Options

Jan-May 2021

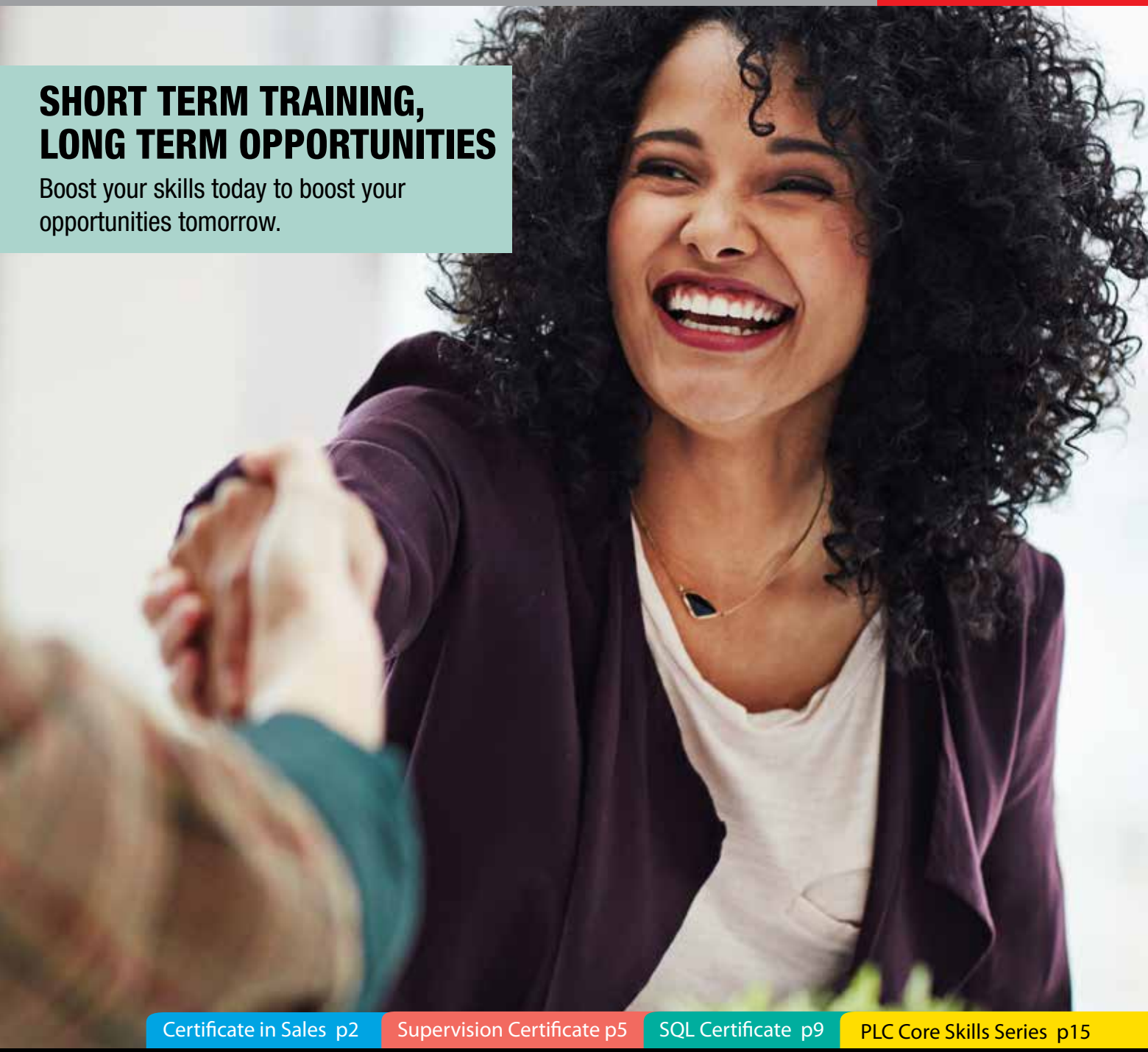
Continuing Education Course Catalog

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Certificate in Sales p2 | Supervision Certificate p5 | SQL Certificate p9 | PLC Core Skills Series p15

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Options Non-Credit Spring 2021 Catalog

Continuing Education Course Catalog offered through SCC

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Join our weekly update list.

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SPRING 2021 SHORT TERM CERTIFICATES	PAGE	DURATION IN WEEKS				START DATE	LOCATION	GAP	CREDIT OPTIONS
		UNDER 4	4 - 6	8	10 - 12				
Class A CDL	15	✘	✘	✘		CALL	TBD	✔	
Healthcare Registration Specialist	10				✘	JAN 11	WB	✔	
Certified Nurse Assistant	10			✘		JAN 11	KEO & WB	✔	✔
Certified Nurse Assistant	10			✘		JAN 12	WB	✔	✔
Certified Nurse Assistant - Hybrid	10			✘		JAN 18	MP	✔	✔
Certified Nurse Assistant - Hybrid	10			✘		JAN 18	WB	✔	✔
Phlebotomy	11			✘		JAN 19	WB	✔	
Supply Chain Operations Certificate	11				✘	JAN 22	Zoom	✔	
APICS CPIM Part 1	11			✘		JAN 22	Zoom		
Lean Level 3 Certificate	12				✘	JAN 28	WB & Zoom		
Early Childhood Education	7				✘	FEB 2	CBIZ	✔	✔
ServeSafe Food Handler	3	✘				FEB 1	FT. MADISON		
Supervision Certificate	5				X	FEB 10	CBIZ		
OSHA 30 for General Industry	15	✘				FEB 22	CBIZ		
Business Applications Certificate	8				✘	FEB 23	CBIZ & Zoom	✔	
ServeSafe Food Handler	3	✘				MAR 1	CBIZ		
Certified Nurse Assistant	10			✘		MAR 22	KEO & WB	✔	✔
Certified Nurse Assistant - Hybrid	10			✘		MAR 29	WB	✔	✔
PLC Certificate	13	✘				APR 5	CBIZ	✔	
ServeSafe Food Handler	3	✘				APR 12	KEO		
Forklift Operator Training	14	✘				APR 29	WB		
OSHA 10 for General Industry	15	✘				MAY 17	CBIZ		

Business Careers

Business Management

Smart Start: Starting a New Business

This workshop will help you analyze your business idea and cover what you need to know to launch your business. You will learn how important a business plan is and ways to create it, how to conduct market research and estimate costs, how to prepare for a bank loan, how to legally organize your business and other license/permit requirements, about record keeping and taxes, marketing ideas, and what financing options are available. You will receive a business plan template and a step-by-step guide to opening your business!

Class sponsored by America's SBDC Iowa.

