Options
Continuing education course catalog

Sep - Dec 2018

Short Term Training
Skilled Trade Certificates from CBIZ!

- Production Welding
- Stick Welding
- Maintenance (IOMS)
- PLC Core Skills Series

REGISTER TODAY:
319-208-5375
www.cbiziowa.com

Options Non-Credit Fall 2018 Catalog

Continuing Education Course Catalog offered through SCC

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Email us to join: cbiz@scciowa.edu
Business Careers

Auto Dealership

NEW Auto Dealers: Dealer 101, Under the Hood
This course is the basic course on understanding dealer responsibilities. This class will serve as a refresher course and will teach the requirements of being an auto dealer in Iowa and how to maintain a dealer’s license. Updates of changes to state and federal law, rule and regulation will be provided. The trainer will discuss new laws enacted during the 2018 legislative session impacting Iowa auto dealers. Dealers will review video presentations from the Iowa Department of Transportation Bureau of Investigation & Identity Protection and the Consumer Protection Division of the Iowa Attorney General’s office. An updated 5 hour dealer education manual and/or a USB flash drive will be provided to all attendees.

NEW Auto Dealers: Dealer 102, Turbocharged Dealer Details
This course will serve as a refresher course for Iowa auto dealers, plus provide training on vehicle title compliance and the necessity for dealer compliant paperwork. The trainer will provide an overview of dealer responsibilities with lender resources and compliant guidelines for assisting consumers with financing options. The course will provide updates to state and federal law, rule and regulation. The trainer will discuss new laws enacted during the 2018 legislative session impacting Iowa auto dealers. Dealers will review video presentations from the Iowa Department of Transportation Bureau of Investigation & Identity Protection and the Consumer Protection Division of the Iowa Attorney General’s office. An updated 5 hour dealer education manual and/or a USB flash drive will be provided to all attendees.

NEW Auto Dealers: Dealer 103, A Major Tune-Up - Buy Here Pay Here Operations
Updates of state and federal law, rule and regulation will be shared with dealers. The trainer will provide an overview of regulations, policies and procedures for compliant buy here pay here dealerships. New laws impacting Iowa auto dealers enacted during the 2018 Iowa legislative session will be reviewed. The importance of using compliant forms in buy here pay here operations will be discussed with attendees. The course will be beneficial for existing buy here pay here dealers as well as those dealers who are giving consideration to establishing a buy here pay here dealership. An updated 5 hour dealer education manual and/or a USB flash drive will be provided to all attendees.

Business Management

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

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

#65201 24 Hours, 6 Sessions $295
SCC CBIZ, 110 Janine Clover, MBA
Mon/Wed/Fri, Oct 1 - 12 8 AM - Noon

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

★ Access Basics
★ Accounting Basic Concepts
★ Business Record Keeping
★ Excel Basics & Intermediate
★ Introduction to Windows 10
★ Payroll Accounting
★ QuickBooks Pro
★ Understanding Your Business Taxes
★ Word Basics
★ Bookkeeping Projects

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

Tuition assistance may be available.

102 Hours, 32 Sessions $1,615
SCC CBIZ, Mon - Fri, Sep 10 - Dec 19 8 AM - 4 PM
Call (319) 208-5375 for schedule.

Certificate classes may be taken individually outside of the certificate.

Call to Register: 319-208-5375 | Call toll-free: 866-SCC-IOWA x5375
### NEW QuickBooks Online® - Software Comprehensive
If you subscribe to QuickBooks Online®, this hands-on training seminar is for you! Learn how to set up a company, customer and vendor files, and chart of accounts. Learn how to manage money coming in and money going out including sales, invoicing, paying bills, and tracking expenses. You’ll learn how to reconcile accounts, use inventory and payroll, and use reports to understand your business, including profitability and sales trends. Bring your questions. Book, materials and light lunch included. Basic computer knowledge is required.

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<tr>
<th>Course Code</th>
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<td>#6618</td>
<td>7 Hours, 1 Session</td>
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<td>Friday, Jan 25</td>
<td>9 AM - 4 PM</td>
<td>$259</td>
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### QuickBooks Pro® Desktop Level I
If you are a new user of QuickBooks Pro® Desktop, this hands-on training seminar is for you! Learn how to set up a company, customer and vendor files, and chart of accounts. Learn how to manage money coming in and money going out including sales, invoicing, paying bills, and tracking expenses. You’ll also learn how to reconcile accounts and use reports to understand your business, including profitability and sales trends. Materials included.

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<td>Wednesday, Dec 5</td>
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### QuickBooks Pro® Desktop Level II
Beyond the basics, in this seminar you will build on the knowledge gained in Level I as you learn to work with physical inventory and sales tax, set up and use QuickBooks® payroll, and deal with the “other” accounts found on the balance sheet, such as current assets and long-term liabilities. Also covered are estimates and time tracking features as well as data maintenance. Finally, you’ll learn how to make journal entries, customize reports, and create custom templates. Materials included.

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### 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.

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

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<td>#6524</td>
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<td>Mon &amp; Wed, Oct 22 - 31</td>
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### Are You a Solopreneur?
Sponsored by America’s SBDC Iowa.

Macmillian dictionary defines a solopreneur as a business owner who works and runs their business alone. Southeastern Community College SBDC has a monthly “Study Group” just for Solo Entrepreneurs. The group will work on business goals together and network through the direction of the Southeastern SBDC. There is no cost, just your desire to improve your business.

If you are interested please contact Janine Clover at 319-208-5381 or jclover@scciowa.edu.
Professional Development

Athletic Coaching

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

**This class also includes the NEW mandatory CPR/First Aid training.**

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

*#65125 55 Hours $529*

Sep 10 - Nov 23
Kaufman
Taping Clinic, SCC WB 201
Abbott
Saturday, Oct 13
8 AM - Noon
CPR/AED, SCC WB 201
Beard
Saturday, Oct 13
12:30 - 5:30 PM

**Coaching Ethics**
This course is designed to enable you to meet the state requirements for coaching ethics re-certification. This is an independent study program.

*#65108 5 Hours/Self-Study $90*

Jul 1 - Jun 28
Kaufman

**Theory of Coaching**
This online self-paced class enhances your understanding of techniques and theory of coaching interscholastic athletics. This class will take about 10 hours to complete and meets all requirements for the State of Iowa Coaching Authorization required core subject matter. Students must purchase their own Successful Coaching, 4th Edition book.

