



# Options

for lifelong learning

**Like!**

**Social Media marketing**

**See Spot stay**  
**Dog obedience**

**Speak French (roast)**  
**Coffee 101**

**Safe—not sorry**  
**OSHA Safety Bundles**

**Human resource hero**  
**Supervision Series**  
**Essentials of HR Management**

**Live well**  
**Body, mind, spirit**



**NEW** classes  
just for **YOU!**

**Like your bike!**  
Selecting, maintaining  
bicycles

**Mega-confusing**  
**mega pixels**

**Digicams demystified**

**Every good boy**  
**does fine**  
Learn Piano

**UGotClass**  
New online courses

**Call to Register!**  
**319-208-5375**

**What's in the 2012 Spring Options?**

Computers : Online Education : Business and Management : Parenting : Youth : Continuing Education : Truck Training : Mechanical and Technical  
Health Occupations : Safety : Creative Pursuits : Personal Enrichment : Education Enhancement : Registration Form

## Continuing Education Course Schedule Spring 2012

### Computer Classes

#### Your Computer Made Simple

Have you invested in a personal computer but been reluctant to learn how to use it? This course is the ideal starting point for anyone interested in entering the workforce or would like to find ways to use them at home. This is your opportunity to learn how to use a computer in a fun and easy paced environment. A step-by-step approach will be utilized to cover the windows operating system, word processing, working with files, the Internet, email, and much more. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing world. No previous computer knowledge is required. No book required. (Discounts available for persons 50 or older – birth date required)

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33112 • Section: #33107 (Seniors 50+)  
24 Hours, 8 sessions  
Mondays, Feb. 6 – April 2, 6 – 9 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$129  
▶ **Seniors 50+**, use below Section # & Reduced Fee  
Section: #33107 • Fee: \$109

Section: #33113 • 24 Hours, 8 sessions  
Mondays, June 4 – July 23 • 6 – 9 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$129

▶ **Seniors 50+**, use below Section # & Reduced Fee  
Section: #33111 • Fee: \$109

#### → SCC KEOKUK CAMPUS

Section: #33114 • 24 Hours, 8 sessions  
Thursdays, Feb. 9 – April 5 • 6 – 9 pm, Rm 404  
Instructor: Cynthia Chambers • Fee: \$129  
▶ **Seniors 50+**, use below Section # & Reduced Fee  
Section: #33108 • Fee: \$109

#### → SCC FORT MADISON CENTER

Section: #33116 • 24 Hours, 8 sessions  
Tuesdays, Feb. 7 – April 3 • 6 – 9 pm, Rm 103  
Instructor: Cynthia Chambers • Fee: \$129  
▶ **Seniors 50+**, use below Section # & Reduced Fee  
Section: #33110 • Fee: \$109

#### → SCC MOUNT PLEASANT CENTER

Section: #33115 • 24 Hours, 8 sessions  
Wednesdays, Feb. 8 – April 4 • 6 – 9 pm, Rm 203  
Instructor: Cynthia Chambers • Fee: \$129  
▶ **Seniors 50+**, use below Section # & Reduced Fee  
Section: #33109 • Fee: \$109



#### Your Computer Made Simple 2

Learn about paragraph and page formatting which includes indents, bullets and numbering, changing margins, page orientation and headers and footers. Learn to use tables for organizing and formatting information. Work with graphic objects such as Word-Art, drawing objects, and AutoShapes. Create and work with lists in Excel.

#### → SCC FORT MADISON CENTER

Section: #33118 • 12 Hours, 4 sessions  
Tuesdays, June 5 - 26  
1:30 – 4:30 pm, Rm 103  
Instructor: Cynthia Chambers • Fee: \$59

#### Your Computer Made Simple 3

Create a newsletter with columns, create drop caps, create a document from a template, perform a mail merge, and make a slideshow presentation to view at family gatherings.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33117 • 12 Hours, 4 sessions  
Mondays, July 9 - 30 • 1:30 – 4:30 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$59

#### Digital Camera Output

Master the art of digital image file management! Learn how to edit photos and crop out unwanted portions, restore them, adjust their colors, add special effects, print at high quality, email digital photos to friends and family, and use them to create cards or albums. This course will also be beneficial for persons who do not have a digital camera but are considering buying one. No book required.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33133 • 9 Hours, 3 sessions  
Mondays, June 18 – July 2 • 1:30 – 4:30 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$49

#### Microsoft Windows Movie Maker



Movie Maker is an easy to use, friendly, and powerful program you can use to create your own movies, videos, and other amazing shows right on your own home computer. Using Movie Maker, you can work with digital movies, analog video recordings from VCRs, digital photographs, scanned images, songs, sound tracks, sound effects, and just about any visual or audio media. No software to buy. Movie Maker comes with the Windows operating system and will allow you to easily upload your video to Facebook, Flickr and YouTube.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33128 • 6 Hours, 2 sessions  
Mondays, May 14 - 21 • 6 – 9 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$39

#### Maintaining a Healthy Computer

Keep your computer in tip-top shape by learning about virus and spyware protection; disk clean-up; basic troubleshooting and software updates.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33119 • 3 Hours, 1 session  
Monday, April 23 • 6 – 9 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$19

#### → SCC FORT MADISON CENTER

Section: #33121 • 3 Hours, 1 session  
Tuesday, Feb. 21 • 1:30 – 4:30 pm, Rm 103  
Instructor: Cynthia Chambers • Fee: \$19

#### → SCC KEOKUK CAMPUS

Section: #33120 • 3 Hours, 1 session  
Thursday, Feb. 23 • 1:30 – 4:30 pm, Rm 404  
Instructor: Cynthia Chambers • Fee: \$19

#### → SCC MOUNT PLEASANT CENTER

Section: #33122 • 3 Hours, 1 session  
Wednesday, Feb. 22 • 1:30 – 4:30 pm, Rm 203  
Instructor: Cynthia Chambers • Fee: \$19

### Did you know . . .

that all of our public seminars are available for private on-site training?

They can also be tailored to match your specific training needs. For information on how to have a seminar brought to your site contact Russ Glasgow at [rglasgow@sccowa.edu](mailto:rglasgow@sccowa.edu) or by calling 319-208-5382 or 866-722-4692 ext. 5382.

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## Using Google Documents

Most home computers lack Microsoft Office, limiting your ability to create documents, spreadsheets and presentations. Using the free web-based Google Docs system, you can create all of these items. Let us teach you how to use Google Docs to create letters, reports, budgets, presentations, newsletters, share documents with others, and much more!

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33129 • 6 Hours, 2 sessions  
Mondays, April 30 – May 7 • 6 – 9 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$39

## → Microsoft Applications

### Microsoft Basic Productivity Certificate

Focused on computer application skills necessary to effectively use the computer to increase productivity in an office environment. Essential for persons entering the workforce or for those that would like to increase their productivity at work. Includes Basic Excel, Word, Access, and 2 of the following (PowerPoint, Publisher, Windows 2007).

► To enroll in the program register for 5 of the seminars and contact Barb at bblow@scciova.edu or call 319-208-5375 to place your name on the Certificate list.

### Microsoft Windows 2007

Conquer Microsoft's newest version of Windows. Discover how Windows 7 maximizes efficiency through folders, files and libraries! We'll teach you how to change the look and feel of the Windows environment so your computer works the way you want. Students will also create shortcuts, use gadgets, and change system settings. Finally, students will browse the Web with Internet Explorer 8, add sites to their Favorites lists, and add RSS feeds.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33085 •  
Friday, Feb. 3 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

## Buying and Selling on eBay

Hesitant about buying and selling on eBay? It can be an intimidating experience. This course is designed for persons wanting to learn how to be a confident buyer and seller on the world's largest online auction house. A step-by-step approach will be used to walk you through the eBay auction process. Pre-registration necessary. No book required.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33130 • 6 Hours, 2 sessions  
Mondays, June 4, 11 • 1:30 – 4:30 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$39

## Excel Basics

Relax. Learning how to use Microsoft Excel is now a breeze. Work with numbers? Then you need to learn Excel 2010. In this seminar, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll benefit from hands-on activities covering creating and editing workbooks, modifying worksheets, using functions, formatting worksheets, creating charts, and managing large workbooks. Experience with Windows is recommended. New Excel users of previous versions will also benefit. This course is approved courseware for Microsoft Office Specialist certification.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33087 • 6 Hours, 1 session  
Friday, Feb. 10 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

Section: #33088 • 6 Hours, 1 session  
Friday, June 8 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

Section: #33089 • 12 Hours, 4 sessions  
Wednesdays, Feb. 14 – March 6, 6 – 9 pm, Rm 110  
Instructor: Tammy Hobbs  
Fee: \$99, includes textbook

## 7 Excel Basics 2010

Learn dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. In addition, you'll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This course is offered online. You will have access to 2 lessons per week to work on at your convenience.

### → ONLINE – STARTING MARCH 21

Section: #33102, 24 Hours, 12 lessons • Fee: \$95

## 7 Introduction to QuickBooks 2010

QuickBooks is designed for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. This course is offered online. You will have access to 2 lessons per week to work on at your convenience.

### → ONLINE – STARTING APRIL 18

Section #33106, 24 Hours, 12 lessons • Fee: \$95

## ► Additional QuickBooks classes under Business and Management.

## Excel Intermediate

Continue with your Excel proficiencies by learning the benefits of the more advanced features of Excel 2010. Topics covered include using multiple worksheets and workbooks, customizing Excel, advanced formatting, outlines and subtotals, cell and range names, list and table management, advanced charting, documenting and auditing, templates and settings, and Wand Internet features. Pre-requisite: Excel Basics or equivalent knowledge. This course is approved courseware for Microsoft Office Specialist certification.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33090 • 6 Hours, 1 session  
Friday, March 9 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

Section: #33091 • 6 Hours, 1 session  
Friday, June 29 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

## Excel Advanced

Learn the advantages of working with advanced functions, lookups and data tables, advanced list management, working with pivot tables and pivot charts, exporting and importing, using analytical options, working with macros, conditional formatting and SmartArt. Pre-requisite: Excel Intermediate or equivalent knowledge. This course is approved courseware for Microsoft Office Specialist certification.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33093 • 6 Hours, 1 session  
Friday, April 6 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

Section: #33094 • 6 Hours, 1 session  
Friday, July 20 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

# Online Career Training Programs

Affordable & Convenient

Anytime, anywhere... just a click away!



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

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## PowerPoint Basics

Power Point 2010 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. You can also show a PowerPoint presentation to a potential client or post it on either the Internet or a company intranet. Some of the topics include building new presentations, formatting slides, using drawing tools, working with graphics, using tables and charts, and modifying and proofing presentations. This simple to learn program will help you get over presentation anxieties. Experience with Windows is recommended. New PowerPoint users of previous versions will also benefit. This course is approved courseware for Microsoft Office Specialist certification.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33100 • 6 Hours, 1 session  
Friday, March 2 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

## Web Page Essentials

The number of people with access to the World Wide Web has created the opportunity for the mass dissemination of information through websites. Designed for nonprofit Web sites to corporate intranets including small business, churches, and service organizations, this seminar offers a quick, easy, visual, step-by-step approach for learning how to create, format, and enhance a Web page using HTML. Start your online presence and marketing efforts today. Experience with Windows is recommended.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33101 • 6 Hours, 1 session  
Friday, March 30 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

## Microsoft Publisher Basics

This course teaches the core features and functions of Publisher 2010. You'll learn how to navigate the Publisher interface, create and edit publications, arrange text and pictures, work with master pages, and create and format tables. You'll also learn how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33099 • 6 Hours, 1 session  
Friday, March 23 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook

## Word Basics

In this seminar you will gain basic proficiency with Microsoft Word 2010. Discover the best and fastest ways to perform everyday tasks. Learn how to create and edit documents, format characters and paragraphs, create and manage tables, control page layout, work with web features and instant messaging, and much more. You'll be able to practice what you learn in this hands-on course. Experience with Windows XP or Vista is recommended. New Word users of previous versions will also benefit. This course is approved courseware for Microsoft Office Specialist certification.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33097 • 6 Hours, 1 session  
Friday, Feb. 24 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook  
▶ Already a basic user and need advanced classes, call 319-208-5382 for information.

## Meet your instructor



**Cynthia Chambers** has achieved the highest level of certification for the world's leading desktop programs. The Microsoft Office Specialist Master Instructor certificate is the only certification endorsed by Microsoft for verifying an instructor's skill and hands-on ability with Office programs. Cindy graduated from SCC with an AAS, Information Technology - Microcomputer Applications.

## Access Basics

Conquer Access 2010 from the inside out. This seminar will take you from knowing little or nothing about databases and Access to a basic level of understanding. Topics to be covered include database concepts, databases and tables, fields and records, data entry rules, simple queries, using forms, creating and modifying reports, and much more. Learn how your business can benefit from using Access. You'll practice what you learn in this hands-on course. Experience with Windows XP or Vista is recommended. New Access users of previous versions will also benefit. This course is approved courseware for Microsoft Office Specialist certification.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33098 • 6 Hours, 1 session  
Friday, Feb. 17 • 9 am – 4 pm, Rm 110  
Instructor: Cynthia Chambers  
Fee: \$99, includes textbook  
▶ Already a basic user and need advanced classes, call 319-208-5382 for information.

## → Adobe Classes

### Meet your instructor



**Jeff Ebbing** graduated from the "Do-it-yourself Adobe School of Hard Knocks. Through been-there, done-that stories, Jeff's goal is to make learning these cool Adobe apps fun and (relatively) painless. Jeff's award-winning work can be found all over the place, including Fun City, Martini's Grille, SCC, the Burlington Bees, and a slew of pet charities he thought would benefit from a little "design love."

## Photoshop Level 1

Adobe Photoshop is for pros and amateurs alike. Get started creating images for print and for the web. Learn Photoshop's basic tools, palettes, and features to create, retouch, and save photos and images. Hands-on computer lessons through interactive exercises help students learn skills. This course is designed for those who want/need to learn how to use Photoshop for work or for those who want to expand their skills in design, digital photography, or graphic design. Concepts are the same for all versions of Photoshop from Elements through CS5.

### → SCC WEST BURLINGTON CAMPUS

Section: #33223 • 15 Hours, 5 sessions  
Tuesdays, Feb. 7 – March 6 • 6 – 9 pm, Rm 221  
Instructor: Jeff Ebbing • Fee: \$109, includes text

## Illustrator Level 1

Ever wonder how they create those cool logos? Chance are it's was Adobe Illustrator. Learn the basics of this powerful program to create simple or complex shapes, add color, gradients, transparency, and text to illustrations as well as manipulate shapes and by draw and edit paths. Lessons are filled with interactive exercises and supplemented by real-world examples. Concepts are the same for all versions of Illustrator through CS5.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33221 • 12 Hours, 4 sessions  
Tuesdays, March 27 – April 17 • 6 – 9 pm, Rm 221  
Instructor: Jeff Ebbing • Fee: \$99, includes text

## Life Line Screening at SCC WB, Feb. 15.

**MUST PRE-REGISTER!** Call: 1-800-324-1851 Use code **HSC6559**

To register online go to: [www.lifelinescreening.com/community-partners](http://www.lifelinescreening.com/community-partners)



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## Continuing Education

### → Child Care

These classes are offered free of charge for Child Care Providers in Des Moines and Louisa counties through grant funding. Providers from other areas who wish to take these classes for a fee should contact Debbie Leone at 319-208-5383 for more information. CDA classes may be taken in any sequence. All classes listed below are approved for 2.0 CEUs. Instructor: Kathi Eichelberger

#### **CDA V – Advancing Physical and Intellectual Competence**

This class will help you acquire knowledge and skills you need to advance the physical, cognitive, communicative and creative competence of young children.

