FROM DEAD-END JOB TO FAST LANE
SEE STORY P13

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

Business & Professional Development
Business Management .................. 2
Leadership .................................. 2
Human Resources ......................... 4
Customer Service ....................... 5
Marketing, Sales, & Social Media ...... 5
Education .................................. 5

Computer Technology
Office Productivity .......................... 6

Licensure & Re-licensure
Athletic Coaching ......................... 8
Electrical Re-Licensure ................. 8
Mining Re-Licensure ..................... 8

Healthcare
Professional Healthcare ................. 9

Industrial Technology
Lean ......................................... 10
Manufacturing ............................. 10
Quality ...................................... 14
Welding .................................... 14
HVAC ....................................... 14
Spanish in the Workplace ............. 14

Environmental & Industrial Safety
Alcohol and Other Drug Safety ....... 15
OSHA ....................................... 15
Safety ...................................... 15

FROM THE COVER:
James Balmer, Electrical Maintenance Technician, Conagra Brands

Transportation
Commercial Driving Programs ........ 16

Life & Leisure
General Interest ........................... 18
Trades ...................................... 18
Finance .................................... 19
Photography ............................. 19
Leisure .................................... 19
Youth ....................................... 19

Adult Education & Literacy ............ 19
Registration & Class Info .............. 20

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

SCC West Burlington Campus
1500 West Agency Road
West Burlington, IA 52655
(319) 752-2731
Toll-free (866) 722-4692
www.scciowa.edu
www.cbiziowa.com

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

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

SCC Mount Pleasant Center
200 North Main
Mount Pleasant, IA 52641
(319) 385-8012
TAG 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>
<thead>
<tr>
<th>FALL 2023 SHORT TERM TRAINING</th>
<th>DURATION IN WEEKS</th>
<th>START DATE</th>
<th>LOCATION</th>
<th>TUITION ASSISTANCE AVAILABLE</th>
<th>CREDIT OPTIONS</th>
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<tbody>
<tr>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Tuition</th>
<th>Instructor</th>
<th>Location/Time</th>
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<tr>
<td>91231</td>
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<td>W, Sep 27 5:30 - 8:30 PM SCC MP 201</td>
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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 18.
Certificate classes may be taken individually outside of the certificate.

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

Approved course for ★ Business Bookkeeping Certificate
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Instructor</th>
<th>Location/Time</th>
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<td>91230</td>
<td>$99</td>
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<td>W, Oct 18 1 - 4 PM SCC CBIZ 111</td>
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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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Tuition</th>
<th>Instructor</th>
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<td>M &amp; W, Oct 23 &amp; 25 1 - 5 PM SCC CBIZ 110</td>
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Accounting Basic Concepts
Designed for the non-accountant bookkeeper, office manager or owner of a business. Learn basic accounting terms including revenues, expenses, assets, and liabilities. Learn to build and read the income statement, balance sheet, and statement of cash flows. Become familiar with accounting debits and credits as you learn how to record transactions in this hands-on course.

Approved course for ★ Business Bookkeeping Certificate
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Tuition</th>
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<td>M &amp; W, Oct 30-Nov 15 1 - 5 PM SCC CBIZ 110</td>
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</table>

PAYROLL ACCOUNTING

Are you an entrepreneurial spirit? Are you constantly thinking about how to create value and build new business? Are you trying to find innovative ways of doing business to replace old, outdated ones? If you answered “yes” to any of these questions, welcome to our group! We will be utilizing Business Model Canvas, a visual 9-Block mapping tool, to describe a company’s value proposition, infrastructure, customers, and finances, allowing the business to better align their activities to start or grow their customers base, markets, product offerings, and overall business. You will leave the workshop with a visual overview of your business or business idea on a single canvas. Canvas and Book included. See https://www.strategyzer.com/canvas/business-model-canvas.

Approved course for ★ Business Bookkeeping Certificate
<table>
<thead>
<tr>
<th>Course Code</th>
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LEADERSHIP

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

Approved course for ★ Supervision Certificate
<table>
<thead>
<tr>
<th>Course Code</th>
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<td>W, Feb 7 &amp; 14 8 - 11 AM SCC CBIZ 111</td>
</tr>
</tbody>
</table>

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

TUITION ASSISTANCE MAY BE AVAILABLE

Approved course for ★ Supervision Certificate
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Tuition</th>
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<td>W, Feb 7 - May 1 8 - 11 AM SCC CBIZ 111</td>
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</table>

Class does not meet 3/13
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.

Behavioral Interviewing
Hiring the right person for the right job requires behavioral, objective, fact-based criteria to be part of your hiring process. You will learn how to construct a thorough list of job requirements; and learn how to ask questions to reveal past experiences and interpret behavior. Finally, you will learn the importance of prompt and fair follow up in order to build a successful team.