*#65128 10 Hours/Self-Study $100*

Jul 1 - Jun 30
Kaufman

Leadership

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

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

*#64212 6 Hours, 1 Session $459*

Scc CBiz, 103
Celina Peerman
Thursday, Sep 20
8:30 AM - 3:30 PM

*#65119 6 Hours, 1 Session $459*

Scc CBiz, 103
Celina Peerman
Tuesday, Dec 11
8:30 AM - 3:30 PM

**Management Basics**
Get the core skills you need to ensure success as a manager or front-line supervisor. Learn about contemporary management theories and the role of a manager. Topics include team building, relationship building, communications, delegation, professionalism, and ethics.

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

*#65115 6 Hours, 1 Session $495*

Scc CBiz, 103
Tom Westbrook
Thursday, Oct 18
8 AM - 5 PM

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

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

*#65111 6 Hours, 1 Session $459*

Scc CBiz, 103
Don McKe
Tuesday, Nov 13
8:30 AM - 3:30 PM

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.

★ Behavioral Interviewing
★ Business Mentoring
★ Communication Skills for Managers
★ Delegation for Leaders
★ Effective Performance Appraisals
★ Emotional Intelligence
★ Fostering Diversity in the Workplace
★ Handling Conflict
★ HR Legal Issues for Managers
★ Introduction to Project Management
★ Leading Change in the Workplace
★ Leading High Performance Teams
★ Management Basics
★ How Millennials and Gen Z Affect the Culture of Work
★ Problem Solving for Teams

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

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

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

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.

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

BEHAVIORAL INTERVIEWING
Hiring the right person for the right job requires behavioral, objective, and fact-based criteria to be part of your hiring process. You will learn how to construct a thorough list of job requirements and 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.

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

ONLINE LEARNING
Learn new skills on your schedule when it suits you.

Fundamentals of Technical Writing
Learn how to translate complex information into easily understandable language, and how to become a wizard at marrying the art of publishing with the science of technology.

GRE Preparation – Part 1
If you’re planning to apply to graduate school, you’ll likely have to take the GRE. Part 1 takes you through question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks.

Creating WordPress Websites
Learn how to create attractive, sophisticated blogs and websites—without any coding! Find out how to use WordPress to create pages and posts, add images and videos, change a site’s look and feel.

SAT/ACT Prep Series
Your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This series will prepare you for both tests.

Speed Spanish
This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences.

Supervisory 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.

A to Z Grantwriting
Learn how to network and develop true partnerships with a variety of funders, how to organize a grant writing campaign, and how to put together a complete proposal package.

Discover Sign Language
Begin with an intro to the language itself, and learn to create the signs for numbers. You’ll also master the sign alphabet so you can fingerspell proper names. You’ll learn to sign phrases and expand to sentences.

Introduction to SQL
Learn about the basic structure of relational databases and how to read and write SQL statements and advanced data manipulation techniques. Learn how to use views to simplify complex queries, summarize data, and manipulate data.

Southeastern Community College | Center for Business www.cbiziowa.com
Computer Technology

Office Productivity

Introduction to Windows 10
Whether you’re new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This course will help you define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. In this course, learn how to create documents, send email, browse the Internet, and share information between applications and with other users. This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons.

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

Microsoft 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.

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

Business Applications Certificate Program
This certificate hands-on program is for those who need or want to learn more about the world of computers. Students will learn the essentials of computing for today’s technological workplace. Through hands-on, interactive training, students gain a working knowledge of a wide variety of computer software applications to help them be successful in a cross section of occupations.

★ Access Basics, Intermediate, & Advanced
★ Excel Basics, Intermediate, & Advanced
★ Introduction to Windows 10
★ Microsoft Outlook Basics
★ Microsoft PowerPoint Basics
★ Word Basics, Intermediate, & Advanced
★ Final Tests

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

Tuition assistance may be available.

98 Hours, 26 Sessions $1,469
SCC CBIZ, 110 Sep 10 - Dec 6
Call (319) 208-5375 for schedule.

Certificate classes may be taken individually outside of the certificate.

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

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

#65155 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Nov 13 & 15 8 AM - Noon

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

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

#65160 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Nov 27 & 29 8 AM - Noon

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

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

#65167 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue & Thu, Dec 4 & 6 8 AM - Noon

Excel Basics
Work with numbers? Then you need to learn Excel. In this class you will 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 functions, formatting worksheets, creating charts, and managing large workbooks. Experience with Windows is recommended. New users of previous Excel versions will also benefit.

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

#64182 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Cindy Chambers
Tue - Thu, Sep 18 & 20 8 AM - Noon

#65183 8 Hours, 4 Sessions $129
SCC Mt. Pleasant, 203 Sarah Johnson
Tue & Thu, Oct 16 - 25 6 - 8 PM

#65154 8 Hours, 2 Sessions $129
SCC CBIZ, 110 Larry Cutsinger
Mon & Wed, Oct 22 & 24 8 AM - Noon

#65153 8 Hours, 4 Sessions $129
SCC Keokuk, 417 Larry Cutsinger
Tue & Thu, Nov 27 - Dec 6 6 - 8 PM
Excel Intermediate
Continue with your Excel proficiencies by learning the benefits of the more advanced features of Excel. Topics covered include using multiple worksheets and workbooks, customizing Excel, advanced formatting, outlines and subtotals, cell and range names, list and table management, advanced charting, documenting and auditing, templates and settings, and Internet features. Pre-requisite: Excel Basics or equivalent knowledge.

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

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<td>Tue &amp; Thu, Oct 2 - 11</td>
<td>6 - 8 PM</td>
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<td>#65152</td>
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<td>SCC CBIZ, 110</td>
<td>Mon &amp; Wed, Oct 15 &amp; 17</td>
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<td>#65151</td>
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<td>SCC Keokuk, 417</td>
<td>Mon &amp; Wed, Nov 5 &amp; 14</td>
<td>6 - 8 PM</td>
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Excel Advanced
Learn the advantages of working with advanced functions, lookups and data tables, advanced list management, working with pivot tables and pivot charts, exporting and importing. Also learn analytical options, how to use macros, conditional formatting and SmartArt. Pre-requisite: Excel Intermediate or equivalent knowledge.

Certificate Program ★ This course is approved for the Business Applications 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, instant messaging, and much more. You’ll be able to practice what you learn in this hands-on course. New users of previous Word versions will also benefit.