##### → WAPELLO - WAPELLO HIGH SCHOOL

Section: #33140 • 20 hours, 7 sessions  
Mondays, Feb. 27 - April 9 • 6:15 – 9:07 pm, ICN Rm

#### **CDA VII – Program Management**

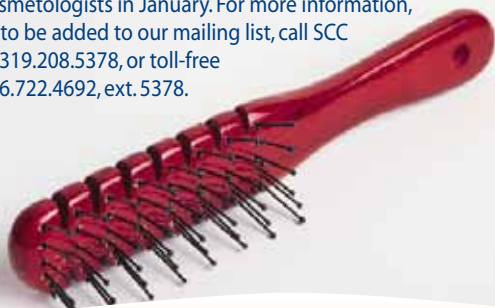
This class will teach you how to maintain an effective, well-run, purposeful program which is responsive to participant needs.

##### → WAPELLO - WAPELLO HIGH SCHOOL

Section: #33141 • 20 hours, 7 sessions  
Mondays, April 23 - June 11 • 6:15 – 9:07 pm, ICN Rm

### → Relicensure - Cosmetology

A brochure describing the spring Cosmetology continuing education classes will be mailed to area cosmetologists in January. For more information, or to be added to our mailing list, call SCC at 319.208.5378, or toll-free 866.722.4692, ext. 5378.



### → Used Motor Vehicle Dealer

#### **Compliance Tools for Buy Here Pay Here Dealers**

Avoid fines and penalties. This class will provide an in-depth discussion of policies and procedures that MUST be followed by BHPH dealers and those considering a buy here pay here dealership in Iowa. Advertising rules for dealerships will be shared. Updates from the Iowa Department of Transportation, the Consumer Protection Division of the Iowa Attorney General's office, the new Federal Consumer Financial Protection Bureau and other state and federal agencies will be reviewed.

##### → SCC BURLINGTON - RIVERPARK PLACE

Section: #32681 • 5 Hours, 1 session  
Friday, Feb. 24 • 8 am – 1pm, Rm 103 • Fee: \$159

#### **Environmental and Safety Compliance**

DNR, EPA, and OSHA Requirements: If you think you are exempt, think again. This course is beneficial to dealers who have service departments, body shops, and those who have a used motor vehicle dealer license and a recycler's license. If you have employees, you need to become better aware of these state and federal government compliance issues. Updates from the Iowa Department of Transportation, the Consumer Protection Division of the Iowa Attorney General's office, the new Federal Consumer Financial Protection Bureau and other state and federal agencies will be reviewed.

##### → SCC BURLINGTON - RIVERPARK PLACE

Section: #32682 • 5 Hours, 1 session  
Friday, Feb. 24 • 8 am – 1pm, Rm 111 • Fee: \$159

### → Insurance

#### **Firing Unethical Clients: Right & Duty!**

Most insurance ethics courses center on the producer's conduct, behavior, morals, and ethics. Although this course will touch upon these responsibilities, it will focus on the rights and duties of the agent within the underwriting guidelines in determining the ethical behavior of his or her client. If your client is non-compliant with your ethical standards and guidelines, learn how you can professionally end the relationship by firing the client in an ethical way. Alert your supervisor, document, and follow the law if there is any suspicious activity requiring reporting.

##### → SCC BURLINGTON - RIVERPARK PLACE

3 Hours Ethics CE credit  
Tuesday, April 3 • 8 – 10:50 am, Rm 103  
Instructor: Melissa Mosley, MBA  
Patrick D. Hatting, MBA, ChFC, CLU, LUTCF  
Ronald R. Tryon, CPCU, CIC, AU, ASLI, AIM, API, AIAA, AIS, ACS  
Fee: \$45 & IA Insurance Division SBS database reporting fee of \$1 per credit hour (\$48 total)  
▶ To register contact Community Educators (1-800-747-7574)

## Online Career and Workforce Training Programs



Looking for online training that will prepare you for a job in the latest career fields?

MEDIA AND DESIGN, TAX PREPARATION  
HOTEL MANAGEMENT, TRADE SKILLS & MORE!

Go to  
[www.theknowledgebase.org/secc](http://www.theknowledgebase.org/secc)  
and  
[www.gatlineducation.com/secc](http://www.gatlineducation.com/secc)

#### **Exposing Health Care Fraud**

Review the ever changing health care fraud issues and statistics. Learn how to avoid and prevent these white collar crimes. Evaluate the many ways criminals use the health care system to steal from government programs, insurance companies, and from the consumer. Participate in lively group discussions as we work as a class to offer up ways to educate the public about health care fraud and its impact on our national deficit and debt.

##### → SCC BURLINGTON - RIVERPARK PLACE

6 Hours General CE credit  
Instructor: Melissa Mosley, MBA  
Date: Tuesday, April 3 • 12:00 – 5:30pm, Rm 103  
Fee: \$79 & IA Insurance Division SBS database reporting fee of \$1 per credit hour (\$85 total)  
▶ To register contact Community Educators (1-800-747-7574)

#### **U.S. Courts: Out of Control?**

If businesses carry all the recommended types of insurance coverage, why any worry about enormous damage awards against the business? We all hear about enormous awards for apparently frivolous or crazy lawsuits. How could this happen in our civilized society? Learn which coverages protect a business and from what, then examine some infamous, actual cases. Learn what legal principles might guide or misguide verdicts in various types of injury cases and how the business and its insurance company should respond. This is an all-new CE course on a topic that doesn't seem to be going away!

##### → SCC BURLINGTON - RIVERPARK PLACE

3 Hours General CE credit  
Instructor: Jay Matlock, CPCU, ARM, AMIM  
Tuesday, April 3 • 6 – 8:30 pm, Rm 103  
Fee: \$45 & IA Insurance Division SBS database reporting fee of \$1 per credit hour (\$48 total)  
▶ To register contact Community Educators (1-800-747-7574)

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## Business and Management

### Basic Business Accounting

Are you a business owner or the person who takes care of the accounting in your office? Are you unsure of how to read financial statements your accountant provides you? Would you like to learn more about accounting and how good accounting records can lead to business growth? In this workshop you will get all the information you need in a fun, interactive, and participative game playing setting. Learn the structure, purpose and how to read the three primary financial statements to help grow your business. Become familiar with the language of accounting; cost of goods sold, expenses, bad debt, depreciation, inventory, debits and credits, assets and liabilities. Discover the difference between cash and profits, and cash vs. accrual methods of accounting. Learn how to calculate financial ratios to track trends in your business financials.

#### → SCC MOUNT PLEASANT CENTER

Section: #32985 • 12 Hours, 4 sessions  
Tuesdays, Feb. 14, 21, 28, Mar. 6 • 1–4pm, Rm 201  
Instructor: Lana Moeller, MBA, SBDC counselor  
Fee: \$89, includes book

### Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Learn the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. This course is offered online. You will have access to 2 lessons per week to work on at your convenience.

#### → ONLINE - BEGINNING MARCH 21

Section: #33056, 24 Hours, 12 lessons • Fee: \$95

### Writing A Winning Business Plan

Do you really need a business plan? Is it possible to start a business without a plan? You can, but that's doing things the hard way. A business plan is your roadmap to success. It is a way to test the feasibility of your idea before investing in it. A well-written business plan is also needed to obtain financing. In this course, you will discover the basic components necessary for a winning business plan. Areas covered include the industry, competition, and target market, marketing plan, operating plan, management, organization and ownership. You will also work on cash flow projections, a necessary component of the business plan. You will have the opportunity to write the plan in class, with a business plan template provided to you. Students should have computer experience in Microsoft Word and Excel. Workbook and flash drive with templates included in the class fee.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #32929 • 12 Hours, 4 sessions  
Thursdays, February 2, 9, 16, 23 • 6–9 pm, Rm 110  
Instructor: Janine Clover • Fee: \$89

### Understand Your Business Taxes!

Start the year off right! This IRS workshop is designed to help the business owner better understand and follow the tax law precisely to minimize the amount of taxes they must pay and to avoid additional tax penalties and interest. Learn what tax forms are needed for a sole proprietorship, partnership, or corporation, what business expenses are allowable and which expenses have limits, what records to keep for taxes, and claiming the business use of your home for home based businesses. This class is applicable for both new and existing small business owners. Participants will receive all materials and are encouraged to bring specific questions.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #32978 • 3 Hours, 1 session  
Wed., April 4 • 1–4 pm, Rm 111  
Instructor: Janine Clover, MBA, SBDC Consultant  
Fee: \$39

### Listening to Your Business



Where is your business today? What stage is your business in? Where would you like your business to be in three years? How do I get my business from today to my three year vision? This Kauffman Foundation workshop will help you evaluate and measure your personal as well as business strategies. Specifically designed for small business owners and those looking to start a business, this workshop will help you answer the question "What do I really want from my business and how do I get there?" The steps include determining your goals, evaluating where the business is in the business life cycle, utilizing planning tools, and determining transition tactics. When you leave the workshop, you should have a transition plan developed through guided, thoughtful analysis. Workbook included in class fee.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #32981 • 3 Hours, 1 session  
Tuesday May 15, 1–4 pm, Rm 111  
Instructor: Janine Clover, MBA, SBDC Consultant  
Fee: \$39

#### → SCC MOUNT PLEASANT CENTER

Section: #32982 • 3 Hours, 1 session  
Thursday, January 26, 1–4 pm, Rm 201  
Instructor: Janine Clover, MBA, SBDC Consultant  
Fee: \$39

### Plan Your Business Exit



Do you know how you are going to exit your business? Will you sell, hand your business over to a family member, or grow the business to go public? The truth is, many small business owners have no exit strategy for their business in the event of retirement, disability, or even death. It isn't surprising that many business owners focus their energies on business survival and future growth, and give little thought or planning for a business exit. This workshop will address 5 exit strategies and steps to be taken with each option. You owe it to yourself to have an exit plan in place.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33104 • 2 Hours, 1 session  
Wed., May 9 • 2–4 pm, Rm 111  
Instructor: Janine Clover • Fee: FREE

### Employment Tax Workshop

If your small business has employees, this workshop is a must! The focus is on employment taxes; determining who is an employee, how to handle family members as employees, payroll record keeping, employment tax obligations, what forms to file with the IRS, State of Iowa, and Iowa Workforce Development, and depository payment methods including EFTPS. Learn what a 941, 944, and 940 is and how to correctly fill out. Questions encouraged! Workshop is applicable for both new and existing small business owners. Fee includes all materials.

#### → SCC KEOKUK CAMPUS

Section: #32977 • 3 Hours, 1 session  
January 30 • 1–4 pm, Rm 401 • Fee: \$39  
Instructor: Janine Clover, MBA, SBDC Consultant

#### → SCC MOUNT PLEASANT CENTER

Section: #32976 • 3 Hours, 1 session  
May 2 • 1–4 pm, Rm 201 • Fee: \$39  
Instructor: Janine Clover, MBA, SBDC Consultant

### Government Contracting

Selling to the government is an opportunity that most business owners dream of. The federal government is the largest purchaser of goods and services in the world. Federal, state and local government agencies buy everything. This program will provide you with the knowledge and skills you need to pursue government contracting opportunities.

#### Course Outcomes

- have registered with federal, state and local government entities.
- determine if government contracting is right for you.
- understand how government agencies buy.
- develop an outline for your business plan.
- understand the criteria government agencies use to evaluate contractors.
- generate ideas on marketing to government agencies.
- know how to create contracting opportunities.

#### → ONLINE - WORK AT YOUR OWN PACE.

2 offerings : Feb. 6 – Mar. 2 -or- April 2 – 27  
Fee: \$195 • 16 Hours

► Contact Barb to register at [bblow@scciowa.edu](mailto:bblow@scciowa.edu)  
or call 319-208-5375

## What's in the 2012 Spring Options?

Computers : Online Education : Business and Management : Parenting : Youth : Continuing Education : Truck Training : Mechanical and Technical  
Health Occupations : Safety : Creative Pursuits : Personal Enrichment : Education Enhancement : Registration Form



## Practical Math for the Workplace

For anyone interested in acquiring the skills needed to understand and perform common business activities such as payroll, banking, invoicing, and purchasing. Business owners and managers will find this course particularly beneficial in providing a clear and understandable insight into the basic mathematical skills and processes needed to perform financial tasks required in the workplace. This course provides a basic foundation for understanding the practical applications of mathematics in common workplace activities.

### ONLINE - WORK AT YOUR OWN PACE.

2 offerings : Feb. 6 – Mar. 2 -or- April 2 – 27

Fee: \$145, Note: students will need to buy their own textbook: *Schaum's Outline-Basic Business Mathematics, Second edition, Eugene Don, Ph.D., Joel Lerner, Ph.D., ISBN 978-0-07-161158-9.*

## Iowa Sales Tax: In's and Out's

Are you doing business in Iowa? Do you sell a product or taxable service? Did you know that Lawn Mowing for individuals is a taxable service in Iowa? This workshop is designed to answer these and many other questions related to Iowa Sales Tax. The business owner is responsible for the collection and remittance of Iowa Sales Tax. Learn what services in Iowa are subject to sales tax, what food items are taxable, how to apply for a sales tax permit, how to calculate and remit correctly monthly and quarterly reports, and how to use the Sales Tax Exemption Certificate. This class is applicable for both new and existing small business owners. Participants will receive all materials and are encouraged to bring specific questions.

### SCC FORT MADISON CENTER

Section: #32979 • 3 Hours, 1 session  
Wednesday March 7 • 1–4 pm, Rm 102 • Fee: \$39  
Instructor: Janine Clover, MBA, SBDC Consultant

### SCC MOUNT PLEASANT CENTER

Section: #32980 • 3 Hours, 1 session  
Tuesday April 24 • 1–4 pm, Rm, 102 • Fee: \$39  
Instructor: Janine Clover, MBA, SBDC Consultant

## Hire Your First Employee



Attention entrepreneurs: Think you can do it all? Grow your business just by working harder? Are you ready to hire an employee but not sure how to go about the process, or if it is the right move for the business? You will learn through this workshop how to make the leap to hire an employee, decide what role to fill, calculate how much you can afford, understand employment tax law, find the right person, and become the best boss possible. Workshop will include worksheets to help you think through the key hiring issues that apply to your business. Participants will also receive a free book from bestselling author Rhonda Abrams.

### SCC KEOKUK CAMPUS

Section: #32973 • 4 Hours, 1 session  
March 6 • 8 am–12 pm, Rm 314  
Instructor: Janine Clover • Fee: \$49

### SCC MOUNT PLEASANT CENTER

Section: #32974 • 4 Hours, 1 session  
Feb. 7 • 1–5 pm, Rm 201  
Instructor: Janine Clover • Fee: \$49

### SCC BURLINGTON - RIVERPARK PLACE

Section: #32975 • 4 Hours, 1 session  
Date April 18 • 8 am–12 pm, Rm 111  
Instructor: Janine Clover • Fee: \$49

## Accounting Fundamentals I

In this course you'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Suitable for either a small business or an individual household, this course is sure to increase financial awareness and accountability. This course is offered online. You will have access to 2 lessons per week to work on at your convenience.