#76920	2 Hours, 1 Session	W	$19
Zoom			Janine Clover
Monday, Jan 25			6 - 8 PM
#76921	2 Hours, 1 Session	W	$19
Zoom			Janine Clover
Monday, Feb 22			6 - 8 PM
#76922	2 Hours, 1 Session	W	$19
Zoom			Janine Clover
Monday, Mar 29			6 - 8 PM
#76924	2 Hours, 1 Session	W	$19
Zoom			Janine Clover
Monday, Apr 26			6 - 8 PM
#76925	2 Hours, 1 Session	W	$19
Zoom			Janine Clover
Monday, May 24			6 - 8 PM

Virtual Meetings and Virtual Work: Getting More Productivity and Effectiveness from Both

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

MUST BE REGISTERED TWO WEEKS PRIOR TO THE START OF CLASS.

#76701	1.5 Hours, 1 Session	W	$79
Zoom			Randy Dean
Wednesday, May 12			9 - 10:30 AM

A to Z Grant Writing

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

www.ed2go.com/secc/ $115

Accounting Fundamentals

Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement to closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or personal use, this course will give you a solid foundation in financial matters.

www.ed2go.com/secc/ $199

Certificate in Data Analysis

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

http://www.yougotclass.org/certificate/index.cfm/Southeastern/Certificate-in-Data-Analysis $495

Certificate in Sales

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

http://www.yougotclass.org/certificate/index.cfm/Southeastern/Certificate-in-Sales $495

Cyber Security for Managers

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

At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

http://www.yougotclass.org/course/index.cfm/Southeastern/Cyber-Security-for-Managers $195

Event Planner Career Prep

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

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

SALES SERIES

Learn to understand the pychology of sales to maximize your profit margin in this 3-part training series.

NEW Understanding the Psychology of Sales: Needs Assessment

Assessment. In order to build a relationship with a potential client, it is essential to learn more about their needs, wants and motivators. That is why it is imperative to conduct a needs assessment where the correct questions are asked to uncover the client's goals. When potential clients feel appreciated, heard and understood, you have developed trust. In this webinar, learn the top questions to engage and build rapport.

#76704 0.5 Hours, 1 Session W $0
Zoom Lisa Schaefer
Wednesday, Jan 27 11:30 AM - Noon

NEW Understand the Psychology of Sales: Hook, Story, Close

There are proven formulas that help build relationships and increase sales. After completing a needs assessment, the Hook/Story/Close formula explores how to showcase products using a benefits model, not a features model. In this webinar, create a powerful hook to show need, create a story of how your product/service meets that need, and focus on making an ask that focuses on benefits.

#76703 1 Hour, 1 Session W $89
Zoom Lisa Schaefer
Wednesday, Feb 17 11 AM - Noon

NEW Understanding the Psychology of Sales: Coaching

One of the most important aspects of sales is having a strong plan. When you are intentional, you can focus on the steps to achieve higher sales. In this coaching, we will identify your personal sales goal, action items that will help focus on the plan, preparing an effective pitch, creating an action for follow up and helping build confidence for cold calling/relationship building.

#77153 3 Hours, 1 Session W $279
Zoom Lisa Schaefer
Wednesday, Mar 24 9 AM - Noon

>4 ServSafe Food Handler

This class is a hybrid with both in-person and virtual training. The class will go through curriculum and be followed by the online exam to be certified with the National Restaurant Association ServSafe Food Handler certificate.

Each course is 6 hours. 2 hours will be face-to-face and the balance of hours will be done through online learning.

#77239 6 Hours H $199
SCC Fort Madison Center, 106 Staff
Mon & Wed, Feb 1 & 3 9 - 10 AM

#77240 6 Hours H $199
CBIZ, 103 Staff
Mon & Wed, Mar 1 & 3 9 - 10 AM

#77241 6 Hours H $199
SCC Keokuk, 302 Staff
Mon & Wed, Apr 12 & 14 9 - 10 AM



Landscaping Design and Business Career Prep

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

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

NEW Start A Pet Sitting Business

Discover how you can turn your love of animals into a profitable pet-sitting career. This course covers everything you need to know about caring for pets from nutrition, exercise and first aid and everything that goes into starting a successful business.

www.ed2go.com/secc/ $115

Small Business Marketing on a Shoestring

Learn how to use the same marketing tricks the big companies employ without making a big dent in your wallet. You'll master cost-effective strategies including strategic partnerships, local marketing, search engine optimization, social networking, email marketing, lead generation, and niche marketing. This course will give you the basics, whether you're new to advertising or looking for a refresher, and by the time you're done, you'll have a personalized plan of action for increasing your sales.

www.ed2go.com/secc/ $115

DreamBuilder

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

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

CLASSES START: JANUARY 13
CLASSES END: MARCH 31
WEDNESDAY, 6 PM - 7:30 PM
LEE COUNTY CONSERVATION
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For more info: contact Keokuk Area Chamber of Commerce at (319) 524-5055

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

STAY SAFE!

FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

Professional Development

Human Resources

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

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

MUST BE REGISTERED TWO WEEKS PRIOR TO THE START OF CLASS.

#76723 3.5 Hours, 1 Session | W | $279
Zoom | Celina Peerman
Wednesday, Feb 24 | 1 - 4:30 PM

The Stories We Tell @ Work – Understanding Team Dynamics & HR

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

MUST BE REGISTERED TWO WEEKS PRIOR TO THE START OF CLASS.

#76724 3.5 Hours, 1 Session | W | $279
Zoom | Celina Peerman
Wednesday, Apr 7 | 1 - 4:30 PM



SHARE YOUR EXPERTISE

We're looking for instructors in:

- Human Resource classes
- Industrial Tech/Coding
- APICS/Lean/Welding
- Transportation - CDL/Motorcycle
- General Interest classes
- Basic short term classes

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

Athletic Coaching

Coaching Authorization Certificate

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

This class also includes the NEW mandatory CPR training.

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

#76725 55 Hours, Sessions | 🌐 | $529
SCC WB, 351 and Canvas | Kaufman
Jan 25 - Apr 9

Taping Clinic, SCC WB 351 | F | Sheena Abbott
Sat, Feb 27 | 8 AM - Noon

CPR/AED, SCC WB 351 | F | Hilary Beaird
Sat, Feb 27 | 12:30 - 5:30 pm

Cosmetology Re-Licensure

Cosmetology: Style, Smile, and Inspire!

Morning session: Style, smile, and inspire! This 4 hour class will teach you new styling techniques, taking a client from the appetizer all the way to the dessert and developing you into your greatest potential and will most certainly entertain you.

#76736 4 Hours, 1 Session | F | $89
SCC WB, Little Theatre | Stacy Besch
Sunday, Feb 28 | 8 AM - Noon

Cosmetology: Iowa Law and Sanitation (2 Hours)

Afternoon session: Have fun learning new Iowa rules and laws as you participate in modern game shows! Discover new laws and ways to keep up on sanitation. This course meets the Iowa continuing education requirements per the Cosmetology Arts and Science Board.

#76734 2 Hours, 1 Session | F | $39
SCC WB, Little Theatre | Stacy Besch
Sunday, Feb 28 | 1 - 3 PM

Cosmetology All Day: Stay all day and save! Lunch provided.

#76726 6 Hours, 1 Session | F | $119
SCC WB, Little Theatre | Stacy Besch
Sunday, Feb 28 | 8 AM - 3 PM

Leadership

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.