Approved course for ★ Effective Mgmt. Certificate
91238 $239 B Williams-Lowe
Th, Nov 2 9 AM - 4 PM SCC CBIZ 103

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

Approved course for ★ Effective Mgmt. Certificate
90164 $149 B Williams-Lowe
T, Sep 19 9 AM - 4 PM SCC CBIZ 103

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

Approved course for ★ Effective Mgmt. Certificate
91239 $549 C Peerman
Th, Dec 14 8:30 AM - 3:30 PM SCC CBIZ 103

RUSS CURRY

Russ Curry, SPHR, SHRM-SCP is a sought-after highly creative, forward-thinking and results-oriented business leader with over 30 years of human resource experience. Russ is a seasoned and successful leader in strategic planning and execution, talent development, performance measurement, hiring and retention, safety, employment law, change management, employee engagement, diversity and inclusion and manager/supervisor training. His approach has been described as welcoming, engaging, and culturally responsive at all levels. Throughout his career, Russ has received numerous awards and distinction for his integrity, financial responsibility, enthusiasm, and customer service.

NEW Time Management & Documentation Basics Workshop

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

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

Approved course for ★ Effective Mgmt. Certificate
91240 $595 T Westbrook
T, Jan 16 9 AM - 4 PM SCC CBIZ 103

Approved course for ★ Effective Mgmt. Certificate
91241 $495 D McKee
T, Feb 13 9 AM - 4 PM SCC CBIZ 103

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

Approved course for ★ Effective Mgmt. Certificate
91239 $549 C Peerman
Th, Dec 14 8:30 AM - 3:30 PM SCC CBIZ 103

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

Approved course for ★ Effective Mgmt. Certificate
91238 $495 D McKee
Th, Nov 2 9 AM - 4 PM SCC CBIZ 103

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

Approved course for ★ Effective Mgmt. Certificate
91240 $595 T Westbrook
T, Jan 16 9 AM - 4 PM SCC CBIZ 103

Approved course for ★ Effective Mgmt. Certificate
91241 $495 D McKee
T, Feb 13 9 AM - 4 PM SCC CBIZ 103
**EDNA LOFTUS**

Edna Loftus is a native of Mexico who moved to the United States at the age of 12. Edna became proficient in the English language after two years of relocating to the US. After graduating Edna worked at Tyson Fresh Meat as a Spanish Interpreter. She later joined West Liberty Foods in Mount Pleasant to lead their Learning & Development division. Edna specializes in teaching leadership development, and English/Spanish classes to adult learners. Her hobbies include gardening, spending time with family and her animals, and arts/crafts.

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**Intro to Conversational Spanish**

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

- **91225** $249  E Loftus  
  T & Th, Oct 17-Nov 16  6 - 8 PM  SCC WB 203

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**Conversational Spanish**

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

- **91226** $249  E Loftus  
  T & Th, Dec 12-Jan 18  6 - 8 PM  SCC WB 203

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**Paralegal Certificate Program 1**

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

- [www.ed2go.com/secc/](http://www.ed2go.com/secc/) $175

---

**Digital Court Reporter**

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

- [www.ed2go.com/secc/](http://www.ed2go.com/secc/) $795

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**EMPOWER YOUR EMPLOYEES LEADERSHIP TRAINING**

**NEW** The Supervisors Job

"Describe the role of supervisor as a performance coach, develop strategies to develop employees so they can meet and exceed expectations."

Identify the role of supervisor. Identify what is the most important part of being a supervisor. Explain what it takes to be a good supervisor. Identify how to make the transition from lead worker to supervisor. Compare the differences of baby boomers and gen ex and millennial employees, and how to empower them all.

- **91292** $249  D McKee  
  T, Nov 14  9 AM - Noon  SCC CBIZ 103

Watch for other empowerment leadership topics:

- Becoming a Leader
- Motivation
- Appreciating Clients, Customers, & Co-Workers
- Problem Solving

---

**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).

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

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**SHRM Essentials of HR**

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

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

---

**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.

- [www.ed2go.com/secc/](http://www.ed2go.com/secc/) $115
CUSTOMER SERVICE

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

www.protrainedu.org/ $115

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

www.protrainedu.org/ $395

MARKETING, SALES, & SOCIAL MEDIA

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

www.protrainedu.org/ $115

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

www.protrainedu.org/ $129

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

www.protrainedu.org/ $115

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

www.protrainedu.org/ $115

EDUCATION

Early Childhood Certificate Level I

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

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

TUITION ASSISTANCE MAY BE AVAILABLE
CREDIT OPTION. CALL 319-208-5155

Classes start September 5.