### ONLINE - BEGINNING MARCH 21

Section #33054 • 24 Hours, 12 sessions • Fee: \$95

## New Supervisor Survival Skills

Get off to a strong start. This training program is designed to be the first step for non-managers interested in or identified for promotion and also for the newly appointed manager. Non-supervisory employees who are transitioning into a supervisory position should be exposed to training as soon as possible after they are promoted, if not before. 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 management and communication skills and techniques required to manage employees effectively. This seminar meets the pre-requisite requirements for our comprehensive leadership development curriculum that addresses today's management challenges. Fee includes 2 books.

### SCC BURLINGTON - RIVERPARK PLACE

Section: #33014 • 6 Hours, 2 sessions  
Tuesdays, Jan 24, 31 • 12:30 – 3:30 pm, Rm 111  
Instructor: Brian Stone • Fee: \$158, books included

## Foreign Languages Online

Broaden your horizons by taking a course to learn a foreign language! With some proficiency in a foreign language, you'll find that your travel experiences are enriched beyond compare. And the rewards just don't stop there. You will benefit professionally, when your command of another language helps to improve profits, and boost your career. Having the ability to communicate in a second language also makes it easier to form friendships anywhere in the world.

Whether you want to learn Spanish, French, Italian or Japanese there is an online course available through the Center for Business that will meet your needs. Taking a foreign language course online has never been easier or more cost effective. Classes start monthly running for 6 weeks and can be completed entirely from your home or office anytime of the day or night.

→ To view our courses go to: [www.ed2go.com/secc](http://www.ed2go.com/secc)  
Click on: **Languages** category

## Meet the instructor



**Janine Clover** is the director for Small Business Development Center in Burlington and also owns a small business. Janine earned her MBA and MAcc from St. Ambrose University. She also teaches as an adjunct instructor at SCC as well as instructing for various CBIZ small business classes. Janine is a native of Davenport.

## QuickBooks Pro® Level I

If you are a new user of QuickBooks Pro® or Premier®, this hands-on training seminar is for you! Learn how to set up a company, customer and vendor files, and chart of accounts. Learn how to manage money coming in and money going out including sales, invoicing, paying bills, and tracking expenses. You'll also learn how to reconcile accounts, and use reports to understand your business, including profitability and sales trends. All materials are included. Basic computer knowledge is required.

### SCC BURLINGTON - RIVERPARK PLACE

Section: #32983 • 7 Hours, 2 sessions  
Thursdays, March 22, 29 • 1 – 4:30 pm, Rm 110  
Instructor: Janine Clover, MBA, SBDC Consultant  
Fee: \$109

## QuickBooks Pro® Level II

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

### SCC BURLINGTON - RIVERPARK PLACE

Section: #32984 • 7 Hours, 2 sessions  
Thursday, April 19, 26 • 1 – 4:30 pm, Rm 110  
Instructor: Janine Clover, MBA, SBDC Consultant  
Fee: \$109

## What's in the 2012 Spring Options?

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## QuickBooks Payroll® **NEW**

In this course, you'll be introduced to a variety of payroll service options within QuickBooks, learn how to work with the payroll item list, set-up payroll compensation codes, new and existing employee files, enter timesheet date, create employee paychecks, pay payroll tax liabilities, and how to prepare both federal and state payroll tax reports. Course prerequisite is to be familiar with QuickBooks navigation. All materials included in the class fee. Seating is limited.

### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33000 • 4 Hours, 1 session

Wednesday Feb. 1 • 8 am – 12 pm, Rm 110

Instructor: Janine Clover, MBA, SBDC Consultant

Fee: \$59

## Attention new businesses! Heard of 260E & F?

The Iowa New Jobs Training Program (260E) supports businesses adding employees through expansion in, or relocation to, Iowa. The flexible funding of the 260E program allows your company, in consultation with SCC experts, to implement an effective training plan for your new employees. The plan is designed to build the skills needed by your new employees to become productive.

The 260E program is of no cost to your business. Training is funded by SCC through the sale of certificates for the amount of anticipated tax revenue generated from new employee salaries.

The Iowa Jobs Training Program (260F) invests in customized training for existing employees. The state funding is in the form of a forgivable loan.

▶ **Contact Brenda Rubey for more information!**  
319-208-5384 or email [brubey@scciova.edu](mailto:brubey@scciova.edu)

## → New Certificates

### **7 Social Media for Business Certificate**

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

→ **ONLINE - WORK AT YOUR OWN PACE.**

Fee: \$195 each or \$495 for Social Media for Business certificate (all 3 courses)

### ▶ Individual Courses for Social Media and Business Certificate

#### **7 Introduction to Social Media**

Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients.

→ **ONLINE - WORK AT YOUR OWN PACE.**

2 offerings: Feb. 6 – Mar. 2 -or- April 2 – 27

#### **7 Marketing Using Social Media**

Develop a two-way communication and marketing strategy for your organization using social networks. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization.

→ **ONLINE - WORK AT YOUR OWN PACE.**

2 offerings: Mar. 5 – Mar. 30 -or- May 7 – June 1

#### **7 Integrating Social Media in Your Organization**

Take away a practical strategy and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Then your instructor will help you choose which social network tools are right for your situation, and then integrate them into your web site to develop a social networking strategy for your organization.

→ **ONLINE - WORK AT YOUR OWN PACE.** 2 offerings: Apr. 2 – 27 -or- June 4 – 29

#### **7 eMarketing Certificate**

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

→ **ONLINE - WORK AT YOUR OWN PACE.**

Fee: \$195 each or \$495 for eMarketing certificate (all 3 courses) • 48 Hours

### ▶ Individual Courses for eMarketing Certificate

#### **7 Improving Email Promotions**

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

→ **ONLINE - WORK AT YOUR OWN PACE.** 2 offerings: Feb. 6 – Mar. 2 -or- Apr. 2 – 27 • 16 Hrs



#### **7 Boosting Your Web Site Traffic**

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. 16 hours

→ **ONLINE - WORK AT YOUR OWN PACE.**

2 offerings: Mar. 5 - 30 -or- May 7 - June 1 • 16 Hrs

#### **7 Online Advertising**

See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary.

→ **ONLINE - WORK AT YOUR OWN PACE.**

2 offerings: Apr. 2 – 27 -or- June 4 – 29 • 16 Hrs

## What's in the 2012 Spring Options?

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## Begin Your LEAN Journey Today!

Becoming a Certified Professional Lean Practitioner demonstrates your commitment to lean principles and tools, and tactical implementation to drive improvement and shows measurable results! CBIZ's extensive coursework gives participants the skills and confidence to raise important questions, see the real problems and develop leadership in the transformation process. Take one course or start your journey to certification... the benefits will be real.

We live in a global economy that is extremely fast paced. Lean certification coursework starts you with the fundamentals and keeps you abreast of the latest practices. Our three-tiered certification provides professional development for people in all levels of an organization:

- LEAN Operations
- LEAN Applications
- Professional LEAN Leadership

The Certification program is "hands-on" and application based. Each certification level includes implementation activities, which allows participants to better absorb what they learn in the coursework. For program details, visit [http://www.scciowa.edu/business/course\\_solutions/certifiedleanpractitioner.html](http://www.scciowa.edu/business/course_solutions/certifiedleanpractitioner.html)



## → LEAN® Courses

### Pull Kanban

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, to set up point-of-use material storage, to interface with planning systems, and to balance lot sizes with capacity.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33218  
Wednesday, January 11 • 8 am – 4:30 pm, Rm 111  
Fee: \$250

### workplacelean® Launch

Participants learn challenges of moving Lean concepts to the "front of the house." Creation of process maps lead to a special focus on translating visual workplace and pull system principles to the office.

#### → SCC MOUNT PLEASANT CENTER

Section: #33219 • Wednesday, January 18 • 8 am – 4:30 pm, Rm 102 • Fee: \$250  
▶ workplacelean® – LAUNCH is a qualifying Professional Lean Practitioner course  
▶ To schedule an in-house workplacelean® class contact Susan at 319.313.1958 or [sdunek@scciowa.edu](mailto:sdunek@scciowa.edu)

### A-3 Problem Solving



A3 Problem Solving prepares participants to think deeply to improve work processes. Participants learn the "Left Side" and "Right Side" of the A3, employing observation to formulate the issue statement, validate current conditions and develop a plan of corrective measures.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33220  
10 am – 4 pm • Wednesdays, Feb. 8 & 15, Rm 111  
Fee: \$400



### Standardized Work



Explore standard work as an element of continuous improvement. Use the steps of creating and maintaining standards and identify the processes for improving standards. Participants will examine the key formulas, tables and worksheets to create standard work and determine the applications of standard work to training, improvements and decision making.

#### → SCC KEOKUK CAMPUS

Section: #33233  
March 21 • 8 am – noon, Rm 314 • Fee: \$250

### 5S / Visual Workplace

This is a core requirement for any Lean certification. Don't miss this opportunity to take this course and see how to implement 5S on the shop floor. Location TBA

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33226  
Wednesday, March 21 • 8 am – 4:30 pm, Rm 112  
Fee: \$250

### TPM – Total Productive Maintenance

This course offers the student a method to proactively maintain machines and equipment at their peak productivity. Participants come away with an understanding of TPM and its five major components. Understand how TPM increased overall equipment effectiveness and how it can help avoid interruptions to production. The course provides a deep understanding of the seven steps to process maintenance.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33224  
Wednesday, April 11 • 8 am – 4:30 pm, Rm 112  
Fee: \$250

### Performance Measurement

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

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33230  
Wednesday, April 18 • 8 am – noon, Rm 511  
Fee: \$85

### VSM – Value Stream Mapping

Value stream mapping (VSM) creates a visual representation of all product and information flows from raw material to shipping. By including all value adding and non-value adding (waste) activities in the value stream needed to produce the product, the current-state map identifies improvement opportunities and the logical sequence for implementing them. By applying VSM to a high-priority pilot process, companies can demonstrate results that will assure continued interest in applying lean principles. Location TBA

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33207  
Wednesdays, May 9 & 16 • 8 am – 4:30 pm, Rm 112  
Fee: \$500  
▶ Host a VSM at your site. Participants will apply VSM learning to a segment of your process. Contact Susan Dunek [sdunek@scciowa.edu](mailto:sdunek@scciowa.edu) to discuss hosting. Host company receives five participant registrations for the price of three.

### Lean 101

The course is a mix of classroom and live simulation. Participants begin by manufacturing simulated circuit boards in a traditional forecasted manufacturing setting. The results of the simulation provide the basis for continuous improvement applying lean manufacturing principles. Performance improvements are measured and compared for improved results.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33208  
Wednesday, June 13 • 8 am – 4:30 pm, Rm 103  
Fee: \$250

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## HOT TOPICS!

**Hot Topics!** are short workshops to help your staff stay on top of challenging issues. Ideal for staff meetings or lunch-time training.



### Social Media – Reduce the Risk

The use of social media is growing by leaps and bounds. Hundreds of millions of people across the globe interact online. And while the personal use of social media continues to increase, social media is also becoming a mainstream way of doing business. Social media offers new ways to communicate with customers, suppliers, partners, industry colleagues and co-worker.

- Define social media, its benefits and risks of utilization
- Identify key information to include in a social media policy
- Explain how to ensure transparency while interacting via social media
- Discuss the value of being accurate in all social media communications

- Describe ways to maintain confidentiality when using social media
- Determine how to maintain privacy in social media arenas

### Some of our other Hot Topics! include:

- Understanding Leadership Competencies
- Memory Skills for Business
- Stress for Success
- It's Not Just About Sex Anymore
- Bad Apples
- Eat That Frog!
- Need Work Life Balance?

*Hot Topics! are available in 1 & 2 hour formats.*

▶ 1 hour sessions start at \$195.

▶ 2 hour sessions start at \$250.

▶ Contact Susan Dunek to schedule your Hot Topic!

### Leading Lean Implementation

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

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33211

Wednesday, June 20 • 8 am - noon, Rm 111

Fee: \$125

▶ Classes are added to our Professional Lean Practitioner schedule each month. Contact Linda at [lgaylord@scciova.edu](mailto:lgaylord@scciova.edu) to begin receiving our monthly Lean Certificate flyer.

February is National Time Management Month.  
Don't procrastinate any longer.

### Eat that Frog!

In his book, Eat That Frog, author Brian Tracy identifies 21 ways to stop procrastinating. This workshop adopts 5 of these concepts that set you on the way to getting the right things done in less time.

- Set the Table
- Consider the Consequences

- Focus on Key Result Areas
- Take It One Oil Barrel at a Time
- Develop a Sense of Urgency

#### → SCC MOUNT PLEASANT CENTER

Section: #33209 • Fee: \$49

Monday, February 20 • 8 - 11:30 am

Rm 102

#### → SCC KEOKUK CAMPUS

Section: #33210 • Fee: \$49

Monday, February 27 • 12:30 - 4 pm

Rm 401

▶ Send a team from your workplace!

**Register 5 at one time and pay for only 4!**

Contact Linda Gaylord to register your group.



## Public seminars are available for private on-site training?

They can also be tailored to match your specific training needs. For information on how to have a seminar brought to your site contact Russ Glasgow

### Productivity Seminars & Courses

Set up the computer seminar at your company.

Contact: Russ at [rglasgow@scciova.edu](mailto:rglasgow@scciova.edu) or 319-208-5382.

## Turn that hobby into a business!

### Smart Start-Starting a New Business

This **FREE** 2-hour workshop will give you the basic information needed to start a new business. Participants will be given a packet of information to help you analyze your business idea and cover what you need to know to launch your business. Learn how important a business plan is and the steps to create it. This workshop will also cover how to conduct market research, prepare for a bank loan, legally organize your business and other legal issues pertinent to business, record keeping and taxes, marketing ideas, and what financing options are available. Questions are encouraged. **Registration is required, seating is limited. All materials are provided.**

**All workshops are instructed by Janine Clover, SBCE Consultant.**

#### → BURLINGTON - BURLINGTON PUBLIC LIBRARY

Section: #32931 • 2 Hours, 1 session

Monday, January 23 • 5:45 - 7:45 pm, Rm B

#### → MT. PLEASANT - MT. PLEASANT PUBLIC LIBRARY

Section: #32932 • 2 Hours, 1 session

Monday, March 26 • 5:45 - 7:45, Lg Meeting Rm

#### → KEOKUK - KEOKUK PUBLIC LIBRARY

Section: #32933 • 2 Hours, 1 session

Monday, February 27 • 5:45 - 7:45 pm

#### → BURLINGTON - RIVERPARK PLACE

Section: #33055 • 2 Hours, 1 session

Tuesday, April 17 • 6 - 8 pm, Rm 111



## What's in the 2012 Spring Options?

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## HOW WOULD YOUR COMPANY BENEFIT FROM SUPERVISORS AND MANAGERS THAT IMPROVE MORALE, INCREASE PRODUCTIVITY, INCREASE QUALITY, AND IMPROVE EMPLOYEE RETENTION?