Problem Solving for Teams

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

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

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

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.

#76818 6 Hours, 1 Session | F | $459
SCC CBIZ, 103 | Don McKee
Thursday, Feb 11 | 9 AM - 4 PM

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 dos 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.

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

#76773 3 Hours, 1 Session F $159
SCC CBIZ, 103 Heather Woody
Tuesday, Mar 2 9 AM - Noon

Effective Performance Appraisals

Learn to write measurable performance expectations and evaluate non-tangibles such as attitude and communication skills. Learn to evaluate employees' current performance and write performance objectives they can follow to meet expectations. 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.

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

#76822 6 Hours, 1 Session F $459
SCC CBIZ, 103 Don McKee
Tuesday, Apr 13 9 AM - 4 PM

Introduction to Project Management

Increase your awareness of key project management behaviors. Participants will define a project, identify critical components for project management at each stage, and develop a personal action plan for applying project management skills.

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

#76784 8 Hours, 1 Session F $190
SCC CBIZ, 103 Tammy Dean
Friday, May 14 8 AM - 5 PM

10 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.

#76829 36 Hours, 12 Sessions H $1,195
SCC CBIZ, 111 or Zoom Terry Durbin
Wednesdays, Feb 10 - May 5 8 - 11 AM
Class does not meet 3/17

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.

#76828 6 Hours, 2 Sessions F $197
SCC CBIZ, 111 Terry Durbin
Wednesdays, Feb 10 & 17 8 - 11 AM

Supervision Training Online

Customize your Supervision training at your own pace. Customize your training by taking part of or all of the modules with an emphasis in Health Care, Office, or Industry. Essential Skills of Communication and Essential Skills of Leadership must be completed prior to taking other topics. The other sessions include: Coaching Job Skills, Improving Work Habits, Developing Performance Goals, Providing Performance Feedback, Communicating Up, Delegating, Effective Discipline, Resolving Conflicts, Managing Complaints, and Supporting Change. Receive a Supervision Certificate after all 12 sessions are completed. Sessions are priced individually. Call (319)208-5375 to register or for more information.

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

NEW Microsoft Project

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

#76830 12 Hours, 2 Sessions F $279
SCC CBIZ, 110 Tammy Dean
Friday, Apr 16 & 23 8 AM - 2:30 PM

Social Media

Achieving Top Search Engine Positions

The vast majority of Web traffic comes from search engines. That means the most important thing you can do to increase your website's traffic is to improve its search engine ranking. To do that, you have to understand both the art and science of search engine optimization (SEO).
In this course, you'll gain the knowledge you need to boost your website's visibility. By the end of the course, you'll have mastered proven, step-by-step SEO strategies that you can implement right away.

www.ed2go.com/secc/ $115

Basics of Social Media for Business

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

#76817 6 Hours, 2 Sessions W $89
Zoom Samantha Helmick
Tuesdays, Feb 16 & 23 8 - 11 AM

Blogging and Podcasting for Beginners

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

www.ed2go.com/secc/ $100

Creating WordPress Websites

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

www.ed2go.com/secc/ $115

Email Marketing in a Candy Crush World

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

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

#76774 4 Hours, 2 Sessions W $59
ZOOM Jeff Ebbing
Tue & Thu, Apr 20 & 22 5 - 7 PM

NEW Youtube for Business

How can your videos rise above the music mashups and cat antics? Learn how to get your YouTube video on the first page of Google Search. Just like Facebook, YouTube is a social network that needs to be set-up, optimized, and used regularly to be effective. Your patters of behavior on YouTube may be working against you. Learn how YouTube can compliment your current marketing and social media strategy and how to maximize your YouTube Channel to get the greatest return. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

http://www.yougotclass.org/index.cfm/
Southeastern $245

NEW Google Analytics Certificate

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This Certificate, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website. The two asynchronous classes for this certificate are Google Analytics course, and Advanced Google Analytic Course.

http://www.yougotclass.org/index.cfm/
Southeastern $345

Instagram for Business

Learn how to create a professional Instagram profile for your business designed to effectively appeal to your target community of customers. Apply powerful Instagram promotional marketing strategies to gain followers, invite comments and likes for your business account, and encourage customers to access your products and services.

Available via live video connection only. Must be registered 10 days prior to the start of class.

#76767 2 Hours, 1 Session W $39
Zoom Samantha Helmick
Tuesdays, Mar 23 5 - 7 PM



Audio Visual

Basic Sound System Understanding

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

#76940 6 Hours, 2 Sessions F $69
Grand Theatre, Keokuk Noel Brown
Thursdays, Mar 25 & Apr 1 5:30 - 8:30 PM

Basic Audio Visual Gear

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

#76769 9 Hours, 3 Sessions F $129
Burlington Memorial Auditorium Mike O'Neil
Wednesdays, Apr 28 - May 12 5:30 - 8:30 PM



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

- CNA (Certified Nursing Assistant)
- CDL Truck Driving
- Basic Industrial Maintenance Technology Certficate
- Shielded Metal Arc (Stick) Welding
- Certified Production Technician
- Business Application Certificate
- Business Bookkeeping Certificate
- Health Care Registration Specialist
- Phlebotomy
- Production Welding Certificate

SEE IF YOU QUALIFY!
(319) 208-5263

Education

10 NEW Early Childhood Certificate

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 the growth and development of children from birth to age eight.

This includes the following classes: ★Intro. to Early Childhood and Child, Health, Safety, and Nutrition.

96 hours, 24 sessions F **$2,150**
Tue & Thu, Feb 2 - Apr 29 **5:30 - 9 PM**

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

This includes the following classes: ☆Early Childhood Curriculum I and Early Childhood Guidance.

96 hours, 24 sessions F **$2,150**
Tue & Thu, May 11 – Aug 5 **5:30 - 9 PM**

NEW Introduction 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.

Certificate Program ★This course is approved for the Early Childhood Level I Certificate.

#77237 48 Hours, 12 Sessions F **$1,075**
SCC CBIZ, 103 **June Morgan**
Tue & Thu, Feb 2 - Mar 11 **5:30 - 9 PM**

NEW Child Health, Safety, and Nutrition

This course focuses on evidence-based concepts in the fields of health, safety, and nutrition, and their relations to the growth and development of the young child ages birth to eight. The course blends current theory with problem solving, practical applications, and assessments. The course includes collaboration with families and assesses the role of culture, language, and ability on health, safety, and nutrition decisions in early childhood settings.

Certificate Program ★This course is approved for the Early Childhood Level I Certificate.

#77238 48 Hours, 12 Sessions F **$1,075**
SCC CBIZ, 103 **Nicolette Theodore-Moad**
Tue & Thu, Mar 23 - Apr 29 **5:30 - 9 PM**

STAY SAFE!
FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

NEW Early Childhood Curriculum I

This course focuses on the development, implementation and assessment of appropriate environments and cirricula 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 learnnig opportunities interactions, and environments to support each child in the following areas: dramatic play, art, music, and fine and gross motor play.