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

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

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

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<td>SCC CBIZ, 110</td>
<td>Tue &amp; Thu, Oct 23 &amp; 25</td>
<td>8 AM - Noon</td>
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Word Advanced
Topics covered in this class include working with forms, working with large documents, creating macros, customizing menus and toolbars, using XML features, and sharing Word documents. Pre-requisite: Word Intermediate or equivalent knowledge.

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

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<tr>
<th>Course Code</th>
<th>Hours</th>
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<th>Instructor</th>
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<td>#65165</td>
<td>8</td>
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<td>Cindy Chambers</td>
<td>SCC CBIZ, 110</td>
<td>Tue &amp; Thu, Nov 6 &amp; 8</td>
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PowerPoint
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. New users of previous PowerPoint versions will also benefit.

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

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Introduction to Programming using the Raspberry Pi
This class is for those who wish to have an in-depth introduction to computer programming using Python, a widely-used and easy-to-learn language. In this class, students will learn programming using the Raspberry Pi - a credit-card sized, yet fully-functional, Linux-based computer. Students who successfully complete this class will be ready to take the next step in programming their Raspberry Pi to interface with robotics and sensors. Tuition includes a Raspberry Pi, power supply, case, and programming textbook, which the student keeps.

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<td>Don Weiss</td>
<td>SCC CBIZ, 101</td>
<td>Tue &amp; Thu, Oct 9 - Nov 1</td>
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Robotic Programming using the Raspberry Pi
This class is a follow-up to the Introduction to Programming using the Raspberry Pi, and is for those who wish to have an introduction to interfacing with robotics and sensors. In this class, students will learn how to program a Raspberry Pi to interface with a robotic car with ultrasonic obstacle avoidance, light follower, and line follower sensors. The class assumes the student is familiar with Python programming and the Raspberry Pi.

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<td>Don Weiss</td>
<td>SCC CBIZ, 101</td>
<td>Tue &amp; Thu, Nov 6 - 15</td>
<td>6 - 9 PM</td>
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Have a hobby you enjoy? Want to earn extra money?
Teach a class for CBIZ! Call 319-208-5375
Social Media

Basics of Social Media for Business
Learn to use Social Media FREE marketing. Understand the different platforms and how to use them, such as Facebook, Twitter, Pinterest, eBay, YouTube and much more. Understand the top five things that make social media different than traditional marketing. Work through the top five difficult questions when using social media marketing.

Certificate Program ★ This course is approved for the Social Media Certificate.
#65110 6 Hours, 2 Sessions $89
SCC CBIZ, 110 Samantha Helmick
Tuesdays, Sep 18 & 25 5:30 - 8:30 PM
Available in KEO via zoom – call CBIZ for info.

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

Certificate Program ★ This course is approved for the Social Media Certificate.
#65135 4 Hours, 2 Sessions $59
SCC CBIZ, 110 Samantha Helmick
Tuesdays, Oct 2 & 9 5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info.

Facebook Advertising: Big Ideas for Small Business
Still think Facebook is a fad? Advertisers of all shapes and sizes are finding ways to leverage the social media giant’s 1.7 billion users. You know you don’t need to reach everyone on Facebook, but engaging even a teeny-tiny fraction of users who live in your corner of the world could do a lot for your business. Learn how to use Facebook’s advertising tools to reach, engage and motivate your customers. Also learn tips on what to say, how to say it, and when.

Certificate Program ★ This course is approved for the Social Media Certificate.
#65134 4 Hours, 2 Sessions $59
SCC CBIZ, 110 Jeff Ebbing
Tuesdays, Oct 16 & 23 5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info.

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

Certificate Program ★ This course is approved for the Social Media Certificate.
#65137 4 Hours, 2 Sessions $59
SCC CBIZ, 110 Jeff Ebbing
Tuesdays, Oct 30 & Nov 6 5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info.

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

Certificate Program ★ This course is approved for the Social Media Certificate.
#65136 4 Hours, 2 Sessions $59
SCC CBIZ, 110 Samantha Helmick
Tuesdays, Nov 13 & 20 5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info.

Visual Media In Social Media Marketing
While traditional marketing techniques tell your story to customers, visual media marketing shows your story and lets them see first-hand what you have to offer. Learn how to utilize innovative approaches to sharing your company’s content through various formats, such as video loops, live streaming, images and text, on multiple social networks for better customer engagement. Develop a visual media marketing strategy to captivate your audience, capitalize on visual media trends, and take your brand narrative to the next level.

Certificate Program ★ This course is approved for the Social Media Certificate.
#65112 6 Hours, 2 Sessions $89
SCC CBIZ, 110 Samantha Helmick
Tuesdays, Nov 27 & Dec 4 5:30 - 8:30 PM
Available in KEO via zoom – call CBIZ for info.
Pimp My Profile: LinkedIn for Professionals
You know you should be using LinkedIn for networking, but it’s all a mystery: connections, profiles, endorsements, groups. Where do you start? Your LinkedIn profile is your business card, your resume, your soapbox, and your rolodex – all in one. Learn how to pimp your profile and get noticed. Then see how you can leverage LinkedIn’s other features to grow your network and build influence.

Certificate Program ★ This course is approved for the Social Media Certificate.
#65138 2 Hours, 1 Session $39
SCC CBIZ, 110  Jeff Ebbing
Tuesday, Dec 11  5:30 - 7:30 PM
Available in KEO via zoom – call CBIZ for info

Social Media Certificate Final Project
Note: you must have attended all Social Media Certificate classes as a prerequisite to the final project. The Final Project consists of two parts: first, meeting the attendance requirement for the Social Media certificate classes: Basics of Social Media for Business, Blogging for Business, Facebook Advertising: Big Ideas for Small Business, Pimp my Profile: LinkedIn for Professionals, Twitter Tagging for Business Optimization, and Visual Media in Social Media Marketing, and second, presentation of the final Social Media Marketing Plan which meets the provided guidelines.

Certificate Program ★ This course is approved for the Social Media Certificate.
#65123 2 Hours, 1 Session $39
SCC CBIZ, 110  Helmick / Ebbing / Woodside
Tuesday, Dec 18  5:30 - 7:30 PM

Health Care

CPR & First Aid

Heartsaver Pediatrics First Aid and CPR
This American Heart Association course is a 7-hour class teaching critical skills and knowledge needed to respond to and manage illnesses and injuries in a child or infant in the first few minutes until emergency medical services arrives. This content is inclusive for Child CPR state-required training for child care providers, and is also recommended for teachers, foster care providers, camp counselors, coaches, and the general public.