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

Approved course for ★ Early Childhood L1 Certificate

90118 $1075 J Morgan
T & Th, Sep 5 - Oct 12  5:30 - 9:30 PM  SCC CBIZ 111

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

Approved course for ★ Early Childhood L2 Certificate

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

Early Childhood Curriculum I

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

Approved course for ★ Early Childhood L2 Certificate

91234 $1075 Staff
T & Th, Mar 19-Apr 25  5:30 - 9:30 PM  SCC CBIZ 111

WANT A CAREER IN EDUCATION?
SCC has credit options!

> Certificate  > Diploma  > AAS

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

Early Childhood Guidance

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

Approved course for ★ Early Childhood L2 Certificate

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

Early Childhood Curriculum I

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

Approved course for ★ Early Childhood L2 Certificate

91234 $1075 Staff
T & Th, Mar 19-Apr 25  5:30 - 9:30 PM  SCC CBIZ 111

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

Partnership with Great Prairie AEA.
Classes held virtually or in Ottumwa.
Look for ⭐ to locate Paraeducator Certificate classes. Certificate consists of three courses, each course is 15 hours class time plus 17 hours of online lecture.

Tuition Assistance May Be Available
Credit Option. Call 319-208-5155
Classes begin September 21.

Communication, 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.

Approved course for Paraeducator Certificate
15 hours of class time plus 17 hours of online classroom.

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.

Approved course for Paraeducator Certificate
This class is a partnership with GPAEA and is held in Ottumwa or virtually.

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.

Approved course for Paraeducator Certificate
This class is a partnership with GPAEA and is held in Ottumwa or virtually.

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

Approved course for Excel Basics

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

Approved course for Excel Intermediate

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.

Approved course for Basic Computer Essentials

Office Productivity

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

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

Tuition Assistance May Be Available

Level I certificate classes start October 24.
Level II classes start January 16, 2024.

Basic Computer Essentials

Excel Basics

Excel Intermediate

Basic Computer Essentials

Office Productivity

Computer & Information Systems Instructors Needed
Looking for individuals well versed in any or all of the following Microsoft products; Word, Outlook, PowerPoint, Excel & Access. Information Systems instructor needs Power BI, data science, networking, and cyber security. Part-time positions available.
Details & application can be found at scciowa.edu
Check the Employment link.
Excel Advanced
In Excel Advanced, students will discover how to forecast data. Learn the advantages of working with multiple worksheets and workbooks in consolidating data and using lookup functions and formula auditing. This class will not only go through the automating workbook functionality but also give you the know how to share and protect workbooks and create Sparkline and mapping data. Pre-requisite: Excel Intermediate or equivalent knowledge.

Approved course for ★ Computer Skills for the Workplace L2 Certificate

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

Approved course for ★ Computer Skills for the Workplace L1 Certificate

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

Approved course for ★ Computer Skills for the Workplace L2 Certificate

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

Approved course for ★ Computer Skills for the Workplace L2 Certificate

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

Approved course for ★ Computer Skills for the Workplace L1 Certificate

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

Approved course for ★ Computer Skills for the Workplace L1 Certificate

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

Approved course for ★ Computer Skills for the Workplace L2 Certificate

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

NEW Introduction to Power BI

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INFORMATION TECHNOLOGY

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

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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.

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LICENSURE & RE-LICENSURE

ATHLETIC COACHING

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

- 91406 $529 R Kaufman
  Oct 2 - Dec 8 SCC VIR
- Taping Clinic S Abbott
  S, Oct 14 8 AM - Noon SCC WB 229
- CPR/AED C Overhulser
  S, Oct 14 12:30 - 5:30 PM SCC WB 229

COSMETOLOGY

Morning Session
Three C's: Change, Color, Create
THREE C's: Change, Color, Creativity Change brings on opportunity, opportunity to look at ourselves in a new way. We will teach you the newest techniques in color and cuts on makeover participants directly from the audience. You will see how new creative techniques can apply to your everyday client. We all love to see the before and after, we can all make a difference!

- 91236 $99 S Besch
  Su, Oct 1 8 AM - Noon Capitol Theater

Afternoon Session
Cosmetology-Iowa Law
Have fun learning new rules and laws as you participate in modern game shows! Discover new laws and ways to keep up on sanitation.

- 91237 $49 S Besch
  Su, Oct 1 12:30 - 2:30 PM Capitol Theater

All Day and Save!
Cosmetology
Lunch provided to participants that sign up for both morning and afternoon sessions.

- 91235 $139 S Besch
  Su, Oct 1 8 AM - 2:30 PM Capitol Theater

ELECTRICAL RE-LICENSURE

IBEW Electrical CEU-6 Hour
This course covers the continuing education course work for Grounding and Bonding/Fuses and Circuit Breakers.