### Supervision Certificate

**Research** clearly shows that every organization needs more effective leaders. 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 or experienced supervisors with the tools and skills for building personal confidence in their leadership role in the workplace resulting in the enhanced productivity of their teams.

**Participants** in this program 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.

**Block** out 3 Hours a week to attend the classroom workshops and have your certificate in just 12 weeks. Throughout each workshop participants will review video presentations and case studies, participate in group discussions, practice new skills and receive immediate feedback. Pre and Post assessments will measure what you have learned.

By delivering this effective training in this format, it enables the students to learn new skills, apply them on the job for a week, and then return to the next training session where they can discuss their actual on the job applications. Then they learn the skills of the next new module.

### JOIN THE HUNDREDS OF SUPERVISORS IN SOUTHEAST IOWA THAT HAVE BENEFITED FROM THIS INTERACTIVE AND COMPREHENSIVE PROGRAM.

#### Supervision Essentials

Twelve core learning solutions to address the recurring management challenges every leader confronts on a daily basis.

- Essential Skills of Leadership
- Essential Skills of Communicating
- Communicating Up
- Developing Performance Goals & Standards
- Providing Performance Feedback
- Coaching Job Skills
- Delegating
- Resolving Conflict
- Managing Complaints
- Effective Discipline
- Improving Work Habits
- Supporting Change

How to properly supervise your workers in today's workplace plays a big role in whether you can earn your co-workers respect and how efficient the day to day operations will run, and how successful your company will be.

#### → SCC BURLINGTON - RIVERPARK PLACE, 610 NORTH 4TH STREET

Section #33002 • 12 Sessions starting Tuesdays, Jan. 24 • 12:30 – 3:30 pm, Rm 111

Fee: \$948 (includes 12 resource books) • Instructor: Brian Stone

Registration taken through Jan. 18! Don't Delay! Contact Barb & bblow@scciowa.edu

— SUPERVISION CERTIFICATE ALSO AVAILABLE ONLINE —

## Essentials of Human Resource Management

Be prepared to handle daily HR challenges. This cost effective course covers real-life HR issues. The SHRM Essentials of Human Resource Management Certificate Program is an introductory course offering an overview of the human resource function. If you're new to human resources or simply want to strengthen your employee management skills, this program is for you. This program is offered exclusively by SHRM and developed with input from leading HR experts, HR practitioners and legal counsel. Offered across the state of Iowa via teleconference over the ICN. This course provides knowledge and skills you can use immediately.

### The six modules include:

- ✓ Essentials of Human Resource Management
- ✓ Basics of Compensation and Benefits
- ✓ Employment Law in Your Workplace
- ✓ Orienting and Training Your Employees
- ✓ Effective Recruitment & Selection Techniques
- ✓ Ensuring Quality Performance

### Why take this program?

- ✓ Review key pieces of federal legislation on sexual harassment, age discrimination and the Family and Medical Leave Act (FMLA)
- ✓ Explore the role of the Equal Opportunity Commission (EEOC) and understand its investigation process
- ✓ Improve employee recruitment and selection while avoiding legal pitfalls
- ✓ Understand the importance of effectively communicating base pay, incentive compensation and benefits information to all levels of staff

### How does your organization benefit?

- ✓ Promotes a consistent understanding of the HR function to non-HR management
- ✓ Offers professional development for divisional or departmental supervisors to ensure HR compliance
- ✓ Develops a common dictionary of HR terms for the entire organization

### Who benefits from this program?

Participants gain practical HR knowledge and the skills to improve HR job performance. While the course is primarily designed for junior HR practitioners, others involved with hiring and managing employees have benefited from this program.

### Job titles of professionals who have completed this course include:

- HR Specialist / Administration
- HR Generalist
- Admissions Counselor
- Trainer
- Product Manager
- Office Manager
- Administrative / Exec. Assistant
- Recruiter

*About the Instructor: Jason Saffold is a business owner, staffing and Human Resources professional, consultant, safety and recruitment manager, with twenty years experience. He is currently the Past President for the Human Resources Association of Northern Iowa (local SHRM Affiliate Chapter). Jason has experience in the development and implementation of Human Resources tools, policies and practices. He has additional background in offerings in Health and Wellness Incentives management, Health Insurance benefits consulting, Recruitment and Retention, Compensation, Employee Relations, Ethics and Corporate Governance, Succession Planning, and the Strategic partnership and role of Human Resources.*

#### → SCC WEST BURLINGTON

Section #33033 • 18 Hours, 6 sessions

Tues., April 3 – May 8 • 6:30 – 9:30 pm, Rm 331

Instructor: Jason Saffold, SPHR

Fee: \$419, includes text & materials

## What's in the 2012 Spring Options?

Computers : Online Education : Business and Management : Parenting : Youth : Continuing Education : Truck Training : Mechanical and Technical Health Occupations : Safety : Creative Pursuits : Personal Enrichment : Education Enhancement : Registration Form



## UGotClass Online Certificates and Courses



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► Go to: [www.scciaowa.edu/business](http://www.scciaowa.edu/business)

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**LEED Green Associate Exam Preparation**

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**Practical Math for the Workplace**

**Recruiting & Retaining Gen X and Gen Y**

**Successful Survey Techniques**

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Gender in the Classroom

Generational Learning Styles for K12 Teachers

Online Learning and Teaching for K12 Teachers

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Improving Email Promotions

Boosting Your Web Site Traffic

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**Social Media for Business Certificate**

Introduction to Social Media

Integrating Social Media in Your Organization

Marketing Using Social Media



Notification for home/building owners and contractors...

## Lead Safe Renovator Certification

Beginning April 22, 2010, renovators performing work in pre-1978 housing and pre-1978 child-occupied facilities (daycare centers, kindergartens) must be certified. This new law applies to all persons who perform renovation, remodeling, and painting. The Iowa Department of Public Health (IDPH) will carry out these rules in Iowa. Certified people will be called "lead-safe renovators." Renovation and remodeling contractors, rental property owners, maintenance workers, painters, and some plumbers and electricians are required to become certified.

**How do I comply with the rule?**

Contractors must take an approved 8-hour lead-safe renovator course. If you already took an approved lead-safe work practices course, you must take a 4-hour refresher course.

**How does my company comply with the rule?**

Companies that conduct renovation must be certified. You must assign at least one certified lead-safe renovator to each job. The certified lead-safe renovator must train other workers on each job. Workers must use lead-safe work practices. Your firm must be certified.

For additional information contact Russ Glasgow at 319-208-5382 or [rglasgow@scciaowa.edu](mailto:rglasgow@scciaowa.edu).  
Contact Barb at 319-208-5375 or [bblow@scciaowa.edu](mailto:bblow@scciaowa.edu) for the current schedule.



## Ever considered using biodiesel fuel?

**FREE CLASS & FREE MEAL!**

Biodiesel producers are a vital part of a manufacturing sector that adds substantial value to agricultural commodities produced in Iowa, and makes a significant contribution to the Iowa economy. By using domestically produced, renewable fuels like biodiesel, the United States can reduce dependence on foreign countries for oil. The Iowa biodiesel industry provides many benefits to the state, in the form of green jobs, economic activity and energy security leadership. Want to learn more? This workshop will update you about this clean burning alternative fuel and the benefits for Iowans. *Sponsored by the Iowa Biodiesel Board. Students welcome.*

→ **SCC BURLINGTON – RIVERPARK PLACE**

Section: #29966 • 3 Hours, 1 session • Thursday, Feb. 23 • 6 – 9 pm, Rm 103 • Instructor: Allan Ready • Fee: **FREE**

**Register Early! Seating Limited – bring a friend!**

## Life Line Screening at SCC WB, Feb. 15.

**MUST PRE-REGISTER!** Call: 1-800-324-1851 Use code **HSC6559**

To register online go to: [www.lifelinescreening.com/community-partners](http://www.lifelinescreening.com/community-partners)

## What's in the 2012 Spring Options?

Computers : Online Education : Business and Management : Parenting : Youth : Continuing Education : Truck Training : Mechanical and Technical  
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## → Manufacturing Skill Certificate

The Manufacturing Skill Certificate is a new program offered By CBIZ. The program is built around three certifications. One of which is the MSSC CPT (Certified Production Technician) – a national certification from the Manufacturing Skills Standards Council (MSSC) certifies individuals in: Safety Awareness, Quality Practices & Measurement, Manufacturing Processes & Production and Maintenance Awareness. MSSC certification is assessment based. Individual module certificates are issued. Certificates in all four modules earns the Certified Production Technician certificate from the Manufacturing Skill Standards Council. \$60 one-time registration fee. \$60 per module assessment. Instructors: Lewis Worden and Susan Dunek

### SAFETY MODULE

- ▶ OSHA 10 Hour
- **SCC BURLINGTON – RIVERPARK PLACE**  
Section: #29922 • 10 Hours, 2 Sessions  
Wed., Feb 29 & Mar 7 • 8 am – 3 pm, Rm 111  
Fee \$170
- ▶ Using Hand Tool & Basic Machine Tools  
Fee: \$75, book additional
- **SCC KEOKUK CAMPUS**  
Section: #33018 • 6 Hours, 2 Sessions  
Wednesdays, Jan 11 & 18 • 12:30 – 3:30 pm, Rm 401  
Section: #33019 – 6 Hours, 2 Sessions  
Thursdays Jan 12 & 19 • 12:30 – 3:30 pm, Rm 314
- ▶ Supporting Safety in the Work Environment  
Fee: \$75, book additional
- **SCC KEOKUK CAMPUS**  
Section: #33020 • 6 Hours, 2 Sessions  
Tuesdays, Jan 24 & 31 • 12:30 – 3:30 pm, Rm 314  
Section: #33021 • 6 Hours, 2 Sessions  
Thursdays, Jan 26, Feb 2 • 12:30 – 3:30 pm, Rm 314

### QUALITY PRACTICES & MEASUREMENT MODULE

- **SCC KEOKUK CAMPUS:** Fee: \$75, book additional
- ▶ Quality Practices I – Audits, Inspections & Documentation  
Section: #33022 • 6 Hours, 2 Sessions  
Tuesdays, Feb 7 & 14 • 12:30 – 3:30 pm, Rm 314  
Section: #33023 • 6 Hours, 2 Sessions  
Thursdays, Feb 9 & 16 • 12:30 – 3:30 pm, Rm 314
- ▶ Quality Measurement I – SPC Basics  
Section: #33024 • 6 Hours, 2 Sessions  
Tuesdays, Feb 21 & 28 • 12:30 – 3:30 pm, Rm 314  
Section: #33025 • 6 Hours, 2 Sessions  
Thursdays, Feb 23, Mar 1 • 12:30 – 3:30 pm, Rm 314
- ▶ Quality Practices II – Corrective Action, Continuous Improvement, Trends  
Section: #33026 • 6 Hours, 2 Sessions  
Tuesdays, Mar 6 & 20 • 12:30 – 3:30 pm, Rm 314  
Section: #33027 • 6 Hours, 2 Sessions  
Thursdays, Mar 8 & 22 • 12:30 – 3:30 pm, Rm 314
- ▶ Quality Measurement II – Measurement & Tools  
Section: #33028 • 6 Hours, 2 Sessions  
Tuesdays, Mar 27, Apr 3 • 12:30 – 3:30 pm, Rm 314  
Section: #33029 – 6 Hours, 2 Sessions  
Thursdays, Mar 29, Apr 5 • 12:30 – 3:30 pm, Rm 314

### MANUFACTURING PROCESSES MODULE

- **SCC KEOKUK CAMPUS:** Fee: \$95, book additional
- ▶ Manufacturing Processes I – Needs, Resources & Setup  
Section: #33030 • 9 Hours, 3 Sessions  
Tuesdays, Apr 10, 17 & 24 • 12:30 – 3:30 pm, Rm 314
- ▶ Manufacturing Processes II – Goals Assignments & Workflow  
Section: #33031 – 9 Hours, 3 Sessions  
Tuesdays, May 1, 8 & 15 • 12:30 – 3:30 pm, Rm 314
- ▶ Manufacturing Processes III – Monitoring, Compliance & Distribution  
Section: #33032 – 9 Hours, 3 Sessions  
Tues., May 22 & 29, Jun 5 • 12:30 – 3:30 pm, Rm 314
- ▶ Basic Principles of Chemistry  
Section: #33035 – 9 Hours, 3 Sessions  
Thursdays, Jan 12, 26 & Feb 2 • 9am – 12 pm, Rm 401

### Maintenance Awareness Module

- **SCC KEOKUK CAMPUS:** Fee: \$95 , book additional
- ▶ Basic Mechanical Knowledge  
Section: #33036 – 9 Hours, 3 Sessions  
Thursdays, Feb 9, 16 & 23 • 9am – 12 pm, Rm 401
- ▶ Basic Electrical Knowledge  
Section: #33037 – 9 Hours, 3 Sessions  
Thursdays, Apr 5, 12 & 19 • 9am – 12pm, Rm 401
- ▶ Basic Principles of Physics  
Section: #33038 – 9 Hours, 3 Sessions  
Thurs., Apr 26, May 3 & 10 • 9am – 12pm, Rm 401

## Commercial Truck Driving



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

- Classroom and hands-on instruction
  - Tailored Training Programs: Full Courses and Refresher Courses
  - Solid reputation – we have trained drivers from across the US
  - Job placement assistance – we help match you with the best companies after graduation.
  - Worked on a farm for wages?
- Full tuition assistance may be available

### Class A CDL Training

Our 4 week 160 hour program packs all the learning of a traditional program into a convenient, streamlined package that gets you on the road quickly. Tremendous job opportunities are available through our lifetime placement program. Learn the safe driving skills necessary to get your Class A CDL and in return receive a lucrative career with excellent pay and benefits. Classes start monthly, year round. Hours of the program are Mon-Fri., 8 a.m. to 4:30 p.m. Evening and weekend hours may also be available. Times for class are subject to change due to weather or class sizes.

**Call (319) 208-5382 for more information.**

Fee: \$3195 (includes tuition, books, DOT physical, drug screen, license and testing fees)

→ **NEXT CLASS STARTS JANUARY 30.**

## What's in the 2012 Spring Options?

Computers : Online Education : Business and Management : Parenting : Youth : Continuing Education : Truck Training : Mechanical and Technical Health Occupations : Safety : Creative Pursuits : Personal Enrichment : Education Enhancement : Registration Form



## Youth

### Super Sitter

This class is designed to give boys and girls, aged 11 years and older, the knowledge and experience to be super babysitters. Safety, first aid, positive guidance and play activities will be emphasized.

#### → SCC WEST BURLINGTON

Section: #33058 • 8 hours, 2 sessions  
Saturdays, Feb. 18 & 25 • 8 am – 12 pm, Rm 502  
Instructor: Jana Kelly • Fee: \$35

## Parenting

### Girl Talk

This mother-daughter workshop is designed to help moms and girls, aged 9-12, become more comfortable with the joys and challenges of puberty and to open lines of communication about sensitive issues. Topics are age appropriate and covered in a mini-lecture format with games, prizes and snacks. Topics include: "Let's Talk" (positive family communication), "From Caterpillar to Butterfly" (physical changes), "It's a Roller Coaster" (emotional changes), "What's Up With Boys, Anyway?" (the other side of the coin), and "Me and Mom" (relationship building, body image and self-esteem). Young ladies must be accompanied by an adult female. Only the adult needs to register for the class. The program is facilitated by Planned Parenthood of Southeast Iowa. Scholarships are available; contact Planned Parenthood at 319-753-6209 for more information.