#64035 7 Hours, 1 Session $129
SCC CBIZ, 112  Amanda Shockency
Thursday, Sep 6  8 AM - 4 PM

Heartsaver CPR/AED and First Aid
This course combines information for both basic first aid procedures including the first aid skills recommended by OSHA and CPR skills training with instruction and practice using an AED.

#65117 6 Hours, 1 Session $109
SCC Kenkuk, 301  Amanda Shockency
Tuesday, Oct 16  8 AM - 3 PM

#65118 6 Hours, 1 Session $109
SCC Mt. Pleasant, 102  Amanda Shockency
Wednesday, Nov 14  8 AM - 3 PM

#65116 6 Hours, 1 Session $109
SCC CBIZ, 112  Amanda Shockency
Thursday, Dec 13  8 AM - 3 PM

Professional Health Care

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

To register for this class, call 319-208-5391.
#64973 4 Hours, 1 Session $69
SCC WB, HP125  Josh Kramer
Monday, Aug 27  5 - 9 PM

#64977 4 Hours, 1 Session $69
SCC Keokuk, 414  Vicki Gallagher
Tuesday, Aug 28  5 - 9 PM

#64975 4 Hours, 1 Session $69
SCC WB, HP117  Josh Kramer
Monday, Oct 8  5 - 9 PM

#64978 4 Hours, 1 Session $69
SCC Keokuk, 414  Vicki Gallagher
Tuesday, Nov 13  5 - 9 PM

#64976 4 Hours, 1 Session $69
SCC WB, HP117  Josh Kramer
Monday, Nov 19  5 - 9 PM

Healthcare Registration Specialist
This course prepares individuals to work as a Registration Specialist in health care. This position represents the front line of healthcare services for patients entering a hospital or clinic. Students learn terminology associated with the revenue cycle, customer service, computer skills, basic Microsoft Office functions, HIPAA training, types of insurance offerings and terminology, as well as communication skills. In addition to 64 hours of lecture, there is a 20 hour externship that must be completed in order to receive the course certificate.

To register for this class, call 319-208-5391.
#65200 64 Hours, 16 Sessions $1,200
SCC WB, HP117  Kara Plath
Friday, Aug 24 - Dec 14  8 AM - 12:30 PM
Tuition Assistance may be available.

www.cbiziowa.com
Individualized Music for Dementia Patient Care
Learn about the power of individualized music in the care of persons with dementia. Are you a professional or family caregiver for someone with dementia (such as Alzheimer’s disease)? Does the person become anxious or agitated easily? Are these behaviors negatively effecting quality-of-life, daily cares, and your relationship with the person? Empower yourself! Anxiety / agitation are expressions of an unmet need that the person may not be able to express verbally. Learn how to use music as a non-pharmacological intervention to alleviate the disruptive behaviors. Class content will be further applied and discussed through an illustrated book designed for older children and their family members. The book is intended as a valuable resource to professional health care providers and can be purchased separately. Dr. Gerdner has a PhD in Nursing & Aging and recently served as an ethno geriatric specialist at Stanford University.

Medication Aide
This is a 46-hour class and 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 medications according to regulatory standards. Applicant must be employed at least six months in the sponsoring facility, be recommended by their facility, and if CNA must be eligible on the DCW Registry if employed in a certified nursing facility. All other applicants must provide recommendation from their administrator at the facility where they are employed. Text is available in SCC bookstore, and is not included in cost of tuition.

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

#64979 56 Hours, 12 Sessions $425
SCC WB, HP125 Wanda Carden
Mon & Wed, Aug 27 - Oct 1 9 AM - 1:30 PM
Note: Mandatory CORE training must be completed on 8/22/18 from 9 - 3:30 PM at SCC WB, HP125.

#64983 56 Hours, 12 Sessions $425
SCC WB, HP128 Darla Boeding
Tue & Fri, Oct 16 - Nov 16 12:30 - 5 PM
Note: Mandatory CORE training must be completed on 10/15/18 from 9 - 3:30 PM at SCC WB, HP125.

Medication Manager
This 15-hour class is designed to certify persons to administer medications or supervise the client who self-administers non-parenteral medications in 15 or less bed 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 2017 Drug Reference.

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

#64986 15 Hours, 5 Sessions $125
SCC WB, HP125 Darla Boeding
Tue & Fri, Aug 14 - 28 8:30 - 11:30 AM

#64987 15 Hours, 5 Sessions $125
SCC WB, HP125 Darla Boeding
Tue & Fri, Sep 18 - Oct 2 8:30 - 11:30 AM

Phlebotomy
This class of 60 hours of classroom and 120 hours of externship will prepare students to function as a phlebotomist in a medical laboratory setting. Background check is required and will be explained the first class meeting. Textbook available in SCC bookstore.

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

#64986 180 Hours, 20 Sessions $595
SCC WB, HP205 Kara Plath
Tue & Thu, Aug 28 - Nov 1 6 - 9:15 PM
Industrial Technology

APICS

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

CBIZ offers expert guidance and peer discussion from instructor led courses that will help you prepare for certification. Must be registered ten days prior to the start of class.

NEW APICS CPIM Part 2 -
Comprehensive Supply Chain Training for Internal Operations

Part 2, Comprehensive Supply Chain Training, covers more advanced concepts in managing the flow of materials for internal operations. Four modules are reviewed: Strategic Management of Resources; Master Planning of Resources; Detailed Scheduling and Planning; and Execution and Control of Operations. This course helps prepare you to take Part 2 of the CPIM (Certified in Production and Inventory Management) exam.

#64199 40 Hours, 5 Sessions $2,195
SCC CBIZ, 112 Tammy Dean
Fridays, Sep 7 - Nov 30 8 AM - 4:30 PM
Class meets Sep 7, 28, Oct 19, Nov 9, 30

NEW APICS Certified Supply Chain Professional (CSCP)

Looking for information to get ahead in your supply chain career? Consider becoming an APICS CSCP, a certification recognized both nationally and regionally. This course is a comprehensive professional development and certification preparation training program. It combines reading material, interactive web-based study tools and tests, plus instructor-led face-to-face training designed to enhance your learning effectiveness. The knowledge gained will help you prepare for the one required exam and help you demonstrate your knowledge and organizational skills for developing more streamlined operations across the extended supply chain.

#65104 40 Hours, 5 Sessions $2,295
SCC CBIZ, 112 Tammy Dean
Fridays, Aug 24 - Dec 7 8 AM - 4:30 PM
Class meets Aug 24, Sep 21, Oct 26, Nov 16, Dec 7

Lean

NEW 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.

