |

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.

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<tr>
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<td>86398</td>
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<td>$179</td>
<td>SCC WB</td>
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Th, May 25 | 8 AM - 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.

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<th>Code</th>
<th>Instructor</th>
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<th>Location</th>
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<tr>
<td>86399</td>
<td>D Yotter</td>
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F, May 26 | 8 AM - 3 PM |

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

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<th>Code</th>
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<td>86401</td>
<td>D Yotter</td>
<td>$289</td>
<td>SCC WB</td>
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M, Jun 5 | 8 AM - 3 PM |

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.

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<th>Code</th>
<th>Instructor</th>
<th>Fee</th>
<th>Location</th>
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<td>86402</td>
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M, Jun 6 | 8 AM - Noon |
## Intro to Tools of the Trade
This lesson reviews the many types of hand tools and hand-held power tools found in industry. Hazards are identified and safe operation techniques are explained. A brief overview of OSHA hand tool requirements is given.

**Approved course for**  BIMT Certificate - Mechanical
- **86404**  $79  D Yotter
- **T, Jun 6 1 - 3 PM**  SCC WB

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

**Approved course for**  BIMT Certificate - Mechanical
- **86408**  $129  D Yotter
- **W, Jun 7 10 AM - 3 PM**  SCC WB

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

**Approved course for**  BIMT Certificate - Mechanical
- **86406**  $79  D Yotter
- **W, Jun 7 8 - 10 AM**  SCC WB

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

**Approved course for**  BIMT Certificate - Mechanical
- **86410**  $179  D Yotter
- **Th, Jun 8 8 AM - 3 PM**  SCC WB

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

**Approved course for**  BIMT Certificate - Mechanical
- **86412**  $129  D Yotter
- **F, Jun 9 8 AM - Noon**  SCC WB

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

**Approved course for**  BIMT Certificate - Mechanical
- **86433**  $79  D Yotter
- **F, Jun 9 1 - 3 PM**  SCC WB

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

**Approved course for**  BIMT Certificate - Mechanical
- **86506**  $329  D Yotter
- **M & T, Jun 19-20 8 AM - 3 PM**  SCC WB

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

**Approved course for**  BIMT Certificate - Mechanical
- **86523**  $179  D Yotter
- **W, Jun 21 8 AM - 3 PM**  SCC WB

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

**Approved course for**  BIMT Certificate - Mechanical
- **86369**  $179  D Yotter
- **F, Jun 23 8 AM - 3 PM**  SCC WB

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

**Approved course for**  BIMT Certificate - Mechanical
- **90157**  $179  D Yotter
- **Th Jul 20 8 AM - 3 PM**  SCC CBIZ 103

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

**90186**  $179  M Shaffer
- **Th, Sep 14 9 AM - 1 PM**  SCC 103

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

## OSHA INSTRUCTORS NEEDED
OSHA 10 & 30
Must be authorized to teach per OSHA regulations.
Part-time positions available.
Details & application can be found at scciowa.edu
Check the Employment link.
Shielded Metal Arc Welding Certificate
In this American Welding Society “SENSE” aligned course, participants will learn the fundamentals of Shielded Metal Arc Welding (SMAW) welding, informally known as “Stick” welding. SMAW is one of the first and most popular welding processes. It is used extensively in industrial fabrication and the construction of steel structures. Topics covered include: welding safety, hands-on SMAW welding in all positions using various electrodes, applied math, blueprint reading and welding symbol interpretation. Welding material will generally be limited to carbon steel.

Production Welding Certificate
This course is designed for the participant who desires employment in production welding. Curriculum will be delivered through a combination of classroom lecture and hands-on training in a welding lab. Topics covered include Welding Safety; Applied Math; Blueprint Reading and Welding Symbol Interpretation; and MIG welding. Successful participants will have the necessary skills to obtain entry level employment in the high demand construction of steel structures. Topics covered include Shielded Metal Arc Welding (SMAW) welding, and the construction of steel structures. Participants will learn the fundamentals 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 market.

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

OSHA 10 Hour General Industry
Training provides an overview on recognizing and preventing hazards in the workplace. Participants learn how to identify, abate, avoid, and prevent job-related hazards on a job site. Training covers general industry safety and health hazards a worker may encounter including but not limited to: intro to OSHA; walking and working surfaces; exit routes, emergency action plans, fire prevention plans, and fire protection; PPE; hazardous communication; and electrical. Participants learn about employer responsibilities and worker rights. Active participation is required. Participants who successfully finish the training will receive a card from OSHA verifying completion of the course.