- 91086 $50 S, Nov 4 7 AM - 1 PM SCC OSCE

MINING RE-LICENSURE

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.

- 91178 $225 T,W,Th, Sep 26 - 28 8 AM - 4:30 PM SCC CBIZ 103
- 91179 $225 T,W,Th, Nov 14 - 16 8 AM - 4:30 PM SCC CBIZ 103
- 91180 $225 T,W,Th, Mar 26 - 28 8 AM - 4:30 PM SCC CBIZ 111

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

- 91181 $80 M, Sep 25 8 AM - 4:30 PM SCC CBIZ 103
- 91182 $80 M, Nov 13 8 AM - 4:30 PM SCC CBIZ 103
- 91183 $80 M, Mar 25 8 AM - 4:30 PM SCC CBIZ 103

GET PAID TO GO TO NURSING SCHOOL

WHY SCC?

$9K LEARNING STRIPEND
OVER 2 YEARS

START JANUARY OR JUNE

GUARANTEED JOB INTERVIEW

HIGH SUCCESS RATE

LEARN MORE: 319.208-5155

CONTACT US: Center for Business: 610 N. 4th St., Burlington 319.208.5375 cbiz@scciowa.edu www.cbiziowa.com
HEALTHCARE

PROFESSIONAL HEALTHCARE

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

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

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

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

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

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

Medication Aide
This is a 46-hour class with a 10-hour clinical, totaling 56 hours, to prepare individuals to safely administer medications in long-term care and residential care facilities. Successful completion qualifies the participants to pass medication according to regulatory standards. Applicant must be employed at least six months in the sponsoring facility, be recommended by their facility, and must be eligible on the DCW Registry if employed in a certified nursing facility. All other applicants must provide recommendation from their administrator at the facility where they are employed. Textbook is available in SCC bookstore and is not included in cost of tuition.

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

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

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

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

TUITION ASSISTANCE MAY BE AVAILABLE

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LEAN

Lean Practitioner CERTIFICATE PROGRAM

REDESIGNED! You might be closer than you think!

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

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

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

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

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

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

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

91189 $329 V Baum
W, Dec 13 8 AM - Noon SCC CBIZ 103

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

91089 $295 P Totor
W, Oct 11 & 25 8 AM - Noon SCC CBIZ 112

Lean 101
Combined classroom and hands-on simulation of an operating factory in a 1-day, 8-hour course. This is the first step in learning the principles of Lean manufacturing. No previous experience is required. The course is a mix of classroom and live simulation. You begin by manufacturing simulated circuit boards in a traditional forecasted manufacturing setting. The results of the simulation provide the basis for continuous improvement by applying Lean manufacturing principles. Performance improvements are measured and compared for improved results.

Approved course for ⭐ Lean Practitioner L1 Certificate

91188 $459 V Baum, A Clausen
W, Oct 18 8 AM - 5 PM SCC CBIZ 112

Students implement lean tools in the hands-on simulation in the Lean 101 course.

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

Approved course for ⭐ Lean Practitioner L1 Certificate

91091 $295 P Totor
W, Nov 8 8 AM - Noon SCC CBIZ 111

MANUFACTURING

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

M - F, Oct 16 - 20 8 AM - 3:30 PM Yotter / Martin
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, establishing communication to the PLC, understanding uploading, downloading, online, offline, run mode, remote mode, program mode and basic PLC programming. This course is designed for students with minimal to no PLC experience.

Approved course for PLC Core Skills Certificate

90173 $350 D Yotter
M, Oct 16 8 AM - 3:30 PM SCC WB 301

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, XI, OTE, OTL, OTU, RTO, RTO, RES, CTU, and CTD.

Approved course for PLC Core Skills Certificate

90174 $695 D Yotter
T & W, Oct 17 & 18 8 AM - 3:30 PM SCC WB 301

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

Approved course for:  PLC Core Skills Certificate
90175  $695  J Martin
Th & F, Oct 19 & 20  8 AM - 3:30 PM SCC WB 301

(BIMT) Basic Industrial Maintenance CERTIFICATE PROGRAM
Redesigned to better meet the needs of local industry. This certificate consist of two tracks to give you the basics of operating, repairing, and troubleshooting industrial equipment. 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.

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

**TUITION ASSISTANCE MAY BE AVAILABLE**

**CREDIT OPTION. CALL 319-208-5155**

Look for  to locate the BIMT-Mechanical endorsement classes.

Look for  to locate the BIMT-Electrical endorsement classes.

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DAVID YOTTER

David Yotter has worked in engineering capacities in the chemical, manufacturing, mechanical, and electrical fields. His impressive career doesn’t stop there. He has put his manufacturing experience to work in steam turbine, low voltage switchgear, plastic forming, precast concrete machinery manufacturing, and corn wet milling industries.