NEW Lean Practitioner
Level 2
CERTIFICATE PROGRAM

This special price covers the cost for classes between Sep-Dec 2018 and does not include any additional make-up classes or projects.

- Leading Lean Transformation
- Rapid Improvement
- Process Mapping
- Value Stream Mapping
- Intro to A3 Problem Solving

Look for ★ to locate Lean Practitioner Level 2 classes in this catalog.

#64457 4 Hours, 1 Session $195
SCC CBIZ, 111 Vicki Baum
Tuesday, Oct 9 8 AM - Noon

NEW Leading Lean Transformation

Learn to lead and manage the culture change. Translate vision into reality. Prioritize actions through policy deployment. Learn to introduce new products smoothly and in less time.

Certificate Program ★ This course is approved for the Lean Practitioner Level 2 Certificate.

#64193 8 Hours, 1 Session $295
SCC CBIZ, 111 Vicki Baum
Thursday, Sep 6 8 AM - 4:30 PM

NEW Rapid Improvement (Kaizen)

Learn the philosophy of continuous improvement and the elements of rapid improvement through making workplace changes, selecting and using cross functional teams, conducting successful Kaizen events, and creating an effective support structure.

Certificate Program ★ This course is approved for the Lean Practitioner Level 2 Certificate.

#64192 8 Hours, 1 Session $295
SCC CBIZ, 111 Brian Stone
Wednesday, Sep 26 8 AM - 4:30 PM

NEW Process Mapping

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

Certificate Program ★ This course is approved for the Lean Practitioner Level 2 Certificate.

#64457 4 Hours, 1 Session $195
SCC CBIZ, 111 Vicki Baum
Tuesday, Oct 9 8 AM - Noon
Industrial Technology

Custom on-site training available.
On-site training is an EFFICIENT & COST-EFFECTIVE way to bring key concepts to your team at one time.

Learn more, call today:
319-208-5375

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

Certificate Program ★ This course is approved for the Lean Practitioner Level 2 Certificate.
#64458 8 Hours, 1 Session $295
SCC CBIZ, 111 8 AM - 4:30 PM
Tuesday, Oct 16

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

Certificate Program ★ This course is approved for the Lean Practitioner Level 2 Certificate.
#64460 12 Hours, 3 Sessions $495
SCC CBIZ, 111 8 AM - Noon
Tuesdays, Nov 6 - 27
Class does not meet Nov 20

Six Sigma Green Belt
This accelerated certificate program is delivered in two modules and includes a capstone project for Green Belt certification. Students should have some exposure to basic SPC and know how to construct an X-bar and R chart. It is recommended that participants have access to a manufacturing environment for their capstone project. The required capstone project is due eight weeks after the end of the course. Bring a calculator to class.

#64227 48 Hours, 6 Sessions $2,750
SCC CBIZ, 112 8 AM - 4:30 PM
Tuesday, Sep 18 - 20 & Oct 9 - 11

Six Sigma Black Belt
Build on your Green Belt learning with this additional three-day training. The required capstone project is due eight weeks after the end of the course. Bring a calculator to class.

#64229 24 Hours, 3 Sessions $1,800
SCC CBIZ, 112 8 AM - 4:30 PM
Tuesday, Nov 27 - 29

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

#64029 6 Hours, 1 Session $125
SCC CBIZ, 103 8 AM - 3 PM
Thursday, Sep 6

Electrical Troubleshooting Fundamentals
The ability to quickly and accurately troubleshoot a problem is one of the most sought after assets in industry. This fundamentals course will help you establish skills to locate problems in a safe and efficient manner. Beginning with a safety overview and building upon a basic knowledge of AC/DC fundamentals, this class will introduce you to the test 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.

#65127 12 Hours, 2 Sessions $499
SCC CBIZ, 103 8 AM - 3 PM
Monday & Tuesday, Nov 5 & 6

Call to Register: 319-208-5375  |  Call toll-free: 866-SCC-IOWA x5375
Enriching the Business of Life

Industrial Technology

Industrial Operations Maintenance Skills
CERTIFICATE PROGRAM
6 WEEKS TO A NEW CAREER!

Learn to operate, repair and troubleshoot industrial machinery. Training equipment includes more than 200 hands-on training aids that replicate tools, components and systems currently used on the factory floor across the country.

Modules include:
> Shop Mathematics
> Blueprint Reading & Machine Drawing
> Measurement
> Hand Tools
> Basic Mechanical Components I
> Bearings & Lubrication
> Basic Mechanical Components II
> Machine Adjustment Fundamentals Using STM
> Basic Pneumatics & Hydraulics
> Electrical Components
> Pump Basics
> Valve Operation & Types

Tuition assistance may be available.

#65185 160 Hours, 35 Sessions $2,495
SCC WB, WB 701 Michael Kaczinski
Aug 22 - Nov 16 5 - 10 PM
Call (319) 208-5375 for schedule.

PLC Core Skills Series
Participants in the PLC Core Skills Series will complete the 3 essential PLC classes: PLC Basics, PLC Intermediate and PLC Advanced Application Topics.

35 Hours, 5 Sessions $1,495
SCC CBIZ, 103 Dunek/Martin
Mon - Fri, Sep 10 - 14 8 AM - 3:30 PM

PLC Basics
This course is designed for maintenance personnel and electricians working in plants, facilities, and commercial buildings with minimal to no 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.

#64196 7 Hours, 1 Session $350
SCC CBIZ, 103 Bruce Dunek
Monday, Sep 10 8 AM - 3:30 PM

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

#64213 14 Hours, 2 Sessions $695
SCC CBIZ, 111 Bruce Dunek
Tue & Wed, Sep 11 & 12 8 AM - 3:30 PM

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

#64228 14 Hours, 2 Sessions $695
SCC CBIZ, 103 Joseph Martin
Thu & Fri, Sep 13 & 14 8 AM - 3:30 PM

PLC Panel View Applications
Through a combination of lecture and hands-on exercises, this 2-day, 16-hour class gives the participant an opportunity to work with a programmable logic controller (PLC) with panel view. Ideal for beginners or as a refresher, this course will take you through Rockwell Automation’s Factory Talk Studio ME software. Topics covered include: program development; application backup; deployment techniques; hardware setup; hardware troubleshooting; and communication techniques. Participants should have a basic understanding of PLCs and/or completed the CBIZ PLC Core Series certificate program.