Certificate Program ☆This course is approved for the Early Childhood Level II Certificate.

#77242 48 Hours, 12 Sessions F **$1,075**
SCC CBIZ, 103 **Shannon Tackes**
Tue & Thu, May 11 - Jun 17 **5:30 - 9 PM**

NEW 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.

Certificate Program ☆This course is approved for the Early Childhood Level II Certificate.

#77243 48 Hours, 12 Sessions F **$1,075**
SCC CBIZ, 103 **Nicolette Theodore-Moad**
Tue & Thu, Jun 29 - Aug 5 **5:30 - 9 PM**



Looking for more?

Check out our full degree options at SCC.

> Certificate
> Diploma
> Associate of Applied Science

You're a nurturer with a passion for kids and their development.

Iowa has invested heavily in Pre-K education and child care since 2018, creating a demand for professionals entering these career fields.

This versatile program offers two pathways for study, Child Care Management and Educator Licensure/Transfer.

Child Care Management: Prepare for work in a licensed child care center or pre-school.

Educator Licensure/Transfer: Start your path toward a bachelor's degree in elementary education.

Both programs prepare you to earn the Child Development Associate (CDA) Credential.

Call SCC for more info:
(319) 208-5010 or visit scciowa.edu

Computer Technology

Office Productivity

NEW Basic Computer Essentials

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

#76813 8 Hours, 2 Sessions F $139
SCC CBIZ, 110 Sarah Johnson
Tue & Thu, Feb 16 & 18 8 AM - Noon

Word Basics

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

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

#76796 8 Hours, 1 Session F $139
SCC CBIZ, 110 Sarah Johnson
Friday, Jan 29 8 AM - 4:30 PM

#76797 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Dawna Cunningham
Tue & Thu, Feb 23 & 25 8 AM - Noon

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.

#76804 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Don Weiss
Tue & Thu, Mar 2 & 4 8 AM - Noon

10 Business Applications 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.

GET A TUITION DISCOUNT WHEN REGISTERING FOR THE ENTIRE SERIES!

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

Tuition assistance may be available.

88 Hours, 22 Sessions H $1,465
SCC CBIZ, 110 or Zoom Staff
Tue & Thu, Feb 23 - May 27 8 AM - Noon

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

Word Advanced

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

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

#76805 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Sarah Johnson
Tue & Thu, Mar 9 & 11 8 AM - Noon

Outlook Basics

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

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

#76795 8 Hours, 2 Sessions H $139
SCC WB, 110 or Zoom Don Weiss
Tue & Thu, Mar 23 & 25 8 AM - Noon

PowerPoint Basics

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

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

#76802 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Don Weiss
Tue & Thu, Mar 30 & Apr 1 8 AM - Noon

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. New users of previous Excel versions will also benefit.

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

#76800 8 Hours, 2 Sessions F $139
SCC CBIZ, 110 Dawna Cunningham
Mon & Wed, Jan 25 & 27 8 AM - Noon

#76798 8 Hours, 1 Session F $139
SCC CBIZ, 110 Don Weiss
Friday, Mar 12 8 AM - 4:30 PM

#76799 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Sarah Johnson
Tue & Thu, Apr 13 & 15 8 AM - Noon

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

STAY SAFE!

FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

Excel Intermediate

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

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

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

#76806 8 Hours, 2 Sessions F $139
SCC CBIZ, 110 Sarah Johnson
Mon & Wed, Feb 8 & 10 8 AM - Noon

#76807 8 Hours, 1 Session F $139
SCC CBIZ, 110 Sarah Johnson
Friday, Apr 9 8 AM - 4:30 PM

#76808 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Sarah Johnson
Tue & Thu, Apr 20 & 22 8 AM - Noon

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.

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

#76812 8 Hours, 2 Sessions F $139
SCC CBIZ, 110 Dawna Cunningham
Mon & Wed, Feb 22 & 24 8 AM - Noon

#76810 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Sarah Johnson
Tue & Thu, Apr 27 & 29 8 AM - Noon

#76811 8 Hours, 1 Session F $139
SCC CBIZ, 110 Sarah Johnson
Friday, May 14 8 AM - 4:30 PM

Access Basics

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

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

#76801 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Don Weiss
Tue & Thu, May 11 & 13 8 AM - Noon

Access Intermediate

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

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

#76803 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Don Weiss
Tue & Thu, May 18 & 20 8 AM - Noon

Access Advanced

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

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

#76809 8 Hours, 2 Sessions H $139
SCC CBIZ, 110 or Zoom Don Weiss
Tue & Thu, May 25 & 27 8 AM - Noon

CompTIA Network + Certification Prep

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

www.ed2go.com/secc/ $115

Introduction to SQL

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

www.ed2go.com/secc/ $115

Introduction to PC Troubleshooting

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

www.ed2go.com/secc/ $115

NEW SQL Certificate

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer related career fields that pertain to database administration. Learning SQL can also lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst.

You'll first learn about relational database structures, the history and uses of Structured Query Language, and how to use Structured Query Language to create a database, add records to database tables, and how to use SQL queries to extract meaningful data from database tables. You will quickly progress from creating simple SQL queries that query a single table to querying multiple tables simultaneously. You'll also learn how to alter data in a database and how to gather significant statistics from data stored in a database. Finally, you'll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. This certificate will enhance your competitiveness in the field of database administration and data analyst jobs.

http://www.yougotclass.org/index.cfm/
Southeastern $595

Health Care

Professional Health Care

8 Nurse Aide (C.N.A.)

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

Tuition assistance may be available.

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

#75768	88 Hours	F	$908
SCC Keokuk			Grant
Mon & Wed, Jan 11 - Mar 3			4:30 - 9 PM
#75763	88 Hours	F	$908
SCC WB			Cheryl Sime
Mon & Wed, Jan 11 - Mar 3			8:30 AM - 3:30 PM
#75764	88 Hours	F	$908
SCC WB			Wanda Carden
Tue & Thu, Jan 12 - Mar 4			4:30 - 9 PM
#75770	88 Hours	H	$908
SCC Mt. Pleasant			Augsburger/Boeding
Fridays, Jan 18 - Mar 1			8 AM - 2 PM
(Labs meet on Fridays)			
#75767	88 Hours	H	$908
SCC WB			Augsburger/Boeding
Tuesdays, Jan 18 - Mar 1			8 AM - Noon
(Labs meet on Tuesdays)			
#75769	88 Hours	F	$908
SCC Keokuk			Grant
Mon & Wed, Mar 22 - May 10			4:30 - 9 PM
#75765	88 Hours	F	$908
SCC WB			Cheryl Sime
Mon & Wed, Mar 22 - May 10			4:30 - 9 PM
#75766	88 Hours	H	$908
SCC WB			Augsburger/Boeding
Tuesdays, Mar 29 - May 10			8 AM - Noon
(Labs mmeet on Tuesdays)			

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

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.