Throughout his career, he has gained extensive knowledge in process safety management, continuous improvement, and supply chain management.

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**Precision Measuring**

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

Approved course for:  BIMT Certificate - Mechanical
91143  $89  D Yotter
M, Oct 2  8 - 11 AM  SCC WB 605

**Basic Machines**

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

Approved course for:  BIMT Certificate - Mechanical
91146  $179  D Yotter
Th, Oct 5  8 AM - 3 PM  SCC WB 605

**Power Transmission-Belt Chain**

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

Approved course for:  BIMT Certificate - Mechanical
91147  $179  D Yotter
F, Oct 6  8 AM - 3 PM  SCC WB 605

**Conventional Alignment**

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

Approved course for:  BIMT Certificate - Mechanical
91148  $289  D Yotter
M, Oct 23  8 AM - 3 PM  SCC WB 605
T, Oct 24  8 AM - Noon  SCC WB 605

**Intro to Tools of the Trade**

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

Approved course for:  BIMT Certificate - Mechanical
91153  $79  D Yotter
T, Oct 24  1 - 3 PM  SCC WB 605

**Shop Math and Measuring**

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

Approved course for:  BIMT Certificate - Mechanical
91144  $179  D Yotter
M, Oct 2  1 - 4 PM  SCC WB 605
T, Oct 3  8 - 11 AM  SCC WB 605

**Introduction to Blueprint and Mechanical Drawings**

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

Approved course for:  BIMT Certificate - Mechanical
91145  $279  D Yotter
T, Oct 3  1 - 4 PM  SCC WB 605
W, Oct 4  8 AM - 3 PM  SCC WB 605

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

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

Approved course for BIMT Certificate - Mechanical
91149 $79 D Yotter
W, Oct 25 8 - 10 AM SCC WB 605

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

Approved course for BIMT Certificate - Mechanical
91150 $129 D Yotter
W, Oct 25 10 AM - 3 PM SCC WB 605

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

Approved course for BIMT Certificate - Mechanical
91154 $179 D Yotter
Th, Oct 26 8 AM - 3 PM SCC WB 605

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

Approved course for BIMT Certificate - Mechanical
91155 $129 D Yotter
F, Oct 27 8 AM - Noon SCC WB 605

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

Approved course for BIMT Certificate - Mechanical
91156 $79 D Yotter
F, Oct 27 1 - 3 PM SCC WB 605

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
91157 $179 D Yotter
M, Nov 6 8 AM - 3 PM SCC WB 605

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

Approved course for BIMT Certificate - Mechanical
91158 $179 D Yotter
T, Nov 7 8 AM - 3 PM SCC WB 605

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

Approved course for BIMT Certificate - Mechanical
91159 $179 D Yotter
W, Nov 8 8 AM - 3 PM SCC WB 605

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

Approved course for BIMT Certificate - Mechanical
91160 $329 D Yotter
T, Nov 9 8 AM - 3 PM SCC WB 605
F, Nov 10 8 AM - Noon SCC WB 605

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

Approved course for BIMT Certificate - Electrical
91165 $499 D Yotter
M,T,W, Jan 15 - 17 8 AM - 3 PM SCC CBIZ 112

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

Approved course for BIMT Certificate - Electrical
91166 $179 D Yotter
Th, Jan 18 8 AM - 3 PM SCC CBIZ 112

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

Approved course for BIMT Certificate - Electrical
91167 $179 D Yotter
F, Jan 19 8 AM - 3 PM SCC CBIZ 112

Electrical Wiring Diagrams and Schematics
This lesson will give the students a broad basic understanding of Wiring Diagrams & Schematic Diagrams. Topics will include: wiring diagram types and layout, how to read a wiring diagram, schematic symbols, circuit arrangements, how to read and interpret a schematic diagram, etc. This lesson will be reinforced in later electrical troubleshooting sessions. This lesson is a pre-requisite for Electrical Troubleshooting.

Approved course for BIMT Certificate - Electrical
91168 $499 D Yotter
M,T,W, Jan 29 - 31 8 AM - 3 PM SCC CBIZ 112
Time is money!
Earn top dollar to keep machines running.

Get a degree from SCC in Industrial Automation, Controls, and Robotics Technology.

Companies invest millions of dollars into equipment and rely on skilled technicians to keep it all running at peak performance. Mechanical and electrical theory are covered throughout the program, including how to troubleshoot and repair industrial systems. Flexible lab hours allow you to complete classwork on your schedule.