#65102 16 Hours, 2 Sessions $695
SCC CBIZ, 112 Joseph Martin
Saturday, Nov 3 & 10 8 AM - 4:30 PM

Production Welding
CERTIFICATE PROGRAM
This American Welding Society “SENSE” aligned course is designed for the participant who desires employment in production welding. Curriculum will be delivered through a combination of classroom lecture and hands-on training in a welding lab.

Modules include:
> Intro to Welding, Safety & Health of Workers
> Intro to Gas Metal Arc Welding Short Circuit Transfer (MIG)
> Intro to Gas Metal Arc Welding Spray Transfer (MIG-S)
> Print Reading & Welding Symbol Interpretation

Tuition assistance may be available.

#65185 160 Hours, 35 Sessions $2,495
SCC WB, WB 701 Michael Kaczinski
Aug 22 - Nov 16 5 - 10 PM
Call (319) 208-5375 for schedule.
Re-licensure - Electrical

NEC Code Update
This course covers the major changes to the 2017 National Electric Code that affect most electricians including residential, commercial and industrial installations. Please bring 2017 NEC code book, calculator, and pencil/pen.

CEUs: 6 CEUs for Electrician Relicensing awarded after successful completion.

#65103 6 Hours, 1 Session $125
SCC WB, 603 Herb Ogden
Saturday, Sep 29 8 AM - 2:30 PM

Box Fill
This 2-hour code class teaches proper sizing of pull boxes, device boxes, conductor counting and reductions using Article 314. (Box fill rules are one of the most misapplied rules.) Participants must bring a 2014 NEC code book, calculator, pencil/pen.

CEUs: 2 CEUs for Electrician Relicensing awarded after successful completion.

#65107 2 Hours, 1 Session $69
SCC WB, 603 Herb Ogden
Saturday, Sep 29 2:30 - 4:30 PM

Residential Wiring
This 6-hour class covers all the aspects and rules for residential electrical work including service calculations, conductor sizing, grounding and bonding of service equipment and devices, box fill calculations, ground fault rules, arc fault rules and rules for switch and receptacle locations and type. It also covers the use of NM cable and the associated rules and uses in accessory buildings.

CEUs: 6 CEUs for Electrician Relicensing awarded after successful completion.

#65169 6 Hours, 1 Session $125
SCC WB, 603 Herb Ogden
Saturday, Oct 20 8 AM - 2:30 PM

NFPA 70e Arc Flash
Topics covered include employee and employer responsibilities for safe work practices, the definition of a Qualified Person, ARC Flash, and Approach Boundaries. Also covered is information on Personal Protective Equipment (PPE) and how to determine what level of PPE is needed, including hearing, eye, hand, feet and body protection. Participants must bring a 2014 NEC code book, calculator, pencil/pen.

CEUs: 3 CEUs for Electrician Relicensing awarded after successful completion.

#65105 3 Hours, 1 Session $65
SCC WB, 603 Herb Ogden
Saturday, Oct 20 2:30 - 5:30 PM

Industrial Technology

Re-licensure - Mining

MSHA Refresher Part 46 & 48B
This course is the annual refresher instruction designed to train and recertify persons for Part 46 & 48B surface training for underground mines. Refresher classes are not comprehensive in scope; participants should meet the MSHA definition of “experienced miner.” The Iowa mine health and safety training program is conducted under the Iowa Department of Education, through the fifteen community colleges. If you have employees or are an employee in need of Part 46 or Part 48B of the 8 hour MSHA refresher training, then mark your calendars and register today to avoid missing out.

#65172 8 Hours, 1 Session $80
SCC CBIZ, 112
Tuesday, Oct 30 8 AM - 4:30 PM

MSHA Annual Refresher for Part 48A
This course presents an overview of the annual refresher training of miners for MSHA Part 48 training requirements. It will cover basic mining regulations for underground metal, non-metal, and coal mines, as well as surface areas of underground metal, non-metal, and coal mines. In addition, the course covers how to recognize and avoid hazards inherent to mines, emergency response procedures, and miners’ rights and responsibilities. The Iowa mine health and safety training program is conducted under the Iowa Department of Education, through the fifteen community colleges. If you have employees or are an employee in need of Part 48A of the 8 hour MSHA refresher training, then mark your calendars and register today to avoid missing out.

#65174 8 Hours, 1 Session $80
SCC CBIZ, 112
Tuesday, Oct 30 8 AM - 4:30 PM

MSHA New Miner Training for Part 46, 48A & 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. If you have employees, or are an employee, in need of MSHA Part 46, 48B, or 48A new miner training, then mark your calendars and register today to avoid missing out.

#65164 24 Hours, 3 Sessions $225
SCC CBIZ, 112
Tuesday - Thursday, Oct 30 - Nov 1 8 AM - 4:30 PM
OSHA

Arc Flash (NFPA 70E) for Industry
This course is an OSHA requirement, and it 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.

#65113 6 Hours, 1 Session $179
SCC Keokuk, IT114 Dave Rector
Wednesday, Dec 12 8 AM - 3 PM

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

#64225 4 Hours, 1 Session $85
SCC WB, 607 Dave Rector
Wednesday, Sep 5 8 AM - Noon

#65166 4 Hours, 1 Session $85
SCC Keokuk, IT114 Dave Rector
Friday, Nov 30 8 AM - Noon

OSHA 30-Hour for General Industry
Training provides a variety of information to workers with some safety responsibility and will emphasize hazard identification, avoidance, control and prevention. Active participation is required. Participants who successfully finish the training will receive a card from OSHA verifying completion of the course.

#65173 30 Hours, 4 Sessions $550
SCC CBIZ, 103 Dave Rector
Mon - Thu, Dec 3 - 6 8 AM - 4:30 PM

OSHA 10-Hour for General Industry
Training provides an overview on recognizing and preventing hazards in the workplace. Participants learn how to identify, abate, avoid and prevent job-related hazards on a job site. Training covers general industry safety and health hazards a worker may encounter. 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.

#65158 10 Hours, 2 Sessions $179
SCC CBIZ, 103 Dave Rector
Thu & Fri, Dec 13 & 14 8 AM - 4:30 PM

Safety Seminar - Aging Workforce
This safety workshop will take a look from the Safety point view with the Aging workforce.

#65144 1.5 Hours, 1 Session $17
SCC CBIZ, 103 Dave Rector
Thursday, Nov 1 7:30 - 9 AM

Onboarding for General Industry Operator
CERTIFICATE PROGRAM
This series of classes is geared for those who need basic training in a general industry operator job or need to build their skills for a career in general industry. Those who attend and participate in all sessions will receive a certificate of completion.