#76706	4 Hours, 1 Session	F	$69
SCC WB, 125			Gail Weeks
Monday, Jan 18			5 - 9 PM
#76707	4 Hours, 1 Session	F	$69
SCC WB, 125			Gail Weeks
Monday, Feb 15			5 - 9 PM
#76708	4 Hours, 1 Session	F	$69
SCC WB, 125			Gail Weeks
Monday, Mar 29			5 - 9 PM
#76709	4 Hours, 1 Session	F	$69
SCC WB, 125			Gail Weeks
Monday, Apr 19			5 - 9 PM
#76710	4 Hours, 1 Session	F	$69
SCC WB, 125			Gail Weeks
Monday, May 17			5 - 9 PM



10 Healthcare Registration Specialist

This course prepares individuals to work as a Registration Specialist in healthcare. This position represents the front line of healthcare services for patients entering a hospital or clinic. In this class students learn: terminology associated with the revenue cycle, customer service, computer skills, basic Microsoft Office functions, HIPAA training, different types of insurance offerings and associated terminology and 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.

64 Hours, 16 Sessions		F	$1,200
SCC WB, HP117			Megan Massner
Friday, Jan 11 - May 10			8 AM - 12:30 PM

Medication Aide

This is a 46-hour class with a 10-hour clinical, totaling 56 hours, to prepare individuals to safely administer medications in long-term care and residential care facilities. Successful completion qualifies the participants to pass medication according to regulatory standards. Applicant must be employed at least six months in the sponsoring facility, be recommended by their facility, and, if 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.
The CORE Training Certificate MUST be completed prior to the first day of class.
It can be accessed at https://directcare.training-source.org/.

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

#76711	46 Hours, 12 Sessions	F	$500
SCC WB, 125			Wanda Carden
Mon & Wed, Jan 18 - Feb 24			4 - 8 PM
#76712	46 Hours, 12 Sessions	F	$500
SCC WB, 125			Wanda Carden
Mon & Wed, Mar 22 - Apr 28			4 - 8 PM

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

#76714	20 Hours, 5 Sessions	F	$125
SCC WB, 125			Darla Boeding
Tue & Fri, Jan 19 - Feb 2			12:30 - 4:30 PM
#76715	20 Hours, 5 Sessions	F	$125
SCC WB, 125			Darla Boeding
Tue & Fri, Mar 23 - Apr 6			12:30 - 4:30 PM
#76716	20 Hours, 5 Sessions	F	$125
SCC WB, 125			Darla Boeding
Tue & Fri, Apr 20 - May 4			12:30 - 4:30 PM

Nurse Aide Review

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

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

#76717	8 Hours, 1 Session	F	$99
SCC WB, 119			Cheryl Sime
Friday, Jan 29			8 AM - 4:30 PM
#76718	8 Hours, 1 Session	F	$99
SCC WB, 119			Cheryl Sime
Friday, Feb 26			8 AM - 4:30 PM
#76719	8 Hours, 1 Session	F	$99
SCC WB, 119			Darla Boeding
Friday, Mar 26			8 AM - 4:30 PM
#76720	8 Hours, 1 Session	F	$99
SCC WB, 119			Darla Boeding
Friday, Apr 16			8 AM - 4:30 PM
#76721	8 Hours, 1 Session	F	$99
SCC WB, 119			Darla Boeding
Friday, May 21			8 AM - 4:30 PM

8 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.

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

#76722	60 Hours, 15 Sessions	F	$595
SCC WB, 205			Kennedy
Tue & Thu, Jan 19 - Mar 9			5 - 9 PM

Time is money. SCC offers various degrees in Industrial Maintenance Technology.

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.

1 in 4 jobs in Lee County is in manufacturing, a job sector that generates $250 million in local wages.

Visit scciowa.edu for more info.

Industrial Technology

ASCM

Association of Supply Chain Management (ASCM)

Expand your Career Opportunities and improve your company's profitability. Get the necessary know how to push your supply chain further through out comprehensive APICS Training Programs and certifications. CBIZ partners with APICS (American Production and Inventory Control Society) 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).

SCHOLARSHIPS NOW AVAILABLE
Learn more, call: (319)208-5375

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

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

Kick off your career path and earn your CPIM.

Career options include:

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

8 APICS CPIM Part 1: Basics of Supply Chain Management

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

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

Available via live video connection only. Must be registered 10 days prior to the start of class.

#76764	21 Hours, 6 Sessions	W	$1,259
Zoom			Tammy Dean
Friday, Jan 22 - Mar 12			8 - 11:30 AM
Class does not meet 2/5 & 2/26			

10 NEW Supply Chain Operations Certificate

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

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

Tuition assistance may be available.







Available via live video connection only. Must be registered 10 days prior to the start of class.

37 Hours, 10 Sessions		W	$1,849
Zoom			Dean/Durbin
Fridays, Jan 22 - Apr 30			8 AM - Noon
Class does not meet 2/5, 2/26, 3/5, 3/19, 4/2 & 4/23			

Certificate classes may be taken individually outside of the certificate.

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.

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

Starts January 28.

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

Certificate Program ★★ This class is part of the Supply Chain Operations certificate and Lean Practitioner Level 2 Certificate.

#76758 8 Hours, 2 Sessions W $295
Zoom Terry Durbin
Friday, Mar 26 & Apr 9 8 AM - Noon
Class does not meet 4/2

Available via live video connection only. Must be registered 10 days prior to the start of class.

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

Certificate Program ★★ This class is part of the Supply Chain Operations certificate and the Lean Practitioner Level 1 Certificate.

#76761 8 Hours, 2 Sessions W $295
Zoom Terry Durbin
Friday, Apr 16 & 30 8 AM - Noon
Class does not meet 4/23

Available via live video connection only. Must be registered 10 days prior to the start of class.

10 Lean Practitioner
CERTIFICATE PROGRAM

Lean Practitioner Level 3 takes you to the next level by linking and balancing manufacturing operations, designing and implementing a visually-driven, employee-controlled, material replenishment system, reducing setup time, creating future-state maps for Lean transformation, and proactively maintaining machines and equipment at peak productivity.Top off your newly learned skills with an implementation project. Before taking Level 3 classes, completion of the certificates for Lean Practitioner Levels 1 & 2 is suggested but not required.

GET A TUITION DISCOUNT WHEN REGISTERING FOR THE ENTIRE SERIES!

36 Hours, 7 Sessions H $1,075
SCC CBIZ, 111 or ZOOM
Thursday, Jan 28 - Apr 22

Cellular Flow
This hands-on course teaches how to link and balance manufacturing operations to reduce lead times, minimize work-in-process, optimize floor space usage, and improve productivity through a combined classroom and hands-on simulation. The instructor leads the class through the 5-step process for designing and implementing cellular flow.