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.

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

CLASS FORMATS:  ● Face-to-Face (classroom)  ● Live Online (videoconference)  ● Hybrid (classroom & online)  ● Online (self-paced)
TRANSPORTATION

COMMERCIAL DRIVING

The trucking industry is one of the fastest growing and largest employment sectors in today’s economy. The Center for Business at Southeastern Community College offers convenient, streamlined, CDL training programs designed to get you on the road quickly.

- Classroom and hands-on instruction
- Tailored training programs (full & refresher)
- Solid reputation— we have trained drivers from across the United States
- Full tuition assistance may be available for those who qualify

- Training meets all Federal regulations effective 2/7/22. SCC offers both classroom (theory) and range/over the road training also known as Behind the Wheel training (BTW).

NOTE: Class dates subject to enrollment and instructor availability. Times for all classes are subject to change due to weather, class size or end of class testing at DOT.

CDL Class B to Class A

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

NOTE: Class dates subject to enrollment and instructor availability. Times for all classes are subject to change due to weather, class size or end of class testing at DOT.

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

CDL Class B Behind the Wheel

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

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

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

CDL P Endorsement

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

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

CDL Theory & Permit Training

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

TUITION ASSISTANCE MAY BE AVAILABLE

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CDL Class A Behind the Wheel

Our four week behind the wheel program will help you learn the safe driving skills necessary to get your Class A CDL, and in return receive the potential for a lucrative career with excellent pay and benefits. Times for all classes are subject to change due to weather, class size or end of class testing at DOT. A CDL permit (CLP), theory training, and funding are required to be able to register for the BTW program. Students must have a CLP from the DOT that includes three tests: general knowledge, combination, and air brakes. After registration, CBIZ will schedule a drug screening and DOT physical to occur before the first day of class. Fee includes tuition, books, DOT physical, drug screen, license & permit fees. Class does not meet on Fridays.

TUITION ASSISTANCE MAY BE AVAILABLE

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CDL INSTRUCTORS NEEDED

Share your experience with the next generation.

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

Part-time positions available.

Details and application can be found at scciowa.edu.

Click the EMPLOYMENT LINK
MOTORCYCLE

INSTRUCTORS NEEDED

Must complete Motorcycle Safety BRC course. Part-time positions available. Details and application can be found at scciowa.edu. Click the EMPLOYMENT LINK

Hazmat Endorsement Training

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

- 86240 $235 W Claus
  F, Jun 2 8 AM - 4:30PM SCC WB 607
- 86241 $235 W Claus
  F, Jul 7 8 AM - 4:30PM SCC WB 607
- 86242 $235 W Claus
  F, Aug 11 8 AM - 4:30PM SCC WB 607
- 90724 $235 W Claus
  F, Sep 1 8 AM - 4:30PM SCC WB 607
- 90725 $235 W Claus
  F, Oct 6 8 AM - 4:30PM SCC WB 607
- 90726 $235 W Claus
  F, Nov 3 8 AM - 4:30PM SCC WB 607
- 90727 $235 W Claus
  F, Dec 1 8 AM - 4:30PM SCC WB 607

CDL Class B School & Passenger – Full Program

Class B Commercial Drivers License (CDL) with bus and passenger endorsements to safely operate a school bus. This course covers the CDL Class B theory, school bus and passenger endorsement theory, and behind the wheel (BTW) training. A CLP (CDL Permit) is required from the DOT before registration. The DOT permit test includes general knowledge, air brakes, passenger, endorsement theory, and behind the wheel (BTW) operations, safe and advanced operating practices, and vehicle and non vehicle Maintenance. Theory Training listed below. *24 hrs of BTW will be scheduled individually with the instructor.