#### → SCC KEOKUK CAMPUS

Section: #33162 • 4 hours, 1 session  
Saturday, March 3  
9 am – 1 pm, Rms 302 & 304  
Fee: \$19 per adult/girl pair

#### → SCC WEST BURLINGTON

Section: #33163 • 4 hours,  
1 session  
Saturday, March 10  
9 am – 1 pm, Rms 501 & 502  
Fee: \$19 per adult/girl pair



## Online Education • Expert Instructor • 24 Hour Access • Online Discussion Areas • 6 Weeks of Instruction

### More than 300 online courses!

Our instructor-lead online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, handson assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night. **New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.**

#### How to Get Started:

1. Visit our Online Instruction Center:

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

2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

**Courses Start as Low as: \$89**

Visit our Online Instruction Center today or  
call: **(319) 208-5382.**

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

**LEARN FROM THE  
COMFORT OF HOME!**

#### Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

#### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

#### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

#### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

#### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

#### Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

#### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

#### Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

#### Real Estate Investing

Build and protect your wealth by investing in real estate.

#### Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

#### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

#### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

#### Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

#### Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

#### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Requirements: All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements.

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## What's in the 2012 Spring Options?

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## Mechanical & Technical

### Precision Machining

Literally everything manufactured starts in precision machining. This course offers the opportunity to develop the skills and learn the technology necessary to operate machine tools safely and accurately. Hands-on training will enable beginning and advanced students to learn how to use a lathe, mill, drill, grinder, band saw, plus opportunity to learn about sharpening tools, sanding operations, and precision measuring techniques. No book required.

#### → SCC WEST BURLINGTON CAMPUS

Section: #33103 • 30 Hours, 10 sessions  
Wednesdays, February 8 – April 18  
6:30 – 9:30 pm, Rm 143  
Instructor: Don Landes • Fee: \$145

### 7 Electrical and Electronic Fundamentals

The Electrical and Electronic Fundamentals course focuses on the basic concepts and skills that students will require when they work with electrical equipment in a residential location. Upon successful completion of this course, the student will be able to:

- Discuss basic electrical and electronic concepts and principles.
- Identify electrical/electronic components and devices and discuss their operation.
- Create and interpret electrical layouts and diagrams.
- Use diagnostic tools and instruments to maintain and check electrical equipment.
- Discuss safety precautions, guidelines, and regulatory codes that must be observed when working with electrical equipment.
- Apply electrical concepts for calculating power requirements of a residential location

#### → ONLINE - SELF STUDY / START ANYTIME!

30 Hours/3 Months Access  
Fee: \$495 (includes manual and kit)

### Autobody Restoration

These courses offer an opportunity to gain skills in autobody repair and restoration. You'll work on projects in a lab type environment. Participants will need to supply their own projects and materials for the class. Enrollment is limited so all participants benefit from personal attention by our expert instructor with ample time on equipment. With this one-on-one approach, no matter what level of skill you have, you will increase your restoration expertise.

#### Autobody Restoration I

You'll learn proper methods of:

- Dent & Rust repair
- Painting techniques

#### → SCC WEST BURLINGTON

Section #32956 • 36 Hours, 9 sessions  
Mondays, June 4 – July 30 • 6-10 pm, Rm 324  
Instructor: Tim Weaver • Fee: \$175

#### Autobody Restoration II

You'll gain advanced skills in:

- Panel replacement & fabrication
- Painting techniques

#### → SCC WEST BURLINGTON

Section #32957 • 36 Hours, 9 sessions  
Tuesdays, June 5 – July 31 • 6-10 pm, Rm 324  
Instructor: Tim Weaver • Fee: \$175

### 7 Wind Energy Professional

In this program, you'll learn the basics of wind energy principles, including wind technology, wind energy anatomy, wind farm design, wind business, and characteristics of energy sources. This program covers the fundamentals of hydraulics and the basic theory and practice of electrical circuits, including calculations as applied to alternating and direct currents.

This program is for you if you're seeking an entry-level technician position in the wind energy industry. There are no prerequisites for this program.

Upon successful completion of this program, you'll be able to:

- Describe the evolution of wind turbine technology
- Discuss air flow characteristics and blade efficiencies
- Assess human resources and business planning policies, procedures, and processes
- Explain contract management, fulfillment, and liability to the landowner and manufacturer
- Discuss wind business policies and procedures
- Explain atomic structure and basic values such as voltage, current, resistance, and power
- Summarize the principles of magnetism
- Utilize electrical measuring instruments
- Display competence in principles and operation of basic hydraulic systems
- Interpret schematics and troubleshoot both open- and closed-center hydraulic systems

#### → ONLINE - START ANYTIME!

240 Hours/6 Months Access  
Fee: \$2195 (includes all manuals available online)  
▶ Contact Russ Glasgow for information or to register at rglasgow@sccwi.edu or call 319-208-5382.

## Safety

### Service & Retail Mandatory OSHA Compliance

Learn How to Lower Your Insurance Premium  
Got your OSHA compliance safety poster on display? Federal law mandates that you display an Occupational Safety and Health Administration (OSHA) compliance poster in an area where all of your employees can view it. Are you ready to learn more about how to prevent workplace injuries and illnesses and comply with the Occupational Safety and Health Act? This seminar will help you identify, eliminate, and prevent hazards for your customers and employees. Seminar is free with lunch provided. You'll also receive a free OSHA compliance poster. Seating is limited. Note: Seminar will also address what safety measures underwriters consider when establishing insurance premiums.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #32993 • 2.5 Hours, 1 session  
Wednesday, February 22 • 10 am – 1:30pm, Rm 103  
Instructor: Lewis Worden  
Fee: **FREE** (Register by February 17)

### OSHA 10 Hour General Industry

This course is ideal for supervisors with safety and health responsibilities, and for employee safety and health awareness. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. Participants who successfully complete the course will receive a card from OSHA certifying completion of the course.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #29922 • 10 Hours, 2 sessions  
Wednesdays, Feb. 29, Mar. 7 • 8am – 3pm, Rm 111  
Instructor: Lewis Worden • Fee: \$170

#### → SCC KEOKUK CAMPUS

Section: #32996 • 10 Hours, 2 sessions  
Wednesdays, June 6, 13 • 8 am – 3 pm, Rm 406  
Instructor: Lewis Worden • Fee: \$170

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## OSHA 10 Hour Construction

This 10-hour Construction Safety Course is intended for entry-level participants and is intended to provide instruction on a variety of general construction safety and health standards. Upon successful completion of this course, participants will receive an OSHA Construction Safety and Health 10-hour Card.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #29947 • 10 Hours, 2 sessions  
March 1, 2 • 8 am – 3 pm, Rm 111  
Instructor: Burt Ostert • Fee: \$170

## MSHA Annual Refresher (Part 46)

Federal Mine Safety and Health Act of 1977: Section 115(a) (3) All miners shall receive no less than 8 hours of refresher training no less frequently than once each 12 months. Iowa's MSHA State Grant Program classes are taught by Burt Ostert, MSHA certified instructor. The training is:

- Current with federal and state mining regulations, policies and procedures;
- Topics focus on trends in causes of mining accidents and "near misses";
- Applicable to workers in all areas of Iowa's mine operations;
- Meets or exceeds all state and federal policies, regulations, and guidelines.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #29701  
Wednesday, Feb. 29 • 8 am-5 pm, Rm 103 • Fee: \$29

## New Miner Part 46

A person beginning employment as a miner or an independent contractor performing work at a mine is considered a New Miner. New Miners require a minimum of 24 hours of training in 9 subjects within their first 90 days of employment. Part 46: Applies to miners working at surface shell dredging, sand, gravel, surface stone, surface clay, colloidal phosphate, surface limestone, marble, granite, sandstone, slate, shale, traprock, kaolin, cement, feldspar, and lime mines. MSHA requires that each U.S. mine operator have an approved plan for miner training. The plan must include: 24 hours of basic safety and health training for new miners who have no surface mining experience, before they begin work at surface mining operations.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #29700  
Feb. 28 – March 1 • 8 am-5 pm, Rm 103 • Fee: \$79

Our SAFETY BUNDLES are designed to keep your employees safe and up to date on OSHA industry standards! All classes held at RiverPark Place in Burlington. Instructed by Lewis Worden. Fee is \$55 per bundle.

## Retail/Service Bundle

► Section: #32989 • May 9 • 9 am – 12 pm, Rm 111

**Introduction to OSHA:** This course is for persons with little or no knowledge of OSHA regulations but who need this information because of their job responsibilities.

**Walking and Working Surfaces:** Housekeeping is more than just being tidy -- It's an OSHA requirement

**Fire Prevention:** Find out about OSHA standards in relation to fire prevention and control.

## General Bundle

► Section: #32990 • May 16 • 9 am – 12 pm, Rm 111

**Record Keeping:** This course is designed to assist employers in identifying and fulfilling their responsibilities for posting certain records, maintaining records of illness and injuries and reporting specific cases to OSHA.

**Exit Routes and Emergency Action Plans:** This course focuses on OSHA requirements for emergency action plans.

**Fall Protection:** This session provides an overview of state-of-the-art technology for fall protection and current OSHA requirements.



## Manufacturing Bundle

► Section: #32986 • May 23 • 9 am – 12 pm, Rm 111

**Hazard Communication:** Become familiar with OSHA's Hazard Communication standard that requires employers to develop a written program to inform and train employees.

**Hearing Conservation:** Learn what the OSHA standard requires for a hearing conservation plan. When do you need a written plan including employee training and hearing evaluations?

**Personal Protective Equipment:** This topic talks about OSHA's standard for protection of eye, face, head, hand, respiratory, and foot in the workplace. Who pays for what?

## Construction Bundle

► Section: #32991 • Mar. 21 • 9 am – 12 pm, Rm 111

**Hazard Communication:** Become familiar with OSHA's Hazard Communication standard that requires employers to develop a written program to inform and train employees.

**Lifting Techniques:** Avoid back injuries that can result in disabilities and the high costs associated with them by becoming familiar with OSHA's standard for lifting techniques.

**Bloodborne Pathogens:** Blood and other infectious materials are potential health hazards in the workplace that require a written exposure control plan by OSHA standards.

## Did you know ...

that all of our public seminars are available for private on-site training?

They can also be tailored to match your specific training needs. For information on how to have a seminar brought to your site contact Russ Glasgow at [rglasgow@sccciowa.edu](mailto:rglasgow@sccciowa.edu) or by calling 319-208-5382 or 866-722-4692 ext. 5382.

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## AARP Driver Safety Program

Learn to drive defensively and not be a casualty in this four-hour course. Learn how to adjust your driving in response to age-related physical changes and declining perceptual skills. Rules of the road, local driving problems, and safety tips are also discussed. This course is classroom-based, with no driving or tests. Completion of this course may qualify you for an insurance discount – check with your agent. Co-sponsored by AARP. Bring a sack lunch or go out to eat in the community. Class fee is to be paid to the instructor at the start of class.

### → SCC KEOKUK CAMPUS

Section: #33192 • 4 hours, 1 session  
Thursday, Feb. 16 • 10 am – 3 pm, Rm TBA  
Instructor: Loren Ratekin  
Fee: \$12 for AARP members, \$14 for non-members

### → SCC FORT MADISON CENTER

Section: #33193 • 4 hours, 1 session  
Tuesday, Feb. 28 • 10 am – 3 pm, Rm 102  
Instructor: Loren Ratekin  
Fee: \$12 for AARP members, \$14 for non-members

### → SCC MOUNT PLEASANT CENTER

Section: #33194 • 4 hours, 1 session  
Thursday, March 29 • 10 am – 3 pm, Rm 102  
Instructor: Loren Ratekin  
Fee: \$12 for AARP members, \$14 for non-members

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33195 • 4 hours, 1 session  
Tuesday, April 10 • 10 am – 3 pm, Rm 112  
Instructor: Loren Ratekin  
Fee: \$12 for AARP members, \$14 for non-members

## 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.

### → SCC WEST BURLINGTON CAMPUS

Section: #33139 • 6 Hours, 1 session  
Saturday, May 12 • 8 am – 2 pm • Room 502  
Instructor: Duane Tarrence • Fee: \$35

## Motorcycle Safety – Basic Rider Course

This 20-hour course fulfills the state of IA's mandatory requirements for riders 16 - 18 years of age. It is also open for experienced riders interested in learning safe riding techniques. Bring a helmet, face shield or goggles, and gloves. 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 12 students.

### → SCC KEOKUK CAMPUS

Section: #33198 • 20 Hours, 3 sessions  
Friday, May 4 • 6 – 10 pm  
Sat. & Sun. May 5 & 6 • 8 am – 5 pm, Rm 511  
Instructors: Darek Fowler & Chris Crowner  
Fee: \$159

Section: #33200 • 20 Hours, 3 sessions  
Friday, June 1 • 6 – 10 pm  
Sat. & Sun. June 2 & 3 • 8 am – 5 pm, Rm 511  
Instructors: Darek Fowler & Chris Crowner  
Fee: \$159

### → SCC WEST BURLINGTON CAMPUS

Section: #33201 • 20 Hours, 3 sessions  
Friday, Aug. 17 • 6 – 10 pm  
Sat. & Sun. Aug. 18 & 19 • 8 am – 5 pm, Rm 607  
Instructors: Darek Fowler & Chris Crowner  
Fee: \$159

## Motorcycle Safety – Experienced Rider Course

This license waiver course is designed for experienced riders who do not yet possess a motorcycle license. It is also appropriate for experienced licensed riders who wish to update their riding skills. It is not a substitute for the Basic Rider Course, and is open only to those age 18 or older. Students must provide their own motorcycles and proof of insurance, and must have a valid motorcycle instructional permit endorsement on their license. Students must also wear appropriate protective gear – long sleeves, long pants, helmet, eye protection, gloves, and shoes or boots that cover the ankle. Completion of this course may qualify you for an insurance discount – check with your agent. The class is limited to 12 students.

### → SCC KEOKUK CAMPUS

Section: #33203 • 8 hours, 1 session  
Saturday, May 19 • 8 am – 5 pm, Rm 511  
Instructors: Darek Fowler & Chris Crowner  
Fee: FREE

### → SCC WEST BURLINGTON CAMPUS

Section: #33204 • 8 hours, 1 session  
Saturday, June 30 • 8 am – 5 pm, Rm 607  
Instructors: Darek Fowler & Chris Crowner  
Fee: FREE Health Occupations



## Health Occupations

### Medication Aide

This class is designed for the certified nurse assistant who works in an intermediate-care or residential facility. It qualifies the participant to pass medications according to the standards of the State Department of Health. State regulations mandate: employed for at least six months as a nurse aide in the sponsoring nursing facility, listed on the Iowa Nurse Aide Registry, and recommended by the sponsoring nursing facility.