Average starting salary $55K

**INDUSTRIAL TECHNOLOGY**

**ON THE COVER:**

**FROM DEAD-END JOB TO FAST LANE:**

**Electrical Maintenance Technician Prepares for Takeoff**

Three years ago, James Balmer found himself at a crossroads. His employer, Bagcraft in Fort Madison, had just closed. Strangely, it was the opportunity he had been looking for.

“The job was ok but I really wanted more,” said Balmer.

He decided it was time to make a change and took advantage of the retraining program for displaced workers. After doing some research, he enrolled in SCC’s Industrial Maintenance Technology program on the Keokuk campus.

“I’ve always loved working on machines and taking stuff apart,” he continued. “It just felt like a good fit.”

He liked that it was close and the schedule allowed him to work a job and still take classes.

“The schedule was nice because we could work at our own pace.”

Over the next two years, Balmer would earn specialized credentials in electrical and mechanical equipment troubleshooting and repair. He graduated in May with his specialized degree.

“I really liked the hands-on learning and the instructors were great,” he added.

During the last semester of classes, he landed an entry-level position in the packaging department at Conagra Brands in Fort Madison. Barely six months later, degree in-hand, he took a position as an electrical technician. Now he spends his day crisscrossing the facility troubleshooting control circuits, fixing programming errors, and keeping the lines running smoothly.

“I’ve never worked in a place this big and so it took a few months until I was fully comfortable,” Balmer said.

James Balmer, Electrical Maintenance Technician, Conagra Brands

He really loves digging into complex programming issues. “I’m not afraid of a challenge.”

He credits SCC for preparing him to learn what it takes to be successful at his job.

“I’ve got my eye on a few of the more advanced positions in my department,” said Balmer. “I’ve got the training. Now I just need to put the time in and get more experience. Then I’ll be ready.”

While he had a sense of where he wanted to take his career, the time he spent learning lit a fire inside. Now, not only is he considering a bachelor’s degree, he wants to earn a supervisory certificate to set himself up for a management position at some point in the future.

“I’m proving to myself that I’m capable of a lot more than I ever thought I was.”

Balmer says there are plenty of opportunities for someone who’s not afraid to put in a little effort.

“If you’ve got a good work ethic and you like to learn and improve yourself, there are jobs in this field,” Balmer explained “Once you’re in the door, you’re going to get a lot of experience really fast and have a chance to move up.”

James Balmer, Electrical Maintenance Technician, Conagra Brands

For more information on SCC’s industrial technology programs, visit scciowa.edu or call (319) 3111-1923.

**DID YOU KNOW?**

You’re in demand! There are over 500,000 industrial maintenance jobs available nationwide.

**Industrial Automation, Controls, and Robotics Technology program**

Learn a cross-section of skills in mechanical and electrical components, programming, and troubleshooting to keep those multi-million dollar machines running at peak performance.

Get hands-on instruction in our high-tech, $2 million lab located in the Industrial Technology Training Center on the SCC Keokuk campus.

**CREDENTIALS AVAILABLE**

4 Months ➔ Certificate
1 Year ➔ Diploma
2 Years ➔ Degree

**ELIGIBLE FOR LAST-DOLLAR SCHOLARSHIP**

Call SCC to learn more: (319) 313-1923

Class Formats: Face-to-Face (classroom) Live Online (videoconference) Hybrid (classroom & online) Online (self-paced)
Control Circuits
The basic parts of a circuit are explained along with how to arrange circuits to obtain a specific result. Previous lessons on electrical components will be reinforced as specific applications are examined. This lesson is a suggested prerequisite for Electrical Trouble Shooting.

Approved course for ★ BIMT Certificate - Electrical
91170 $179 D Yotter
Th, Feb 1 8 AM - 3 PM SCC CBIZ 112

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

Approved course for ★ BIMT Certificate - Electrical
91171 $179 D Yotter
F, Feb 2 8 AM - 3 PM SCC CBIZ 112

Electrical Troubleshooting
This fundamentals course will help you establish the latest equipment used throughout industry and teach you how to use those tools in the field. You will learn how to follow a systematic approach to problem solving and how to interpret standard electrical schematic diagrams. The hands-on portion of the class will provide you with actual problems and will help to gauge your learning and identify growth areas.

Approved course for ★ BIMT Certificate - Electrical
91137 $499 D Yotter
M & T, Feb 26 & 27 8 AM - 3 PM SCC CBIZ 112

Introduction to Process
This class will introduce the student to the basics of process control used in manufacturing. Topics covered will include: process control concepts such as open and closed control loops, cascading control, ratio and relational control. Also included is an introduction to flow, pressure, temperature, level and analytical sensing. Signal processing and conditioning are also covered.