★ OSHA 10 for General Industry
★ Introduction to Working in Industry
★ Basic Machines and Power Transmission
★ Introduction to Pumps and Valves
★ Introduction to Process Control
★ Introduction to 5S

Look for ★ to locate Onboarding for General Industry Operator Certificate classes in this catalog.

Tuition assistance may be available.
33 Hours, 8 Sessions $785
SCC CBIZ, 103 November 27 - December 19

Certificate classes may be taken individually outside of the certificate.

Introduction to Working in Industry
What are your opportunities for success in Industry? Through this one hour seminar, you will learn about the expectations of employers on attendance, involvement and responsibility. In this session you will also talk about the difference between skilled and semi-skilled jobs, and opportunities for advancement.

Certificate Program ★ This course is approved for the Onboarding for General Industry Operator Certificate.

#65147 1 Hour, 1 Session $29
SCC CBIZ, 103 Dave Rector
Tuesday, Nov 27 8 - 9 AM

Introduction to Process Control
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.

Certificate Program ★ This course is approved for the Onboarding for General Industry Operator Certificate.

#65146 11 Hours, 2 Sessions $375
SCC CBIZ, 103 Dave Rector
Tuesday, Nov 27 9:30 AM - 3:30 PM
Wednesday, Nov 28 8 AM - 3:30 PM

Environmental & Industrial Safety
Transportation

Commercial Driving Programs

Class A CDL Training

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

Program hours are Mon-Fri 8 AM-4:30 PM. Times for class are subject to change due to weather or class sizes. Drug screen, physical, and CDL permit need to be completed prior to the start of class. CBIZ will schedule drug screen and physical for candidates.

Fee: $3,495 (includes tuition, books, DOT physical, drug screen, permit & license fees).

Need-based tuition assistance may be available through GAP programs. Call 319-208-5375 for more information.

Motorcycle

Motorcycle Safety - Basic Rider Course

Successful completion of this 15-hour course, approved as a basic motorcycle safety course by the Iowa Department of Motor Vehicles, can result in a waiver for the driving portion of the motorcycle license endorsement. The course also fulfills the state of Iowa’s mandatory motorcycle driving requirements for legal riders up to 18 years of age. It is also open to any other rider, new or experienced, that is interested in learning safe riding techniques and/or desires to obtain a motorcycle endorsement on their state of Iowa driving license. If over 18 years of age and the course is successfully completed, Iowa will waive the skills test requirement for obtaining a motorcycle endorsement on an Iowa driving license.

Bring a helmet, gloves, face shield, goggles, or approved DOT eye protection. Wear long sleeves, long pants and leather shoes or boots that cover the ankle. Motorcycles are provided. Your book is included in the course fee. The class is limited to 6 (1 rider coach) or 12 (2 rider coaches). Participants must sign-up for, and complete, the MSF (Motorcycle Safety Foundation) e-course prior to taking the class instruction.

NEW & CURRENT IOWA BUSINESSES

Find out more about the Iowa New Jobs Training Program (260E) and the the Iowa Jobs Training Program (260F) Contact Brenda Rubey: 319-208-5384

b rubey@scciowa.edu
General Interest

Arts

**NEW Leather Slider (& Other Jewelry Pieces)**
Learn to make something wonderful, a leather slider with Freshwater Pearls! You will learn how to make a slider cord and how to make a loop on head pin for beading when making necklaces, earrings and bracelets. Take away great tools and knowledge to start your adventure in jewelry making.

#65141 2 Hours, 1 Session
SCC CBIZ, 112  
Tuesday, Sep 25  
5:30 - 7:30 PM

**NEW Welding Art 101**
Learn the basics of joining metal pieces through MIG welding. This class you will make a flower yard art and learn the basic weld. Participants must wear long sleeve cotton shirt and pants, and leather closed toe shoes. Those with medium to long hair must tie back. Safety glasses, welding gloves, jackets and helmets would be provided but you are encouraged to bring your own.

#65178 6 Hours, 1 Session
SCC WB, Welding Lab  
Saturday, Sep 29  
8 AM - 3 PM

General Interest

**NEW Commercial Drone Pilot Certificate Prep**
Fly a drone legally for commercial purposes. Get paid for what you know. Course is designed to prepare the participants for the FAA Knowledge Exam (FAA Part 107) for Remote Pilot Certification to fly UAVs commercially. Training will be a combination of classroom lecture and hands-on drone flying. Must be 16 or older to attend.

Course includes but not limited to:
- FAA regulations
- Radio communication
- National air space
- Aviation weather
- UAV performance

#65101 20 Hours, 3 Sessions
SCC WB, 603  
Friday/Saturday/Sunday, Nov 9 - 11  
8 AM - 4:30 PM

**NEW Finances of Caregiving**
Life expectancy for Americans continues to increase, so it is more likely that most adults will end up caring for an elderly parent or relative. The class will go through understanding your starting point, communication, planning and paying for care.

#65130 7.5 Hours, 5 Sessions
SCC Keokuk, 301  
Tuesdays, Oct 30 - Nov 27  
9:30 - 11 AM

**NEW Investment Basics You Should Understand**
Want to know more about investments? Would you like to understand the options you have with your IRA rollover or 401k? In this class, we will cover the various retirement accounts (Roth, IRA, 401k, SEP, Simple) and investments (stocks, bonds, mutual funds, ETF’s, annuities, etc.) you can use with them. We will cover the basics of how each investment works, what risks they may have, and the true cost associated with them.

#64220 3 Hours, 1 Session
SCC CBIZ, 103  
Thursday, Sep 27  
5:30 - 8:30 PM

**NEW Holistic Wellness**
**Essential Oils 101: Understanding the Basics**
True aromatherapy requires the use of high-quality aromatic essential oils. You will learn what goes into producing a high-quality essential oil and what to look for on labels. You will learn how essentials oils can enhance your health and why our sense of smell is also our healing sense. You will be able to experience several oils and learn how each one can be used.

#65106 2 Hours, 1 Session
SCC CBIZ, 111  
Tuesday, Sep 25  
5:30 - 7:30 PM

#65109 2 Hours, 1 Session
SCC Keokuk, 301  
Tuesday, Jan 22  
5:30 - 7:30 PM
Everyday Living with Essential Oils
Learn how to use essential oils in your everyday life. Review a list of chemicals to avoid and get recipes for making your own household products containing essential oils instead of toxic chemicals. Learn how to oil up your recipes with healthy and flavorful oils. Get tips on which oils to keep handy for those unexpected emergencies.