### → SCC WEST BURLINGTON CAMPUS

Section: #32853 • 52 Hours  
(40 classroom hours, 12 clinical hours)  
Mon. & Wed., Mar. 19 – Apr. 11 • 3–8:30 pm  
Instructor: Wanda Carden • Fee: \$400, plus text

### Medication Manager

This class is designed to certify persons to administer medications or supervise the client who self administers nonparenteral medications in 15 or less bed residential care facilities, supervised apartment living, and community supported living arrangements. The course content approved by the Iowa Department of Inspections & Appeals covers rules/regulations for all three types of facilities. Fee: \$83, text & materials included.

### → SCC WEST BURLINGTON CAMPUS

Section: #32851 • 15 Hours  
Mon., Wed., & Fri. • Feb. 20, 22, & 24 • 9-2:30 pm  
Instructor: Ann Heitmeier

### → SCC FORT MADISON CENTER

Section: #32924 • 15 Hours  
Monday, Wednesday, & Friday  
April 23, 25, 27, 30, & May 2 • 5 - 9 pm  
Instructor: Julie Helling



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## Basic Life Support

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.

### → SCC WEST BURLINGTON CAMPUS

Monthly or twice monthly on Tuesdays  
Instructor: Cindy Bowen • Fee: \$55

### → SCC KEOKUK CAMPUS

Monthly on Thursdays  
Instructor: Staff • Fee: \$55

## Heartsaver Pediatric First Aid

This American Heart Association course is a 4 hour class inclusive of basic first aid emergency content as well as Adult & Child CPR state required training for child care providers. Other targeted audience is inclusive of teachers, foster care providers, camp counselors, & coaches. Call 319-208-5102 to enroll.

### → SCC WEST BURLINGTON CAMPUS

Last Tuesday of every other month • 5-9 pm  
Instructor: Deb Kennelly • Fee: \$55

## 7 Supervising in Long-Term Care

This course is designed to prepare licensed practical nurses in the supervisory skills necessary for them to perform as supervisors in the long-term care setting. The content of the course was developed in cooperation with the Iowa Board of Nursing, which requires its satisfactory completion within six months of the LPN being employed in a long-term care supervisory capacity. 4.5 CEUs. This course contains 5 in-person classes and the rest is on-line. 4.4 CEUs awarded.

### → ONLINE +5 IN-PERSON CLASS SESSIONS AT SCC WEST BURLINGTON

Section: #32900 • 44 Hours  
In-person classes: Mondays, 3/26, 4/16, 23, 30, & 5/7  
4 - 9:30 pm • Instructor: Peggy Grothe  
Fee: \$350, materials included.

## 7 Coaching

This course is designed to enable the successful participant 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 Educational Examiners for coaching Authorization. Course work is completed in an online format. One day face-to-face clinic at the W. Burlington campus is required. Instructor: Ralph Kaufmann. Fee: \$500 plus text.

### → ONLINE: FEBRUARY 6 - APRIL 27, 2011

Section: #30039  
Taping Clinic on Saturday, March 3 • 8 am - 4 pm

### → ONLINE: MAY 7 - JULY 27, 2011

Section: #30040  
Taping Clinic on Saturday, June 9th • 8 am - 4 pm

## Phlebotomy

This class will prepare students to function as a phlebotomist in a medical laboratory setting. Background check is required and will be explained the first class meeting.

### → SCC WEST BURLINGTON CAMPUS

Section: #32849 • 40 Hrs. & 120 Hrs. externship  
Tuesday & Thursday, Feb. 28 - April 27 • 6 - 8:30 pm  
Instructor: Frank Coffen • Fees: \$595, plus textbook

## Limited Practice Radiography

This 100-hour (60 hour class plus 40 hour externship) state approved course, which is intended for medical office staff and is required by law, is designed to provide the knowledge and skills necessary to safely administer "limited" diagnostic radiographs in medical offices. Topics include: radiographic physics, principles of exposure, film processing, anatomy and position, radiation biology and protection.

### → SCC WEST BURLINGTON CAMPUS

Section: #33008 • 60 Hours, 20 sessions  
Wednesdays, Jan. 11 - May 30 • 1-4 pm  
Instructor: Heather Avery • Fee: \$475, plus text

## Nurse Aide Instructor

This 12-hour course is designed to meet the requirements of the Omnibus budget Reconciliation Act (OBRA '89) for preparing instructors to teach the state approved 75-hour nurse aide curriculum under the direction of a coordinator. Participants are involved in lectures, discussion, small groups, and individual activities to develop materials for their actual teaching situation. Participants must be registered nurses with two years experience in nursing with a minimum of one year experience in long term care. All materials included. 1.3 CEUs awarded.

### → SCC WEST BURLINGTON CAMPUS

Section: #32901  
Thursday & Friday, April 12 & 13 • 9 am - 3:30 pm  
Instructor: Nancy Wagner • Fee: \$125

## Enhanced IV Therapy for LPNs

This course is designed to prepare the LPN to perform procedures related to the expanded scope of IV therapy using a peripheral IV catheter, midline catheter, and a PICC line in facilities identified by the Iowa Administrative Code, Chapter 6. Requirements: Current and unencumbered LPN licensure and documentation of 1040 hours minimum working as an LPN. They must be practicing where facility policies allow LPNs to perform procedures related to the expanded scope of IV therapy. 5.5 CEUs awarded.

### → SCC WEST BURLINGTON CAMPUS

Section: #32934 • 40 Hours with Clinical following  
Jan 31 through May 8 • 5 - 9 pm  
Instructor: Ramona Desotel, RN MSN  
Fee: \$450, plus textbook

## Dependent Adult & Child Abuse Mandatory Reporting Courses

The dependent adult abuse protection for adults meets the required 2-hour training for mandatory reporting for staff of long term care facilities and other places that work with the mostly adult population. The Child Abuse class is for staff of facilities that mostly deal with children, such as child care facilities. If someone works with adults and children equally, then they can take a combined class. These are offered throughout the year once or twice monthly at the West Burlington campus. If there is a group needing the training, we can set this up at any time.

▶ Tuition is \$35 and includes all supplies.

## Mandatory Reporter Training VIA HOME STUDY!

### 7 Dependent Adult & Child Abuse Mandatory Reporter Training

▶ Section: # 33069

### 7 Child Abuse Mandatory Reporter Training

▶ Section: # 33072

### 7 Dependent Adult Abuse Mandatory Reporter Training

▶ Section: # 33060



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## **Dementia Care Specialist**

This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia.

- Describe at least three (3) causes of dementia.
- List seven (7) stages of progressive, degenerative dementia.
- Identify four (4) symptoms of caregiver stress/burden.
- Describe three (3) strategies for managing caregiver stress/burden.
- Discuss factors which influence a person's ability to avoid nursing home care.
- Identify three (3) essential care techniques for working with persons with dementia.
- List behavior management strategies to minimize disruptive/challenging behaviors.
- Describe at least five (5) cognitive fitness activities to promote brain health.

### → ONLINE - WORK AT YOUR OWN PACE.

2 offerings : Feb. 6 - Mar. 30 -or- Apr. 2 - May 25  
32 Hours • Fee: \$495

## Creative Pursuits

### Digital Photography for the Ultra Confused

So you got a new camera...now what? Or maybe you've had your camera for a while, but aren't sure that you understand everything it's capable of doing. This class is designed simply to introduce you to the features of your particular camera and how to get the most out of it. Students must have a digital camera and the manual that came with it. In order to insure adequate personal attention to each student, class size is limited to six people, so register now!

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33187 • 12 Hours, 6 sessions  
Wednesdays, Feb. 1 - March 7 • 6 - 8 pm, Rm 110  
Instructor: Rod Gerst • Fee: \$55

### Intro to Digital Photography

Bring your camera for this beginner's class in digital photography! You'll learn the fundamentals of exposure, lighting, and composition, and improve your picture-taking skills.

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33188 • 12 Hours, 6 sessions  
Wednesdays, March 28 - May 2 • 6 - 8 pm, Rm 110  
Instructor: Rod Gerst • Fee: \$55

### Course I Cake Decorating Basics

Discover the enjoyment of cake decorating. Millions have learned how much fun it can be in Wilton Method classes. The secret of success is our Wilton Method instructor, Pam Vantiger. You'll learn how to ice a cake, make drop flowers, ribbon roses, shaggy mums, borders, and lots of other basic techniques to decorate your own cakes. Bring paper and a pencil to the first class. Class fee includes lesson book, handouts and instruction; supplies are extra. Minimum age is 14. Registration deadline is February 28.

#### → NEW LONDON - PAM'S CAKES AND BAKERY

Section: #33142 • 8 Hours, 4 sessions  
Tuesdays, March 6 - 27 • 6:30 - 8:30 pm  
Instructor: Pam Vantiger • Fee: \$35

### Course II Flowers and Cake Design

Build on the skills you learned in Course I with this exciting level 2 course! Your helpful Wilton instructor will introduce you to many dramatic techniques to make your cake unforgettable. Learn how to make flowers using royal frosting, gumpaste, and fondant, flower arrangement, and other cake decorating techniques. A supply list will be mailed to you upon registration. Bring paper and a pencil to the first class. Class fee includes lesson book, handouts and instruction; supplies are extra. Students must have taken Course I, but advanced classes may be taken in any order. Minimum age is 14. Registration deadline is March 27.

#### → NEW LONDON - PAM'S CAKES AND BAKERY

Section: #33143 • 8 Hours, 4 sessions  
Tuesdays, April 3 - 24 • 6:30 - 8:30 pm  
Instructor: Pam Vantiger • Fee: \$35

### Course III Gum Paste and Fondant

In this class you will learn how to make flowers, borders and bold accents to decorate your fondant iced cake. Class fee includes lesson book, handouts and instruction; supplies are extra. You will need the Gum Paste and Fondant Kit, and gum paste, rolled fondant, and a rolling pin. Students must have taken Course I, but advanced classes may be taken in any order. Minimum age is 14. Registration deadline is April 24.

#### → NEW LONDON - PAM'S CAKES AND BAKERY

Section: #33144 • 8 Hours, 4 sessions  
Tuesdays, May 1 - 22 • 6:30 - 8:30 pm  
Instructor: Pam Vantiger • Fee: \$35

### Instant Piano for Hopelessly Busy People

If you yearn to experience the joy of playing piano, but you don't want years of lessons, this short course is for you. In one session, you can learn enough secrets of the trade to make piano playing a part of your life by learning chords, not notes. You'll learn all the chords needed to play any song, any style, any key. You'll get a healthy dose of insider secrets, such as how to embellish songs. This is an absolutely beginning class in chord piano techniques. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll. If not, send a self-addressed, stamped envelope for a helpful free pamphlet to Music Masters, 90 Molly Lane, Ringgold, GA 30736. Then, register with confidence! Instructor will collect \$25 in class for a book and 68-minute practice CD.

#### → SCC KEOKUK

Section: #33137 • 3.5 Hours, 1 session  
Tuesday, April 24 • 12:30 - 4:00 pm, Rm TBA  
Instructor: David Haynes • Fee: \$49

#### → SCC BURLINGTON - RIVERPARK PLACE

Section: #33136 • 3.5 hours, 1 session  
Tuesday, April 24 • 6:00 - 9:30 pm • Room 103  
Instructor: David Haynes • Fee: \$49



## Did you know ...

that all of our public seminars are available for private on-site training?

They can also be tailored to match your specific training needs. For information on how to have a seminar brought to your site contact Russ Glasgow at [rglasgow@scciova.edu](mailto:rglasgow@scciova.edu) or by calling 319-208-5382 or 866-722-4692 ext. 5382.

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## Arts for Living Center

The Art Guild of Burlington's noncredit courses for adults are offered through Southeastern Community College. See page 31 for registration information. In accordance with SCC policy, payment of course fees must be made at least three days before the first class meeting. Students who are not Art Guild members as of the day of the first class meeting are required to pay a \$3 nonmember fee for courses of six or more contact hours (marked with an asterisk in the list below); the nonmember fee must be paid to the Art Guild in cash or by check at the first class meeting. Students must be at least 16 years old or have the permission of the instructor to register, except where otherwise noted. Classes will be held at the Art Guild at 301 Jefferson Street, Burlington, or at Pat's Stained Glass studio, approximately eight miles north of Burlington. For directions to either site, for information about a course, or to ask about Art Guild membership, contact the Art Guild at 319.754.8069 or at [arts4living@aol.com](mailto:arts4living@aol.com). Check out our website for photos of some projects: [www.artguildofburlington.org](http://www.artguildofburlington.org)

### Potter's Wheel\*

Beginning and intermediate students will learn and improve throwing skills. Practice time is available. All sessions are on Mondays, except the final session on Wednesday, March 21. Limited to six students.

#### → BURLINGTON – ART GUILD

Section: #33145 • 15 Hours, 6 sessions  
Mondays, Feb. 13 – Mar. 12, and Wed., Mar. 21  
7 – 9:30 pm • Instructor: Lillian Rubin  
Fee: \$65, includes \$15 materials fee

### Altered Books\*

Join in this fun, popular trend that is part scrapbook and part collage, which appeals to your artistic sense. The class involves painting, pasting, stamping, etc. on a reclaimed book. We provide supplies, but bring your own special items (photos, etc.) to personalize.

#### → BURLINGTON – ART GUILD

Section: #33146 • 10 Hours, 4 sessions  
Wednesdays, Feb. 15 – March 7 • 7 – 9:30 pm  
Instructor: Karla Mundt  
Fee: \$36, includes \$5 materials fee

### Charcoal and Pastels\*



Start with charcoal drawing and move on to pastels in later class sessions.

#### → BURLINGTON – ART GUILD

Section: #33147 • 15 Hours, 6 sessions  
Thursdays, Feb. 16 – March 22 • 7 – 9:30 pm  
Instructor: Shane Mayahi • Fee: \$43

### Drawing for Beginners and Intermediates\*

Learn or review drawing skills with Moore. The class will cover contour, negative spaces, perspective, portrait, lights and shadows, and more.

#### → BURLINGTON – ART GUILD

Section: #33148 • 16 Hours, 8 sessions  
Mondays, March 5 – April 23 • 7 – 9 pm  
Instructor: Moore Anderson • Fee: \$45

### Pysanki Eggs

Learn about the symbolic meaning of this Christian tradition that goes back thousands of years. Learn the process as you design and dye eggs using traditional kiskas for wax. Registration deadline is March 1.

#### → BURLINGTON – ART GUILD

Section: #33149 • 5 Hours, 2 sessions  
Thursdays, March 8 – 15 • 7 – 9:30 pm  
Instructor: Beth Fleming  
Fee: \$26, includes \$7 materials fee

### Pottery\*

Students will learn hand building and the use of slump molds to create pots, figures and tiles. There is also the opportunity to learn the use of the potters wheel. Form, color and texture will be stressed. Works will be fired in our new electric kiln. Students may also make a piece for the spring raku firing.