Approved course for ★ BIMT Certificate - Electrical
91142 $375 D Yotter
Th & F, Feb 29 & Mar 1 8 AM - 3 PM SCC CBIZ 111

QUALITY
Control Charting Simplified
This course is designed 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 CBIZ 103

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

Online Blueprint Reading and Safety
Instructor available for Q & A via Canvas/Self-Paced. Must login on first day of class for course set-up.

W & F, Aug 31- Sep 29 5:30 - 7 PM J Fuhrman
90165 $179 M Kaczinski
T - F, Oct 2 - Nov 3 5:30 - 9:30 PM SCC WB 701

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

https://careertraining.ed2go.com/secct $4,395

SPANISH IN THE WORKPLACE
Read Edna Loftus’s bio on page 4.

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

91225 $249 E Lothus
T & Th, Oct 17-Nov 16 6 - 8 PM SCC WB 203

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

Class does not meet 12/26 & 12/28
91226 $249 E Lothus
T & Th, Dec 12 - Jan 18 6 - 8 PM SCC WB 203
Class does not meet 12/26 & 12/28.

Want to understand how to prepare your business for growth?

Monday, October 9

Attend the upcoming FREE “Journey to Your Vision” seminar presented by Renew Rural Iowa.

To register:
https://burlingtononjtyv.eventbrite.com
Click on Workshop Locations
ENVIRONMENTAL & INDUSTRIAL SAFETY

ALCOHOL & OTHER DRUG SAFETY

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

90143  $35  D Trejo
W, Oct 25  10 - 11 AM  SCC CBIZ 112

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

90142  $49  D Trejo
W, Oct 25  1 - 3 PM  SCC CBIZ 112

OSHA

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

90163  $189  C Overhulser
T, Sep 12  8 AM - 3 PM  SCC CBIZ 103
W, Sep 13  8 AM - Noon  SCC CBIZ 103

NFPA 70E Arc Flash
This course is an OSHA requirement, and involves educating employees about the dangers of arc flash from electrical devices. Employees are required to understand the potential danger from arc flash, how arc flash is categorized, and what can be done to limit exposure.

91172  $189  D Yotter
Th, Feb 8  8 AM - 3 PM  SCC CBIZ 111

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.

90171  $85  D Yotter
W, Oct 11  8 AM - Noon  SCC WB 605

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

90169  $297  D Yotter
Th, Oct 12  8 AM - 4:30 PM  SCC WB 605

NEED TRAINING? NEED MONEY?

NEW & CURRENT IOWA BUSINESSES
Find out more about the Iowa New Jobs Training Program (260E) and the Iowa Jobs Training Program (260F)
Contact Brenda Rubey: (319) 208-5384  brubey@scciowa.edu
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 request the student to show proof of a current DOT medical card and a recent drug screen. Great River Business Health is SCC’s approved vendor for these screenings if needed.

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

CDL Class B Behind the Wheel

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

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

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

CDL Theory Online

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

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

CDL P Endorsement

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

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

CDL Theory & Permit Training

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

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

CDL Class A Behind the Wheel (BTW) Training

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.

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

Contact Us: Center for Business: 610 N. 4th St., Burlington 319.208.5375 cbiz@scciowa.edu www.cbiziowa.com
TRANSPORTATION

CONTRACT TRAINING
CDL FOR EMPLOYERS

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

CDL Class A BTW Night/Weekend
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.

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<tr>
<th>Course Code</th>
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<th>Dates</th>
<th>Times</th>
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<td>91251</td>
<td>$3995</td>
<td>W Claus</td>
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<td>8 AM - 4:30PM</td>
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<td>M, Oct 23 - Nov 12</td>
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CDL Class B School & Passenger
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, and school bus. Course will cover basic bus operations, safe and advanced operating practices, and non-vehicle Maintenance. Theory Training listed below. **24 hours of BTW will be scheduled individually with the instructor.**

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<th>Course Code</th>
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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.

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<tr>
<th>Course Code</th>
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<td>F, Feb 9</td>
<td>8 AM - 4:30PM</td>
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SCHOOL BUS
CONTRACT TRAINING
FOR SCHOOL DISTRICTS

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

**JIM RUBERG**

Jim Ruberg is an adjunct Bus Driving Instructor at SCC. He has over 6 years experience as a bus driver and 4 years experience training people so they can obtain a Class B CDL and drive a bus. Jim is a retired Burlington Police Officer and he also drives a special needs bus for Burlington Schools. Jim and his wife Becky have 2 daughters and 3 grandchildren. Jim enjoys spending time with the grandkids, taking walks, reading, and working puzzles.

**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

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

GENERAL INTEREST

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

AutoTech Clinic
Do you have a love for cars, or just want to learn the basics? Join us and get your hands dirty learning how to change tires, do oil changes, and general mechanical tasks. You will learn from industry professionals and explore different career opportunities. No experience necessary; you will learn the basics on up. Come with experience or broaden your skills.