Tuition Assistance May Be Available

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<tr>
<th>Class</th>
<th>Date</th>
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<tr>
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<td>90722</td>
<td>F &amp; S, Jun 15 &amp; 16</td>
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<td>90723</td>
<td>M - W, Nov 6 - 8</td>
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<td>90724</td>
<td>Th &amp; F, Nov 9-10</td>
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<td>SCC WB 607</td>
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<td>90725</td>
<td>S, Nov 11</td>
<td>8 AM - 4 PM</td>
<td>SCC WB 607</td>
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<td>90726</td>
<td>M, W, Jun 12 - 14</td>
<td>8 AM - 4:30 PM</td>
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<td>90727</td>
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<td>8 AM - 4:30PM</td>
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<td>90728</td>
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<td>90729</td>
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<td>90730</td>
<td>F, Sep 1</td>
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<td>90731</td>
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<tr>
<td>90732</td>
<td>F, Dec 1</td>
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<td>SCC WB 607</td>
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ADULT EDUCATION AND LITERACY

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

LEARN MORE: (319) 208-5314 | www.scciowa.edu/conted/aehlsed

Adult Education

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

Class locations:
SCC West Burlington, SCC Keokuk, SCC Mount Pleasant, and SCC Fort Madison

Literacy

Free, confidential, one-on-one tutoring is available for adults who want to learn how to read or improve their reading skills. Contact Nicole at (319) 208-5317.

English as a Second Language (ESL)

Get help with reading, writing, & speaking English.
SCC Mt. Pleasant Center and
SCC West Burlington campus, Room 433

High School Equivalency Diploma

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

#### GENERAL INTEREST

**Welding Art 102**  
This open lab format will help you fine tune the basic MIG skills that were learned and get your creativity moving. You will be supplied with some found metal. Safety glasses, welding gloves, jackets and helmets will be provided, but you are encouraged to bring your own.

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<td>S Kershner</td>
<td>S, Jun 17</td>
<td>8 AM - Noon</td>
<td>SCC WB 701</td>
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**NEW** **Animal Lover Suite**  
Master the skills and develop the knowledge you need to translate your passion of animals into a profitable career by this 3-course bundle of Photographing Nature with Your Digital Camera, Start a Pet Sitting Business and Become a Veterinary Assistant.

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<tr>
<td>90153</td>
<td>S Kershner</td>
<td>T, Aug 8 - 22</td>
<td>6 - 8 PM</td>
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**NEW** **Illustrate Your Own Book**  
We will discuss how to create an engaging story through multiple images. We will use all forms of mediums ranging from watercolor, ink, and pastels. Students will understand how color plays an important role for storytelling and how certain shapes and designs add more to the concept of the narrative. With one congruent story, all illustrations will fit together without explicitly needing writing to accompany the illustrations. All forms of writing will be welcome; poetry, novels, children's books, etc.

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<td>B Nordyke</td>
<td>S, Jul 15 - 29</td>
<td>9:30 AM - Noon</td>
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**NEW** **How to Design Characters**  
In this class, students will learn the fundamental basics of how to break down the most unique characteristics of people or already designed characters. We will discuss design choices, color palettes, unique features, and more. Students will be able to illustrate from reference, either from fantasy, or non-fiction. An example would be that the student will be taught how to turn their child into a unique cartoon character, or their family into the cast of a cartoon. There will be no specific outline for the designed illustrations, but rather a unique experience appealing to each individual student.

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**NEW** **Become an Optical Assistant**  
Learn why optical assisting is such as interesting job and how rewarding it can be to help people solve their vision problems. This course is a great way to start your career as it will help you better understand everything that’s involved in the job and how you can become certified and licensed optical assistant.

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**NEW** **How to Create Narrative Paintings**  
We will create beautiful paintings ranging from urban to rural taking inspiration from real images. We will then convert it into fantastic scenes depicting a story through details and characters. We will discuss how to implement a narrative and tell a story through a single image. We will also discuss ideas and brainstorm as a class and as individuals. At the start of every session, we will discuss the work completed previously.

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**NEW** **Ancient Greece**  
This class explores both the history and culture of the ancient Greeks. Going over some of the most prominent Greek events, discussing the daily lives of both upper and lower class Greeks, and diving into some of the important things that the modern world draws from the Greeks.

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### PHOTOGRAPHY

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

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**Sports Photography**  
Come join Omni Studio photographer Phil Pool to find out how he gets great sports shots. This three-session course will discuss sports photography and how to capture peak action and reaction moments. The course will open with tips and techniques, then have a live shooting night, and finish with a critique. A camera and telephoto lenses are recommended, but not required. Even point and shoot cameras have some adjustments that can help. Come join Phil and have some fun!

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

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

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**INSTRUCTORS NEEDED**  
We are looking for new fresh ideas. Special interest currently in gaming, wood-working, home brewing, crafting, photography, spanish, geneology, holiday-themed projects.