#### → BURLINGTON – ART GUILD

Section: #33153 • 17.5 hours, 7 sessions  
Wednesdays, April 4 – May 16 • 7 – 9:30 pm  
Instructor: Lillian Rubin  
Fee: \$69, includes \$20 materials fee

### Photography\*

For the serious digital camera user who wants to learn camera function, lighting, and an intro to portraiture, this four-session course details the technical functions of the camera and how they work, different types of lighting and their values, and basic portraiture and composition. This course is designed to present challenges for the more advanced photographer. The course format relies on specific assignments and kindly in-class critiques. Each student MUST HAVE A CAMERA WITH MANUAL SETTINGS. The last two sessions will be in a professional photography studio.

#### → BURLINGTON – ART GUILD

Section: #33150 • 10 Hours, 4 sessions  
Tuesdays, March 13 – April 3 • 7 – 9:30 pm  
Instructor: Randy Fox • Fee: \$31, plus supplies

### Watercolor\*

Watercolor basics for the beginner or experienced watercolorist wishing to paint and share ideas. Class will explore a variety of techniques and materials, according to the interests of the participants. Bring watercolor paper, board, basic watercolor tube set, #6 brush and liner.

#### → BURLINGTON – ART GUILD

Section: #33151 • 15 Hours, 6 sessions  
Tuesdays, March 27 – May 1 • 7 – 9:30 pm  
Instructor: George Vedder • Fee: \$43

### Decorated Bird House

Make sure your bird friends have an eye-catching home this spring. We will be decorating with paint, tiles, baubles and bling. Bring any ideas you may have or use suggestions from the instructor.

#### → BURLINGTON – ART GUILD

Section: #33152 • 5 hours, 2 sessions  
Wednesdays, March 28 – April 4 • 7 – 9:30 pm  
Instructor: Karla Mundt  
Fee: \$29, includes \$10 materials fee

### Beginning Bonsai Workshop

This class will cover styling, cutting, and potting of a suitable tree for this ancient technique of creating a "tiny tree." Learn to trim roots and tree, anchor to pot, and wiring of a formal upright tree. You'll also learn how to choose trees for future projects. A materials fee of \$25 is payable to the instructor at the start of class, and includes a pot, medium, plant and book.

#### → BURLINGTON – ART GUILD

Section: #33154 • 5 Hours, 2 sessions  
Wednesdays, April 18 & 25 • 7 – 9:30 pm  
Instructor: Charles Bowlyou  
Fee: \$19, plus materials fee

### Trash Art



Watch what you throw away! Found objects are an inspiring source for contemporary art. We will create critters, figures and sculptures for indoor or outdoor décor. We provide the materials, but you may bring your own also.

#### → BURLINGTON – ART GUILD

Section: #33155 • 5 Hours, 2 sessions  
Mondays, April 30 & May 7 • 7 – 9:30 pm  
Instructor: Karla Mundt  
Fee: \$24, includes \$5 materials fee

### Outdoor Drawing\*

Grab your sketchpad, pencils and lawn chair (an easel is optional) and head to the old Art Center garden (700 Washington St., Burlington) for the first session. Improve your skills in depicting trees and buildings, including perspective. For beginners or advanced students. A supply list will be provided. In case of rain, class will meet at 301 Jefferson.

#### → BURLINGTON – ART GUILD

Section: #33156 • 12 Hours, 6 sessions  
Tuesdays, May 17 – June 21 • 6 – 8 pm  
Instructor: Fran Thomaston • Fee: \$36, plus supplies



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## Stained Glass\*

Choose from an afternoon or evening section. This class is geared towards both beginners and advanced students. Beginners learn lead and copper-foil methods of constructing glass panels, while advanced students choose from larger panels, boxes, kaleidoscopes, and panel lamps. A beginner's supply kit is available for approximately \$80, payable at the first class. Registration deadline is March 1.

### → PAT LATTY'S STUDIO, 8 MILES NORTH OF BURL.

Section: #33157 • 24 hours, 8 sessions  
Thursdays, March 8 – April 26 • 1:30 – 4:30 pm  
Instructor: Pat Latty • Fee: \$65, plus supplies

Section: #33158 • 24 hours, 8 sessions  
Thursdays, March 8 – April 26 • 6:30 – 9:30 pm  
Instructor: Pat Latty • Fee: \$65, plus supplies

## Stepping Stones

Make two 8-inch stepping stones, one of cement and the other of Diamond Crete. Pre-cut glass and other supplies are available for purchase at class for \$25–\$30. Some glass cutting is necessary.

### → PAT'S STAINED GLASS, 8 MILES NORTH OF BURL.

Section: #33159 • 3 hours, 1 session  
Tuesday, March 27 • 6:30 – 9:30 p.m.  
Instructor: Pat Latty • Fee: \$14, plus supplies

## Gazing Ball

Students use mosaic stained glass to transform an unloved bowling ball into a gazing ball for the garden. Previous glass cutting experience is required. Each student is expected to furnish his or her own bowling ball. Glass and other supplies are available for purchase at the class for \$12 - \$15.

### → PAT LATTY'S STUDIO, 8 MILES NORTH OF BURL.

Section: #33160 • 6 Hours, 2 sessions  
Tuesdays, April 3 & 10 • 6:30 – 9:30 pm  
Instructor: Pat Latty • Fee: \$22, plus supplies

## Glass Beads

Make your own glass beads using a HotHead torch, MAPP gas, and glass rods. Supply kits, which include everything needed to make lots of beads, will be available for \$100.

### → PAT LATTY'S STUDIO, 8 MILES NORTH OF BURL.

Section: #33161 • 6 Hours, 2 sessions  
Tuesdays, April 17 & 24 • 6:30 – 9:30 pm  
Instructor: Pat Latty • Fee: \$27, plus supplies

## Personal Enrichment

### Introduction to Spanish for Adults

Whether you're planning a vacation in a Spanish-speaking country, or hoping to communicate better with customers and co-workers, this class will help you learn the basics of the Spanish language. You'll learn useful vocabulary, correct pronunciation, and the fundamentals of Spanish grammar in a low-pressure environment. No prior knowledge of Spanish required. Class fee includes workbook and required text. Students must be at least 16 years old.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33165 • 12 Hours, 6 sessions  
Mondays, Jan. 30 – Mar. 5 • 6:30 – 8:30 pm, Rm 111  
Instructor: Carry Miller • Fee: \$95

## Coffee 101

Walking into your local coffee shop can be like entering another culture where you don't speak the language. Have you ever wondered what the differences are between coffee, cappuccino, espresso and latte? Don't be intimidated by all the choices - this class will put you at ease! Bring all your coffee-related questions for an interactive evening of discussion and sampling of various coffee concoctions with Kirsty Teeters, owner of Java Shack.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33168  
2 Hours, 1 session  
Tuesday, Feb. 7  
6:30 – 8:30 pm, Rm 112  
Instructor: Kirsty Teeters  
Fee: \$15



## Introduction to Spanish for Adults - Level II

Take the next step on your journey to learn the Spanish language. In this class you'll build upon your basic skills in vocabulary, pronunciation and grammar. Prerequisite is completion of Introduction to Spanish for Adults or equivalent experience. Students must be at least 16 years old. Two different sections of this class are offered. If you have taken the level one Intro to Spanish for Adults class with Carry Miller and already have the required text, register for the first section listed.

### → SCC BURLINGTON – RIVERPARK PLACE

▶ For students who've studied with Carry Miller  
Section: #33166 • 12 Hours, 6 sessions  
Mondays, Mar. 26 – Apr. 30 • 6:30 – 8:30 pm, Rm 111  
Instructor: Carry Miller • Fee: \$75

▶ If you have not studied with Carry Miller and do not own the required text, register for the section below. Your book is included in the class fee.  
Section: #33167 • Fee: \$95

## Opera Appreciation

This class is for those interested in increasing their knowledge and enjoyment of opera. It is designed as an introduction to the subject – no prior knowledge is required. Five famous operas will be covered.

### → SCC WEST BURLINGTON

Section: #33138 • 15 Hours, 5 sessions  
Mondays, March 26 – April 23 • 6 – 9 pm, Rm 433  
Instructor: Forest Morrisett • Fee: \$25

## Selecting the Right Bike for You

Not all bikes are the same. Learn everything you need to know to choose the perfect bike for your needs. We'll discuss bike categories (road, mountain, hybrid, etc.), components, materials, add-ons, clothing, and proper frame fitting.

### → FT. MADISON – SLIPSTREAM CYCLING

Section: #33196 • 1.5 Hours, 1 session  
Wednesday, April 11 • 6:30 – 8 pm  
Instructor: Mike Winneke • Fee: \$15

## Basic Bike Maintenance



Get ready for worry-free spring cycling by learning how to properly lubricate your chain, clean your bike, and make minor adjustments to your gear and brake assembly to improve shifting and braking. You'll explore the basic tools every cyclist needs, and will even learn how to repair a flat tire.

### → FT. MADISON – SLIPSTREAM CYCLING

Section: #33197 • 1.5 Hours, 1 session  
Wednesday, April 25 • 6:30 – 8 pm  
Instructor: Jory Conon • Fee: \$15

## Dog Obedience

Heel, Sit, Stay and more on your way to a well-behaved pet. Learn confidence and control of your pet for their safety and your sanity. It's also a great way to socialize your pet in a friendly group environment. All dogs must be at least 6 months old at the start of class and are required to be on a leash. Students will be expected to practice with their dogs at home between class sessions. Handlers under age 14 must be accompanied by a parent. Proof of current vaccinations required.

### → SCC WEST BURLINGTON CAMPUS AGRI STOCK ARENA

Section: #33164 • 10.5 Hours, 7 sessions  
Thursdays, May 17 – June 28 • 6 – 7:30 pm  
Instructor: Jana Gibbs • Fee: \$55

## → Genealogy

### Climbing Your Family Tree

Who might be in your family tree? This beginning genealogy class will help you identify reasons for exploring your ancestry, provide you with a code of ethics for genealogists, and introduce you to the basics you'll need to begin your search. You'll receive tools for organizing your records and learn about sources of information, from items you have in your own home to websites and government and church records. The class will include a trip to the library to explore the resources they have to offer.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33169 • 8 Hours, 4 sessions  
Mondays, Feb. 6 – 27 • 7 – 9 pm, Rm 112  
Instructor: Deb Kolz-Olson • Fee: \$35

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## Military Genealogy



Learn the basics of how to trace your ancestors who served in the military. The main focus of class will be to help you get started in your search for information about the veterans in your family tree, from the American Revolution to Vietnam. Bring the name of a veteran you are researching so the instructor can give you an example of a research approach.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33170 • 2 Hours, 1 session  
Monday, April 9 • 7 – 9 pm, Rm 112  
Instructor: Deb Kolz-Olson • Fee: \$15

## Tracing Your Immigrant Ancestor



Do you know where your immigrant ancestors came from? Find out how to begin tracing them to their country of origin in this class. Remember that the search for your immigrant ancestor always begins in this country. The instructor will illustrate using a variety of easily accessed resources. You are encouraged to bring the name of an ancestor you are having difficulty tracing.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33171 • 2 Hours, 1 session  
Thursday, May 10 • 7 – 9 pm, Rm 111  
Instructor: Deb Kolz-Olson • Fee: \$15

## Genealogy on the Web: Ancestry.com

Ancestry.com is the world's #1 online source for family history information, containing the Web's largest collection of family history records – including databases, message boards, and digitized books and newspapers. Access the power of the many databases, learn how to navigate the site, how to browse, and how to maximize your use of the entire site. Build one or more of your own family trees online, add photographs and stories, and invite other people to view and comment on it. Ancestry contains the largest genealogical message board facility in the world, and it allows you to search and connect with other researchers working on the same family lines that you are.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33189 • 3 Hours, 1 session  
Saturday, April 28 • 9 am – 12 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$15

## Genealogy on the Web: RootsWeb.com

Millions of family history enthusiasts all over the globe use RootsWeb to expand their research, share their accomplishments, contribute their genealogical files, and request help from fellow researchers. RootsWeb serves family historians of all interests, from beginners to professionals, and currently hosts the largest and most comprehensive collection of free genealogical resources available on the Internet. In this class, you'll learn how to use the site's interactive how-to guides, discussion lists, databases, and numerous other features to learn more about your ancestors.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33190 • 3 Hours, 1 session  
Saturday, May 19 • 9 am – 12 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$15

## Genealogy on the Web: CyndisList.com

Containing over 291,000 links to websites for researching your family's history, cyndislist.com can be difficult to navigate. There are over 281,000 links in over 180 categories, with almost 10,000 links uncategorized. In effect, the site is a "card catalog" to the genealogical collection in the immense library that is the Internet. You can browse the links or search for a specific link using the powerful Google search engine. This class will help you cut through the confusion to effectively use this comprehensive site as a free jumping-off point for your online research.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33191 • 3 Hours, 1 session  
Saturday, June 2 • 9 am – 12 pm, Rm 110  
Instructor: Cynthia Chambers • Fee: \$15

## → History (Burlington)

### Famous People of Des Moines County

A fun program discussing famous people who lived in the area, including William Frawley (Fred Mertz of "I Love Lucy" fame), James Grimes, Bart Howard, and many more.

### → SCC BURLINGTON – RIVERPARK PLACE

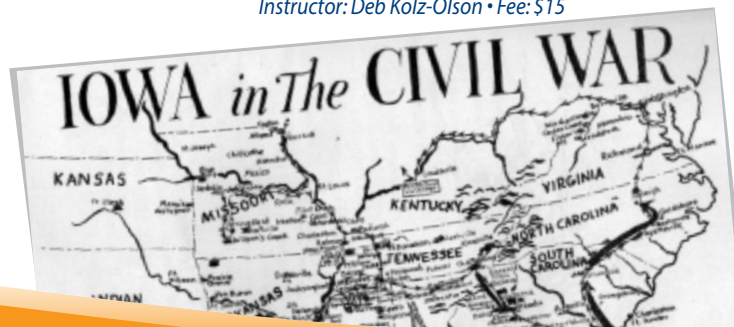
Section: #33172 • 2 Hours, 1 session  
Thursday, Feb. 16 • 7 – 9 pm, Rm 111  
Instructor: Deb Kolz-Olson • Fee: \$15

### Iowa and the Civil War

This class will discuss politics and events as they occurred in Iowa – with a focus on Southeast Iowa – during the American Civil War.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33173 • 2 Hours, 1 session  
Monday, April 2 • 7 – 9 pm, Rm 112  
Instructor: Deb Kolz-Olson • Fee: \$15



## From the Depression to WWII

Explore the fascinating history of Des Moines County between 1929 and 1945. Everyone's heard the bleak stories of the Depression era – banks failed, unemployment rose, crops failed. But do you know the stories of the cow wars, bootleggers, dance halls and gin mills (including Dreamland, a dance hall located near the Burlington Pool between Crapo and Dankwardt Parks)? Trace the area's recovery from the Depression as shops hired, the Iowa Army Ammunition Plant was built and opened, the county was visited by a zeppelin and Amelia Earhart, and the war began and ended.

### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33174 • 2 Hours, 1 session  
Monday, May 7 • 7 – 9 pm, Rm 111  
Instructor: Deb Kolz-Olson • Fee: \$15

## A Historic Walk Through Aspen Grove Cemetery

This three-hour stroll through the oldest section of Burlington's Aspen Grove Cemetery includes a unique look at the area's past through the lives of the men and women interred here. Students should meet at the Potter Gate, the Corse Street entrance to the cemetery.