- 91096 $49 W Carpenter
  S, Oct 21 & 28 9 AM - Noon SCC WB 509

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

- 91096 $49 S Kershner
  S, Oct 21 & Nov 11 9 AM - Noon SCC WB 701

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 Photograping Nature with Your Digital Camera, Start a Pet Sitting Business and Become a Veterinary Assistant.

www.secc.theknowledgebase.org $499

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

www.secc.theknowledgebase.org $115

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

www.secc.theknowledgebase.org $395

Start a Pet Sitting Business
If you’re an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you will master the essentials of running a cat and dog sitting business. You’ll begin with pet care including nutrition, exercise, first aid, and the identification of common diseases. You will learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. You will discover how to handle home visits and impress your potential clients. You’ll also explore sticky situations that can arise, such as lost pets, pets that die unexpectedly, and pets that need immediate veterinary care.

www.secc.theknowledgebase.org $395

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

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

Introduction to Milling and Sawing
Introduction to Milling and Sawing is an introduction to the art and business of woodworking.

- 91332 $79 A Raub
  Th, Oct 12 6 - 9 PM SCC WB 519
  S, Oct 14 8 AM - Noon SCC WB 519

Introduction to Bow Hunting
Introduction to Bow Hunting is a hunting education program focusing on interactions with people and wildlife.

- 91288 $129 Z Cornick
  Th, Sep 28 6 - 9 PM SCC 112
  S, Sep 30 8 AM - Noon SCC 112

Fundamentals of Landscaping Design and Business
Learn the basics about how to run a saw mill. The student will learn how to grade logs, scaling to determine board feet and how to make the different cuts to make quality lumber. The class will consist of both classroom learning as well as practical experience in the field.

- 91332 $79 A Raub
  Th, Oct 12 6 - 9 PM SCC WB 519
  S, Oct 14 8 AM - Noon SCC WB 519

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

www.secc.theknowledgebase.org $115

TRAVEL

Discover Sign Language Series
Gain confidence in your ability to sign with the deaf community. This course bundle will help you understand the perspective of the hearing impaired through use of videos to demonstrate how to make signs and communicate by facial expression.

www.secc.theknowledgebase.org $199

GENERAL INTEREST INSTRUCTORS NEEDED

We are looking for new fresh ideas.
Special interest currently in gaming, wood-working, home brewing, crafting, photography, spanish, genealogy, holiday-themed projects.
Part-time positions available
Details & application can be found at scciowa.edu
Check the EMPLOYMENT LINK.
Welding Art 101
Learn the basics of joining metal pieces through MIG welding. In this class, you will make an art project with a limited number of horse shoes and learn the basic weld. Come with ideas or suggestions to share. Participants must wear cotton long-sleeve clothes and leather, closed-toe shoes. Those with medium to long hair must tie back. Safety glasses, welding gloves, jackets, and helmets will be provided, but you are encouraged to bring your own.

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$69 S Kershner

PHOTOGRAPHY

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

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 as you learn how the technology can help you take beautiful portraits and action shots of people. You will get a crash course in all the features and controls on your camera that can be used to elevate your photos, and learn photo editing techniques for professional-looking images. By the end of this series, you’ll be well on your way to becoming a skilled photographer.

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FINANCE

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

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$100

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

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$129

LEISURE

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

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

YOUTH

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

& SECC/ 208-5314 | www.scciowa.edu/conted/aelhsed

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/aelhsed

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.
It is the policy of Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status in its program, activities, or employment practices. If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Vice President of Student Affairs (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD (800) 877-8339, Email: OCR.Chicago@ed.gov.

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 ____________________________________________________________

USE THE FORM BELOW FOR MAIL AND FAX REGISTRATIONS

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

PHONE SCC at (319) 208-5375
• Call Monday through Friday 8 AM - 4:30 PM Toll-free at 866-722-4692 ext. 5375
• Please have the information from the form below ready for the registrar
• Use credit or debit card to pay

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

It is the policy of Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status in its program, activities, or employment practices. If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Vice President of Student Affairs (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD (800) 877-8339, Email: OCR.Chicago@ed.gov.
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 TECHNOLOGY**

*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  
www.scciowa.edu
BOOST YOUR SKILLS

Boost your skills with CBIZ’s dual track industrial maintenance training programs.

BASIC INDUSTRIAL MAINTENANCE CERTIFICATE
> ELECTRICAL TRACK
> MECHANICAL TRACK

We’ve updated our popular six week program to better balance crucial skills training delivery with the demands of your busy maintenance teams.

Take one or both tracks. Tuition Assistance Available

Learn more p11

See p13 for info on credit classes for Industrial Controls and Robotics Technology (ICART).

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