Certificate Program ★ Lean Practitioner Level 3

#76756 8 Hours, 2 Sessions H $295
SCC CBIZ, 111 or ZOOM Terry Durbin
Thursday, Jan 28 & Feb 11 8 AM - Noon
Class does not meet 2/4

Pull/Kanban
Students will learn how to control shop floor inventory and production schedules by implementing pull systems. This course teaches how to design and implement a visually-driven, employee-controlled, material replenishment system. Participants also learn how to implement repetitive and non-repetitive pull systems, set up point-of-use material storage, interface with planning systems, and balance lot sizes with capacity.

Prerequisites: Lean 101 and Lean Mapping Tools. Participants should be proficient with fractions and ratios, data tables and able to solve equations.

Certificate Program ★ Lean Practitioner Level 3

#76754 8 Hours, 2 Sessions H $295
SCC CBIZ, 111 or Zoom Terry Durbin
Thursday, Feb 25 & Mar 11 8 AM - Noon
Class does not meet 3/4

Setup Reduction
This course teaches the fundamental principles of setup reduction. The instructor will clearly define setup and discuss reasons and barriers to reducing setup time. The course follows the principles first expressed by Dr. Shigeo Shingo and his work in Single Minute Exchange of Dies (SMED). Participants learn the standard methodology in applying SMED to any type of setup in industry.

Certificate Program ★ Lean Practitioner Level 3

#76775 4 Hours, 1 Session H $195
SCC CBIZ, 111 or Zoom Terry Durbin
Thursday, Mar 25 8 AM - Noon

Total Productive Maintenance
This course offers the student an overview of the method to proactively maintain machines and equipment at their peak productivity. Participants come away with a basic understanding of TPM, its five major components, and the seven steps to process maintenance. Learn how TPM increases overall equipment effectiveness and how it can help avoid interruptions to production.

Certificate Program ★ Lean Practitioner Level 3

#76768 4 Hours, 1 Session H $195
SCC CBIZ, 111 or Zoom Terry Durbin
Thursday, Apr 8 8 AM - Noon

Performance Measurement
Learn various performance measurement systems, from the basic to the complex. You will consider a wide variety of measurement needs, from the shop floor to top management reviews. Find out what works to get measured results.

Certificate Program ★ Lean Practitioner Level 3

#76776 4 Hours, 1 Session H $195
SCC CBIZ, 111 or Zoom Terry Durbin
Thursday, Apr 22 8 AM - Noon

Six Sigma Green Belt

Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects.

The following asynchronous instructor-led classes that are part of the certificate are Introduction to Six Sigma Green Belt, Intermediate Six Sigma Green Belt, and Advanced Six Sigma Green Belt.

http://www.yougotclass.org/index.cfm/
Southeastern $495

Manufacturing

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.

#76743 6 Hours, 1 Session F **$179**
SCC CBIZ, 111 **Michael Nye**
Friday, Mar 12 **8 AM - 3 PM**

Electrical Troubleshooting Fundamentals

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

#76778 12 Hours, 2 Sessions F **$499**
CC CBIZ, 111 **Michael Nye**
Mon & Tue, Feb 8 & 9 **8 AM - 3 PM**

Introduction to Blueprints & Mechanical Drawings

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

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

#76742 8 Hours, 1 Session F **$279**
SCC CBIZ **Michael Nye**
Friday, May 14 **7:30 AM - 4:30 PM**

Project Management Professional (PMP) Prep Series

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

www.ed2go.com/secc/ $183

Shop Math and Measuring

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

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

#76745 6 Hours, 1 Session F **$179**
SCC CBIZ, 111 **Michael Nye**
Friday, May 21 **8 AM - 3 PM**

>4 PLC Core Skills Series

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

GET A TUITION DISCOUNT WHEN REGISTERING FOR THE ENTIRE SERIES!

35 Hours, 5 Sessions F **$1,495**
SCC CBIZ, 103 **Martin/Nye**
Mon - Fri, Apr 5 - 9 **8 AM - 3:30 PM**

Tuition assistance may be available.

PLC Basics

This course is designed for maintenance personnel and electricians working in plants, facilities, and commercial buildings with minimal to no Programmable Logic Controllers (PLC) experience. The topics covered in this course will include hardware components, establishing communication to the PLC, uploading, downloading, online, offline, run mode, remote mode, program mode, and basic PLC programming. This course is designed for students with minimal to no PLC experience.

This course is approved for the PLC Core Series Certificate.

#76462 7 Hours, 1 Session F **$350**
SCC CBIZ, 103 **Michael Nye**
Monday, Apr 5 **8 AM - 3:30 PM**

PLC Intermediate

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

This course is approved for the PLC Core Series Certificate.

#76782 14 Hours, 2 Sessions F **$695**
SCC CBIZ, 103 **Michael Nye**
Tue & Wed, Apr 6 & 7 **8 AM - 3:30 PM**

STAY SAFE!

FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

STAY SAFE!

FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

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

PLC Advanced Application Topics

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

This course is approved for the PLC Core Series Certificate.

#76786 14 Hours, 2 Sessions F $695
SCC CBIZ, 103 Joseph Martin
Thu & Fri, Apr 8 & 9 8 AM - 3:30 PM

Introduction to AutoCAD

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

#76783 8 Hours, 2 Sessions F $99
SCC WB, 125 Jonathan Gaddis
Mon & Tue, May 17 & 18 8 AM - Noon

AutoCAD Refresher

You know the basics, but it has been a few years or there are changes to the upgraded AutoCAD program. You will work with the updated 2014 program to gain knowledge of commands, mode settings, drawing aids, short-cuts, plotting, and other valuable tips and tricks.

#76771 3 Hours, 1 Session F $69
SCC WB, 125 Jonathan Gaddis
Wednesday, May 19 8 - 11 AM

Introduction to SOLIDWORKS

What is 3D modeling? Discover about the basics of SolidWorks. This Microsoft Windows computer-aided design (CAD) and computer-aided engineering (CAE) program is one of the most popular with area industries. No experience necessary.

#76785 8 Hours, 2 Sessions F $99
SCC WB, 125 Jonathan Gaddis
Thu & Fri, May 20 & 21 8 AM - Noon

Re-Licensure - Electrical

Noncode Electrical CEU class NFPA 70E Arc Flash

This course covers 3 hours of the new NFPA 70E Arc Flash. This class also covers an additional 3 hours of training for electrical licensure CEUs.

#77067 6 Hours, 1 Session F $50
US Army Reserve Center, Middletown
Saturday, Mar 6 7:30 AM - 1:30 PM

Safety

NEW DOT Required HazMat Training

This course serves as the required training and refresher for shippers and handlers of hazardous materials. Topics include using a hazardous materials table, shipping papers and preparation of packages for shippers and handlers. Participants are encouraged to bring questions and problems for class discussion.