### → BURLINGTON - ASPEN GROVE CEMETERY

Section: #33175 • 3 Hours, 1 session  
Saturday, May 5 • 1 – 4 pm  
Instructor: Deb Kolz-Olson • Fee: \$15

## A Historic Walk Through Aspen Grove Cemetery – Part 2

By popular demand, this walk will explore a section of Aspen Grove Cemetery not visited on the previous tour. It's not necessary to have taken the original class to sign up for this one. Students should meet at the Potter Gate, the Corse Street entrance to the cemetery.

### → BURLINGTON - ASPEN GROVE CEMETERY

Section: #33176 • 3 Hours, 1 session  
Saturday, May 19 • 1 – 4 pm  
Instructor: Deb Kolz-Olson • Fee: \$15

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## → History (Mount Pleasant)

### Teaching the Three R's in a One Room Rural School

Rural schools in Iowa were centers not only of education, but also of culture and community. Explore one room school architecture, curriculum, and the role of the county superintendent. You'll hear teacher and student stories, and learn reasons for the end of the rural school era. The class will center on Henry County schools, but will include examples from all over the state. Pictures of schools and activities will enrich the class.

#### → SCC MOUNT PLEASANT CENTER

Section: #33183 • 2 Hours, 1 session  
Thursday, March 29 • 6 – 8 pm, Rm 102  
Instructor: Donald Young • Fee: \$15

### A History of Abandoned Towns in Henry County

A number of early towns established in Henry County were later abandoned and little, if any, signs of their existence remain today. Some were "missed" by the railroad or main roads, while others were moved from their original locations. The story of towns in all sections of the county will be covered, including Boylston, Denova, Stringtown, Chicaqua, Winona, and others.

#### → SCC MOUNT PLEASANT CAMPUS

Section: #33184 • 2 Hours, 1 session  
Tuesday, April 10 • 6 – 8 pm, Rm 102  
Instructor: Donald Young • Fee: \$15

### Let's Take a Ride on the K-Line

From 1881-1932 there was a direct rail connection from Mt. Pleasant to Keokuk – the Keokuk, Mt. Pleasant and Northwestern Railroad. Later it would become a part of the Chicago, Burlington and Quincy system. Come take a vicarious trip on the K-Line. Pictures of depots, right of way, bridges and other rail facilities are included as a part of the class. Interesting stories of railroad construction, stranded conductors, loose box cars, and other railroad lore will be a part of the story.

#### → SCC MOUNT PLEASANT CENTER

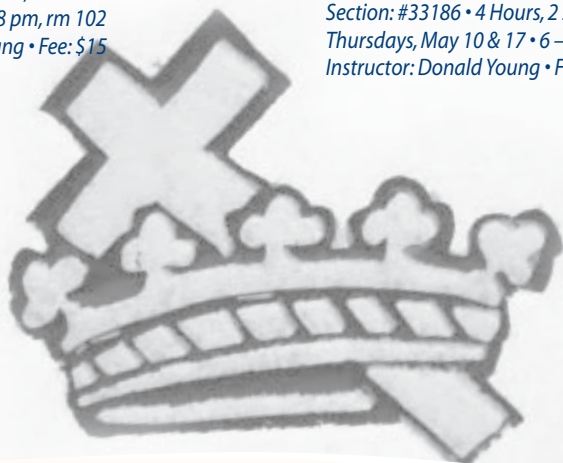
Section: #33185 • 2 Hours, 1 session  
Thursday, April 26 • 6 – 8 pm, Rm 102  
Instructor: Donald Young • Fee: \$15

### Exploring History in the Cemetery

Cemeteries are rich with history, but you must be able to interpret the symbols. Session 1 (in the classroom) will be devoted to the organization of cemeteries, grave marker styles, and the meaning of the symbols. Session 2 will feature a walking tour of Forest Home Cemetery in Mt. Pleasant, where you will interpret the markers firsthand. You will also have the opportunity to do grave marker rubbings and witching. The second class will probably start earlier, at an agreed-upon time by students.

#### → SCC MOUNT PLEASANT CENTER

Section: #33186 • 4 Hours, 2 sessions  
Thursdays, May 10 & 17 • 6 – 8 pm, Rm 102  
Instructor: Donald Young • Fee: \$19



## → Holistic Health

### Intro to Complimentary and Alternative Medicine (CAM)

Are you interested in the healing arts but uncertain where to begin? This class is a great place to start. This introductory overview will answer your questions about massage therapy, reflexology, aromatherapy, Feng Shui, the meaning of colors and numbers, manifesting, Reiki and the Chakra system. CEUs available for bodyworkers (ABMP or NCTMB-B).

#### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33177 • 2 Hours, 1 session  
Wednesday, Jan. 25 • 7 – 9 pm, Rm 111  
Instructor: Rhonda Reif • Fee: \$19

### Partners Massage

Treat your Valentine! Enjoy an evening learning some basic therapeutic massage techniques. This class is for beginners who want to have an understanding of how to relieve muscle tension and promote relaxation. Be prepared to try techniques of massage on a partner's face, feet and hands in this "hands-on" class. Please wear comfortable clothing and bring two pillows each and a large towel or blanket. Space is limited; sign up with a partner. CEUs available for bodyworkers (ABMP or NCTMB-B).

#### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33178 • 3 Hours, 1 session  
Wednesday, Feb. 8 • 7 – 10 pm, Rm 103  
Instructor: Rhonda Reif • Fee: \$29

### Numbers and Their Therapeutic Meanings

The Mayan calendar ends on 12-21-12. This class will discuss the power and hidden messages of numbers. You will learn how to decipher the meaning of your name, address, and other things. Bring a calculator.

#### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33180 • 3 hours, 1 session  
Wednesday, March 28 • 7 – 10 pm, Rm 111  
Instructor: Rhonda Reif • Fee: \$29

### Body – Mind – Spirit



Start the new year off right with healthy tips for your body, mind and spirit. In week 1, we will focus on healthy eating tips, including the colors of foods to chose and food for your blood type. We will also talk about certain foods to avoid, such as gluten. (Clearing our physical junk.) In week 2, we will learn about how our thoughts affect our reality. You will develop your own affirmations to help you reach your New Year's goals. (Clearing our mental junk.) In week 3, we will combine what we learned in the two previous sessions, and also focus on clearing and balancing our electromagnetic energy field (aura). This will help to renew your spirit. (Clearing junk from our energy field.)

#### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33179 • 6 hours, 3 sessions  
Wednesdays, Feb. 15 - 29 • 7 – 9 pm, Rm 111  
Instructor: Rhonda Reif • Fee: \$65

### Colors and Their Therapeutic Meanings

Explore the healing power of colors and their meanings. Learn how you affect your life by the color of the clothes you select, the environment you create, and even the colors of the food you eat.

#### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33181 • 3 hours, 1 session  
Wednesday, April 11 • 7 – 10 pm, Rm 111  
Instructor: Rhonda Reif • Fee: \$29

### Feng Shui

This introductory class will explain the basics of Feng Shui, the ancient Chinese art of placement of objects in and around your environment to create balance and harmony in your life.

#### → SCC BURLINGTON – RIVERPARK PLACE

Section: #33182 • 3 hours, 1 session  
Wednesday, May 23  
7 – 10 pm, Rm 111  
Instructor: Rhonda Reif  
Fee: \$29

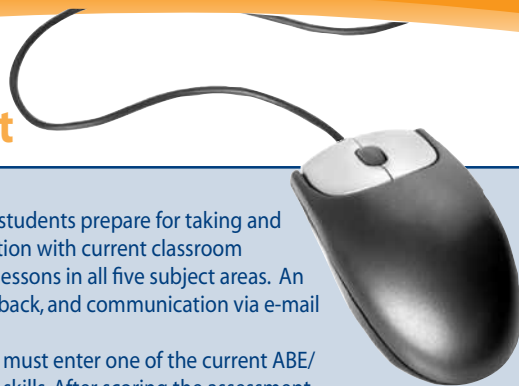


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## Education Enhancement

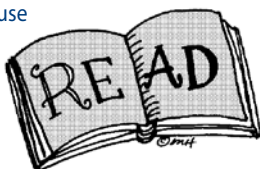


### GED-i Online -

GED-i is an online learning system that will help students prepare for taking and passing the GED exam. GED-i is used in conjunction with current classroom instructional activities. The curriculum includes lessons in all five subject areas. An instructor will provide weekly assignments, feedback, and communication via e-mail and/or phone. Students seeking to qualify for GED-i instruction must enter one of the current ABE/GED classes for assessment of reading and math skills. After scoring the assessment, instructors may recommend a student complete the screening process for GED-i.

### Adult Literacy Program

The Great River Literacy Volunteer Tutor Program was organized to teach reading to adults functioning below the sixth grade level. A tutor and student work together on a private, one-on-one basis; there is no charge for this tutoring service. We provide services to Southeastern Community College's district. All tutors are trained to use various types of literacy material. For information on this program, please call the Coordinator of the Literacy Program at 319.376.2286 ext. 5306 or 866.722.4692 ext. 5306.



### English as a Second Language

Classes are available to help non-English speaking adults learn English. Emphasis is on speaking, listening, reading and writing. Classes are **FREE** to students. Books may be purchased at a low cost.

#### → SCC MOUNT PLEASANT

Monday & Wednesday • 9 – Noon  
Monday & Wednesday • 5:30 – 8:30 pm  
Instructor: Elizabeth Campbell

### Adult Basic Education

Receive help with reading, writing, math and thinking abilities in order to enter a college or vocational training program or to seek and upgrade employment skills.

Prepare for GED (General Educational Development) testing. Day and evening classes are offered. Work at your own pace. **Instruction is FREE.** Books may be purchased at minimal cost.

#### → Burlington

→ **CHRIST EPISCOPAL CHURCH, 623 N. 5th St.**  
Monday – Friday • 9 am – Noon  
Instructor: Cheryl Almack

→ **SCC WEST BURLINGTON, Rm 513**  
Tuesday & Thursday • 5 – 8 pm  
Instructor: Cheryl Almack

→ **THE WORKFORCE CENTER, 1000 N. Roosevelt Ave., Rm A**  
Tuesday, Wednesday & Thursday • 1 – 3 pm  
Instructor: Cheryl Almack

#### → Ft. Madison

→ **SCC FORT MADISON, Rm 101**  
Monday – Friday • 8:30 – 11:30 am  
Instructor: Paula Faulkner  
Evening class pending.

For additional information or to schedule specialized community/business classes, call 319.752.2731, ext. 5314 (toll free 866.SCC.IOWA).



#### → Keokuk

→ **YMCA, 2126 Plank Road**  
Monday – Friday • 8:30 – 11:30 am  
Instructor: Sally Barrett

→ **SCC KEOKUK, Rm 206**  
Monday & Thursday • 5:30 – 8:30 pm  
Instructor: Sally Barrett

#### → Mt. Pleasant

→ **SCC MOUNT PLEASANT**  
Monday – Friday • 8:30 – 11:30 am  
Instructor: Martha Bell  
Tuesday & Thursday • 5:30 – 8:30 pm  
Instructor: Judith Bunger

### GED TESTING

Anyone who is not a high school graduate, who has attained the age of 17, and who is not enrolled in regular day school is eligible to apply for GED Testing. Subjects covered in the test are Writing Skills (includes writing an essay); Social Studies; Science; Reading; and Mathematics.

An application fee is paid at the time a person comes in to take the test.

Upon successful completion of the tests, the State Department of Education will issue a High School Equivalency Diploma to persons who are 18 and whose high school class has been graduated.

A minimum standard score of 410 on each test and an average standard score of 450 over all tests must be achieved.

Prior to testing you **MUST** attend a local ABE/GED class. The instructor will administer the official GED Practice Tests and will advise you on a program for assistance or refer you to the testing center. A release form indicating that you are prepared to pass the test must be presented to the GED Examiner at the time of testing.

All persons must provide picture identification. If a person is under 20 years of age, he/she must have an official transcript from the last school attended plus other specified requirements in accordance with the State GED Testing guidelines. Contact one of the testing centers for this information.

#### GED Tests are administered at these locations:

- SCC West Burlington Campus, 1500 W. Agency 319.752.2731, ext 5155
- SCC Ft. Madison Center, 1602 Avenue F 319.376.2286 ext 5302
- SCC Keokuk Campus, 335 Messenger Rd. 319.524.3221, ext 1963
- SCC Mt. Pleasant Center, 200 North Main 319.385.8012, ext 5314

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## Center for Business

RiverPark Place  
610 North 4th Street, Suite 220  
Burlington, IA 52601  
319-208-5375  
Toll-free 866-722-4692 ext. 5375  
Fax 319-752-3407

## West Burlington Campus

1500 West Agency Road • P.O. Box 180  
West Burlington, IA 52655-0180  
319-752-2731  
Toll-free 866-722-4692  
Fax 319-752-4957

## Keokuk Campus

335 Messenger Road • P.O. Box 6007  
Keokuk, IA 52632-6007  
319-524-3221  
Toll-free 866-722-4692  
Fax 319-524-8621

## SCC Fort Madison Center

1602 Avenue F  
Fort Madison, IA 52627  
319-376-2286  
Toll-free 866-722-469

## SCC Mount Pleasant Center

200 North Main Street  
Mount Pleasant, IA 52641  
319-385-8012  
Toll-free 866-722-469

## IT'S EASY TO REGISTER!



**MAIL OR FAX** the form on the next page  
to Southeastern Community College

Fax to: 319-752-3407

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



**TELEPHONE** SCC at **319-208-5375**

- Call toll-free at 866-722-4692 ext. 5375
- Regular hours: Mon. - Fri., 8:00 am to 4:30 pm
- Please have the information from the form on the next page ready for the registrar.
- Use MasterCard, Visa or debit card to pay.

**E-MAIL** us at **bblow@scciaowa.edu**



- Include all the following information.
  - ✓ Your name
  - ✓ Your address
  - ✓ Your social security number
  - ✓ Titles and Course numbers of the classes you want to register for.
  - ✓ Work, home and cell phone numbers
  - ✓ MasterCard or Visa card number and expiration date

## Registration and General Information

### Register Early

We urge you to register early! Classes often fill rapidly, and we cannot guarantee last-minute registrations. For fastest service, use phone, fax, or e-mail.

### Your Enrollment Makes a Difference!

Classes with insufficient enrollment are subject to cancellation. Your early registration now can help ensure that low enrollments won't cancel a course you want to take later!

### Pre-payment Policy for Class Registration

Payment is due at the time of registration for all classes. Registration/Payment should be made no later than 3 business days before the start date of the class. When you call to register, you can pay with a Visa, MasterCard, or debit card with a MasterCard or Visa logo. 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. You are not officially registered until payment is received.

### 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.

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Use this form for Mail and Fax Registrations

## Continuing Education Registration Form

**YES**, I would like to register for the following course(s):

Title \_\_\_\_\_ Course # \_\_\_\_\_

Title \_\_\_\_\_ Course # \_\_\_\_\_

Title \_\_\_\_\_ Course # \_\_\_\_\_

Title \_\_\_\_\_ Course # \_\_\_\_\_

Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

I'm paying by:  Check  MasterCard  Visa Total Enclosed \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_

**MAIL OR FAX** this form with payment to SCC

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

Fax to: 319-752-3407



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