#65150 2 Hours, 1 Session $15
SCC CBIZ, 111 Mary Ann Hunter
Tuesday, Oct 16  5:30 - 7:30 PM

Essential Oils Usage from Ancient Times to Today
Learn how essential oils have been used through the ages. Experience the aroma of some rare oils used thousands of years ago. Gain an understanding of how ancient knowledge is still valid in today’s world and how we can use them to enhance our health.

#65148 2 Hours, 1 Session $15
SCC CBIZ, 111 Mary Ann Hunter
Tuesday, Nov 13  5:30 - 7:30 PM

Detox for Health!
If you suffer from fatigue, headaches, excess weight, joint pain, cravings, or sleeplessness, you may be able to eliminate many of these symptoms through a healthy Detox. Discover how to safely rid your body of toxins, boost your immune system, increase energy and focus, and lose belly fat. Learn the benefits of detoxing, how to recognize common toxins, and achieve balance to stay healthy. Detox plan and sample recipes included.

#65193 1.5 Hours, 1 Session $15
SCC CBIZ, 103 Erika Salek
Monday, Nov 5  5:30 - 7 PM

Photography

Photography CERTIFICATE PROGRAM
This certificate is for those who are new to digital photography as well as those who wish to move from taking snapshots to making beautiful photographs in a variety of settings including studio portraits, landscape, vacation, sports, and other family events. This series will also sharpen your skills in editing digital images. Earn your certificate by taking all topical photography classes and completing one editing track.

# Introduction to Digital Photography
# Advanced Photography
# Landscape & Vacation
# Portrait Photography
# Photography Lighting
# Sports Photography
Complete one of three editing tracks.

Lightroom for Digital Photographers
Photoshop for Digital Photographers
Photoshop Elements Basic & Intermediate

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

Introduction to Digital Photography
This is a beginning level class introducing digital photography as well as those who wish to move from taking snapshots to making beautiful photographs in a variety of settings including studio portraits, landscape, vacation, sports, and other family events. This series will also sharpen your skills in editing digital images. Earn your certificate by taking all topical photography classes and completing one editing track.

# Photoshop for Digital Photographers
# Portrait Photography
# Landscape & Vacation

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

#65192 12 Hours, 6 Sessions $89
SCC CBIZ, 110 Rod Gerst
Thursdays, Nov 1 - Dec 13  6 - 8 PM
Class does not meet Nov 22

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

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

#65187 12 Hours, 4 Sessions $89
SCC CBIZ, 112 Phil Pool
Tuesdays, Oct 2 - 23  6 - 9 PM

Youth

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

#64027 6 Hours, 2 Sessions $59
SCC CBIZ, 103 Heather Wellman
Mon & Tue, Sep 17 & 18  4:30 - 7:30 PM

#65132 6 Hours, 2 Sessions $59
SCC Keokuk, 304 Heather Wellman
Mon & Tue, Nov 12 & 13  4:30 - 7:30 PM

#65131 6 Hours, 2 Sessions $59
SCC CBIZ, 111 Heather Wellman
Mon & Tue, Jan 14 & 15  4:30 - 7:30 PM

Photography Certificate

Photoshop Elements Basics
This is a beginning level class introducing students to photo editing software and tools used to improve the photographs we take. Learn how to get your photos out of the camera and into your computer to crop, resize, straighten images, remove red-eye, and adjust contrast and exposure so you are ready to get great-looking prints of your photos.

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

#65192 12 Hours, 6 Sessions $89
SCC CBIZ, 110 Rod Gerst
Thursdays, Nov 1 - Dec 13  6 - 8 PM
Class does not meet Nov 22
Adult Education and Literacy

SCC offers free classes to adults who want to learn, 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 abilities to get into college or a job training program and boost your chances of landing a great job. Various days and times available. Please call (319) 208-5314.

**High School Equivalency Diploma**

Our instructors will work with you until you complete the required tests.

Subjects covered include: *Reading and Writing, Math, Science, and Social Studies*

All testing is available at SCC sites in Keokuk, West Burlington, and Mt. Pleasant by instructor referral.

**English as a Second Language (ESL)**

Get help with reading, writing, and speaking English.

**Mount Pleasant:**
SCC, 200 North Main
Tue, Wed, Thu:
1:30 - 3:30 PM & 4 - 6 PM

**West Burlington:**
SCC, 1500 West Agency Road
Room 433
Mon & Wed: 5:30 - 8:30 PM

**Literacy**

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

Contact Paula at (319) 208-5306 or (866) 722-4682 ext. 5306
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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.

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
  Using a Company CC? Call CBIZ at 208-5375.
- Check email for registration confirmation

PHONE SCC at 319-208-5375
- Call Monday thru 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.

E-MAIL US at cbiz@scciowa.edu
Include all the following information.
- Name and address
- Work, home and cell phone numbers
- Birthdate and SSN
- Titles and Course numbers of the classes you want to register for.
- Credit card number AND expiration date

MAIL OR FAX the form below to SCC
Mail to: SCC Continuing Education
P. O. Box 180
West Burlington, IA 52655-0180
Fax to: 319-752-3407

Non-Discrimination Policy: 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 parental, family, or marital status in its programs, activities, or employment practices as required by law. Contact Tina Young, Title IX / Equity Coordinator 319/208-5101 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

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 ________________
E-mail 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 ________________________________________________________________________________
YOUR FUTURE STARTS TODAY!

Get certified through CBIZ and strut your stuff at that next job interview.

**Learn more. Call 319-208-5375**

- Business Applications Certificate
- Business Bookkeeping Certificate
- Effective Management Certificate
- Social Media Certificate

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IOMS training

**Industrial Operations Maintenance Skills**

Learn to operate, repair and troubleshoot industrial machinery. Training equipment includes more than 200 hands-on training aids that replicate tools, components and systems currently used on the factory floor across the country.

Training takes only six weeks and is held at the new Industrial Technologies Training Center located at SCC Keokuk campus.
CSCP - Certified Supply Chain Professional

Let CBIZ help you expand your Career Opportunities and improve your company’s profitability. APICS is the premier professional association for supply chain management.

NEW APICS CSCP program starting this August. Learn advanced concepts for developing a more streamlined operation across the extended supply chain. MORE ON PAGE 10

SUPPLY CHAIN

Design
Planning and Execution
Improvement and Best Practices

Call to Register! 319-208-5375