#76816 8 Hours, 1 Session F $797
SCC CBIZ, 103 Staff
Tuesday, Mar 9 8 AM - 5 PM

>4 Forklift Operator Training (Powered Industrial Trucks)

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

#76733 4 Hours, 1 Session F $85
SCC WB, 607 Michael Nye
Thursday, Apr 29 8 AM - Noon

Forklift (Powered Industrial Trucks) Train-the-Trainer

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

#76739 8 Hours, 1 Session F $297
SCC Keokuk, IT Room 114 Michael Nye
Tuesday, Jun 22 8 AM - 4:30 PM

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

This course presents an overview of the annual refresher training of miners for MSHA Parts 46, 48A, and 48B training requirements. It will cover basic mining regulations for underground metal, non-metal, and coal mines, as well as surface areas of underground metal, non-metal, and coal mines. In addition, the course covers how to recognize and avoid hazards inherent to mines, emergency response procedures, and miners' rights and responsibilities. The Iowa mine health and safety training program is conducted under the Iowa Department of Education through the fifteen community colleges. If you have employees or are an employee in need of Part 46, 48A, or 48B of the 8 hour MSHA refresher training, then mark your calendars and register today to avoid missing out.

#76731 8 Hours, 1 Session W $80
Zoom
Thursday, Jun 10 8 AM - 4:30 PM



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

Environmental & Industrial Safety

Alcohol & Other Drug Safety

Alcohol & Other Drug Awareness for Managers and Supervisors

Iowa's drug testing law (Iowa Code Section 730.5, paragraph 9.h. and Administrative Code Section 640) enhances worker safety by creating drugand substance free workplaces. One tool available to private sector employers is drug testing (including alcohol testing). An employer who chooses to use this tool must attend a minimum of two-hours of initial training and a minimum of one-hour annually for update or refresher training. This training meets the initial two-hour training requirement and includes information concerning the recognition of evidence of employee alcohol and/or other drug abuse, the documentation and corroboration of alcohol and/or other drug abuse, and the referral of employees who abuse alcohol and/or other drugs to the employee assistance program or to the resource file maintained by the employer pursuant to paragraph "C," subparagraph (2) of the Iowa Code. This course satisfies the requirements for supervisor training.

#76740 2 Hours, 1 Session H **$49**
SCC CBIZ, 103 or Zoom Milo VanVeldhuizen
Tuesday, Apr 20 8 - 10 AM

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/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.

#76741 1 Hour, 1 Session F **$35**
SCC CBIZ, 103 or ZOOM Milo VanVeldhuizen
Tuesday, Apr 20 10 - 11 AM



OSHA

>4 OSHA 30-Hour for General Industry

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

#76730 30 Hours, 4 Sessions F **$550**
SCC CBIZ, 103 Cathie Overhulser
Mon - Thu, Feb 22 - 25 8 AM - 4:30 PM

>4 OSHA 10-Hour for General Industry

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

#76732 10 Hours, 2 Sessions F **$179**
SCC CBIZ, 103 Cathie Overhulser
Mon & Tue, May 17 & 18 8 AM - 3 PM
Fri. May 18 meets 8 - Noon

Transportation

Commercial Driving

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

> Classroom and hands-on instruction

> Solid reputation: we have trained drivers from across the United States

New classes for CDL are being developed to include CDL Class B, CDL Class A refresher, and additional nights and weekend offerings.

Tuition assistance may be available.

>4 4 8 Class A CDL Training

Our four-week, 160-hour program packs all the learning of a traditional program into a convenient, streamlined package that gets you on the road quickly. 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.

A CDL Permit and payment of the course is required to register. Registrations are encouraged to occur two weeks prior to the start of the course. After registration CBIZ staff will schedule your DOT physical and drug screen.

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

Call for upcoming classes.
(319) 208-5375

Moped

Moped Safety

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

#76791 6 Hours, 1 Session F **$49**
SCC Mt. Pleasant, 102 Kelly Prickett
Saturday, Mar 27 8 AM - 2:30 PM

#76792 6 Hours, 1 Session F **$49**
SCC WB, 351 Kelly Prickett
Saturday, Apr 10 8 AM - 2:30 PM

#76793 6 Hours, 1 Session F **$49**
SCC WB, 351 Kelly Prickett
Saturday, Jun 12 8 AM - 2:30 PM

Motorcycle

Motorcycle Safety: Basic Rider Course

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

#76728	20 Hours, 2 Sessions	F	$199
SCC WB, 607			Matthew Prickett
Sat & Sun, Apr 24 & 25			8 AM - 5 PM
#76749	20 Hours, 2 Sessions	F	$199
SCC WB, 607			Matthew Prickett
Sat & Sun, May 1 & 2			8 AM - 5 PM
#76750	20 Hours, 2 Sessions	F	$199
SCC WB, 607			Matthew Prickett
Sat & Sun, May 15 & 16			8 AM - 5 PM
#76727	20 Hours, 2 Sessions	F	$199
SCC WB, 607			Michael Hughes
Sat & Sun, May 22 & 23			8 AM - 5 PM
#76752	20 Hours, 2 Sessions	F	$199
SCC WB, 607			Matthew Prickett
Sat & Sun, Jun 5 & 6			8 AM - 5 PM
#76753	20 Hours, 2 Sessions	F	$199
SCC WB, 607			Matthew Prickett
Sat & Sun, Jun 19 & 20			8 AM - 5 PM

General Interest

General Interest

Certificate in Meditation

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

www.ed2go.com/secc/ $68

Certificate of Mindfulness

When you are mindful, you observe your thoughts and feelings without judging them. Today, more and more healthcare practitioners are seeing the benefits of incorporating mindfulness in to their treatments and teaching others from all backgrounds about this valuable practice. In this certificate program, you'll examine the many benefits of mindfulness for both your personal and professional life.

www.ed2go.com/secc/ $80

Discover Sign Language

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

www.ed2go.com/secc/ $100

Discover Sign Language II

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

www.ed2go.com/secc/ $115

GRE Preparation: Part 1

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

www.ed2go.com/secc/ $100

SAT/ACT Prep Series

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

www.ed2go.com/secc/ $199

Speed Spanish

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

www.ed2go.com/secc/ $115

12 Steps to a Successful Job Search

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

www.ed2go.com/secc/ $115

Discover GeoLocation Games

Grab a few of your friends and come learn about the craze of Geolocation games. Discover how to use your smart phone and participate in games including Munzee, PokemonGo, and Wizards Unite.

# 76827	1.5 Hours, 1 Session	F	$14
SCC WB, 607			Heather Smith
Thursday, April 22			5:30 - 7 PM

Investment/Finances

Outsmart the Scammers

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

#76824 1.5 Hours, 1 Session H $20
SCC CBIZ, 111 or ZOOM Karen Elliott
Tuesday, Feb 23 9 - 10:30 AM



Paying for Education: Getting from There to Here

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

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

#76826 1.5 Hours, 1 Session H $20
SCC CBIZ, 111 or Zoom Karen Elliott
Thursday, May 6 5:30 - 7:30 PM

Stocks, Bonds, and Investing, Oh My!