Part-time positions available
Details & application can be found at scciowa.edu

Check the EMPLOYMENT LINK.
ERIN STRESOW, PHD

Erin Stresow holds a PhD in Business Administration with an emphasis in Organizational Leadership and Development and expertise in Servant Leadership. She has worked for corporations, for profit, nonprofit, and government agencies within numerous industries like food and beverage, hospitality, music, and start-ups to name just a few. She has been a training and development professional in human resources for nearly 20 years - teaching food and beverage skills, computer essentials, customer service, and more. She has been a Professor of Business Administration for over 15 years.

COOKING/CULINARY

*Supplies and ingredients included for these six cooking classes.

NEW Knife Skills
Many home and professional cooks don’t always wield a knife correctly which increases food preparation time and makes the process harder and less safe. Good knives are the foundation of a well-equipped kitchen. Learn to slice, dice, chop and more.*

NEW Icebox Cake
Icebox cakes are the perfect summer dessert and make ahead treat for the summer. No hear, baking or cooking only prep. You can make it hours ahead or the day before. You will learn the recipe for an icebox cake and take home one.*

NEW Layered Salads
The Cobb Salad is a main dish as an American Garden Salad. With a combination of lettuce, tomato, meat, eggs, cheese and more. Learn how to compose a beautifully arranged salad that is Instagram worthy! This salad is versatile and is sure to please everybody. Make an endless combination of beautiful creations and take one home.*

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

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

NEW Eloté in a Bowl
What is Elote? It is a Mexican Street Corn and another wonderful way to enjoy our Iowa Corn! Join this course and learn how through a combination of delicious ingredients how to make Elote and take some home.*

FINANCE

NEW Real Estate Suite
Gain the skills you need to make calculated and successful real estate investments. This series will provide you with information from the successful money management tools you will need to achieve financial success to specially designed worksheets and hands-on activities to take the guesswork out of your real estate investing efforts and the basics of real estate law. By the time you complete the courses in this series, you will be armed with a solid plan for wisely investing for your future in real estate.

www.reddit.com/secc/ $99

YOUTH

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

NEW Moped Safety
A certified moped course must be completed by anyone 14 or 15 years of age wishing to obtain a moped license in Iowa. Certificates will be issued to those who successfully complete the course. Students should bring a sack lunch.

NEW Hunter Safety
Offered by the Department of Natural Resources, this class will include all forms of hunter safety, hunter ethics, survival in the wild, and live firing on a supervised gun range. This class is mandatory for all hunters born after Jan. 1, 1967, who want to purchase a hunting license. Certification in this class is also acceptable in all states for big game hunting. Students must be 12 years of age or older to enroll, and must have a Social Security number to register and to receive a certificate upon completion. Class size is limited; advance registration is required - no walk-in registrations can be accepted.

Class meets on Sa 8/19 at Big Hollow shooting range from 1-4 PM

www.reddit.com/secc/ $100

CLASS FORMATS:

Face-to-Face (classroom) Live Online (videoconference) Hybrid (classroom & online) Online (self-paced)
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.

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 ____________________________________________________________
Looking for a new career path but can’t quit your day job?

TRAIN AT NIGHT
Evening programs available at SCC.

NURSING
WEST BURLINGTON
RN average starting salary: $63K
ONE-YEAR LPN DIPLOMA: Learn basic nursing care for entry jobs
TWO-YEAR ADN DEGREE: Build the skills to become a licensed RN

WELDING
WEST BURLINGTON
Average starting salary: $38K
ONE-YEAR DIPLOMA: Get the fundamentals and build experience
TWO-YEAR DEGREE: Learn advanced skills and specialized techniques

INDUSTRIAL MAINTENANCE
KEOKUK
Average starting salary: $55K
ONE-YEAR DIPLOMA: Learn basic mechanical and electrical fundamentals
TWO-YEAR DEGREE: Build skills for advanced troubleshooting and repair of mechanical and electrical systems

GET YOUR DEGREE TUITION-FREE!
Live in Iowa? The Last-Dollar Scholarship can cover the cost of your program tuition.

LEARN MORE:
West Burlington Campus
(319) 208-5155
www.scciowa.edu
Keokuk Campus
(319) 313-1923
Look Inside!

Super Summers

Start with Kid Tek University

June and July 2023

$179 face-to-face
$149 virtual classes

Scholarships available!

Register at scciowa.edu/kidtek

Or call (319) 208-5375

Call CBIZ to register (319) 208-5375
www.cbiziowa.com