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

www.ed2go.com/secc/ $100

Photography

Lightroom for Digital Photographers

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

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

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

Landscape & Vacation Photography

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

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

#76748 6 Hours, 3 Sessions F $39
SCC WB, 526 Phil Pool
Tuesday, Feb 23 - Mar 9 6 - 8 PM

Sports Photography

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

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

#76746 6 Hours, 3 Sessions F $59
SCC WB, 526 Phil Pool
Tuesday, Mar 30 - Apr 13 6 - 8 PM

NEW Spring Wildflower Photography Workshop

This wildflower photography workshop is intended to help move your existing photography skills from snapshots to works of art and will focus primarily on macro shots of early spring wildflowers. Topics include applying depth of field, shutter speed, background, lighting, and composition options for optimum results in the field. Session 1 will be classroom-based theory. Sessions 2 and 3 will be field work at Geode State Park. Session 4 will be classroom-based review of results and critique.

Participants should have access to a DLSR camera with the ability to take close up photos from a distance of 18 inches or less. Participants should have moderate shooting and editing skills and the ability to walk short distances over rough terrain and photograph flowers less than 12 inches from the ground.

#76747 8 Hours, 4 Sessions F $79
SCC CBIZ, 111 Don Weiss
CLASS MEETS:
Wed & Sat, Mar 31 & Apr 14 6 - 8 PM
FIELD TRIPS:
Saturdays, Apr 3 & 10 8 AM - Noon
Geode State Park, Cedar Creek Picnic Area

Youth

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 is necessary; you will learn the basics on up. Come with experience or broaden your skills. This course is for grades 8 - 11.

#76819 6 Hours, 2 Sessions F $49
SCC WB, 505 Wesley Carpenter
Saturdays, Apr 10 & 17 9 AM - Noon

STAY SAFE!
FACE COVERINGS REQUIRED IN ALL SCC FACILITIES.

Leisure

Exploring Graphic Arts

Do you like to tell stories through pictures, images, and other visual communication? Learn about how graphic designers sell or share ideas through pictures, logos, images, and much more. You will learn from industry professionals and explore different career opportunities. Students will discover how to create a design a dynamic, effective visual piece through different software and technology. Students will need to create an adobe ID before the first day of class. This course is for grades 8 – 11.

#76744 6 Hours, 2 Sessions F **$49**
SCC WB, 526 **Carlene Woodside**
Saturdays, Feb 13 & 20 **9 AM - Noon**

Welding Bootcamp

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

#77063 6 Hours, 2 Sessions F **$49**
SCC WB, 701
Steve Kerchner
Saturdays, May 8 & 15 **9 AM - Noon**

Super Sitter

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

#77152 6 Hours, 2 Sessions F **$59**
SCC CBIZ, 111 **Heather Wellman**
Mon & Tue, May 3 & 4 **4:30 - 7:30 PM**

#76755 6 Hours, 1 Session F **$59**
SCC Keokuk, IT114 **Heather Wellman**
Monday, Jun 7 **8:30 AM - 3:30 PM**

NEW American Wine and AVA Appreciation

Perfect day out experience with friends! This course explores a variety of American wines and the American Viticulture Areas and their significance as well as the history of varietal wines.

Must be 21 or older to register for this class.

#76815 6 Hours, 3 Sessions F **$39**
The Grange Public House **Eric Sorenson**
Sundays, Jan 24 - Feb 7 **1 - 3:30 PM**

Introduction to Home Brewing

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

Must be 21 or older to register for this class.

#76738 6 Hours, 3 Sessions F **$49**
The Grange Public House **Eric Sorenson**
Sundays, Feb 21 - Mar 7 **1 - 3:30 PM**

NEW Advanced Home Brewing

This course will expand upon the skills learned in Introduction to Home Brewing. This class will cover wort souring, fruit and other adjunct additions post primary fermentation and kegging and dispense.

Must be 21 or older to register for this class.

#76814 6 Hours, 3 Sessions F **$49**
The Grange Public House **Eric Sorenson**
Sundays, Apr 11 - 25 **1 - 3:30 PM**

Birdwatching Basics

Can you tell the difference between a blue jay and a bluebird? The trees, fields, and waters of Southeastern Iowa are filled with over 300 different kinds of birds just waiting to be noticed. This class will cover the basic tips and techniques of bird identification, and consists of 2 classroom meetings with 2 field trips to Geode State Park. Class will be beneficial for those with beginning to intermediate birding skills.

#76766 8 Hours, 4 Sessions F **$49**
SCC CBIZ, 111 **Don Weiss**
CLASS MEETS:
Wed & Sat, Apr 7 & 21 **6 - 8 PM**
FIELD TRIPS:
Saturdays, Apr 10 & 17 **8 - 10 AM**
Geode State Park, Cedar Creek Picnic Area

Learn and Grow Seed Starting Basics

Learn the tips and tricks to planting seeds indoors or directly in the ground. This class will compare cost, convenience, and benefits of sowing seeds. Walk away with plants you start from seeds (provided) that evening.

#76772 2 Hours, 1 Session F **$29**
SCC WB, Greenhouse **Simmons/Jones**
Thursday, Mar 25 **5:30 - 7:30 PM**

Vintage Jewelry Collecting Guide

This class will provide participants with a historical overview of jewelry through the ages. Learn more about vintage jewelry designers, styles and materials. There will be several examples to view of period pieces throughout the ages and many designs. Learn how to check for Bakelite, Amber and how to better identify jewelry through the span of time.

Participants are welcome to bring a piece of jewelry for the instructor to view.

#77066 2 Hours, 1 Session F **$19**
SCC Ft. Madison, 106 **Maria Gapen**
Saturday, Feb 27 **10 AM - Noon**

HAVE A SKILL YOU'D LIKE TO SHARE?

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CLASS FORMATS: F Face-2-Face (classroom) | W Web/videoconference (interactive online) | H Hybrid (face-2-face & online) | Online



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Adult Education & Literacy

A proud partner of the AmericanJobCenter network

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
>Click on Adult Education Registration to being enrollment process.

Adult Education

Get help with reading, writing, math, and critical thinking skills to get into college or a job training program and boost your chances of landing a great job.

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

Literacy

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

High School Equivalency Diploma

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

English as a Second Language (ESL)

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



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- Technology
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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.

Registration Options

CBIZ CENTER FOR BUSINESS | SOUTHEASTERN COMMUNITY COLLEGE

SCC SOUTHEASTERN COMMUNITY COLLEGE

Use the form below for Mail and Fax Registrations

ONLINE at www.cbiziowa.com

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

PHONE SCC at (319) 208-5375

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

MAIL OR FAX the form below to SCC

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

Fax to: (319) 752-3407

It is the policy of the 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 Tina Young, Title IX & Equity Coordinator, 1500 West Agency Road, West Burlington, Iowa 52655, 319-208-5101, tyoung@scciowa.edu, fax number 319-208-5005 or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov. Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Continuing Education Registration Form

Class Information

Class Name _____ #_____ Cost: _____

Class Name _____ #_____ Cost: _____

Class Name _____ #_____ Cost: _____

Personal Information

Name _____ Date of Birth _____/_____/_____

Address _____

City _____ State _____ Zip _____

Email address _____

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

Payment Information

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

Credit Card # _____ Expiration Date _____/_____/_____

Cardholder Name _____

Signature _____



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