

Broaden your horizons, *Explore opportunities, &* EXPAND YOUR KNOWLEDGE with Business & Industry at SCCC.

The goal of the Business & Industry Office at Seward County Community College is to provide workplace skills and life-enriching experiences to Liberal and Southwest Kansas. Whether you are pursuing personal interests, seeking new career skills, or searching for effective employee training, we offer a wide range of learning opportunities.

Whatever your needs are, SCCC will work for you. Any of our courses can be customized to meet your specific business needs. Call our office to see how we can work for you!

Arts & Creativity

Cookie Decorating

Join us for a fun night of cookie decorating! You will learn all the basics: how to prepare a cookie for decorating, how to color and create different royal icing, how to find and use cookie decorating tools, and special techniques to give your cookies a professional look! Limited space. Everyone will leave the class with a half dozen beautifully decorated (and tasty) cookies to take home.

Fee: \$40; 1 session; Julie Veenstra; CRN# 30770; T; Sept. 19; 6-9PM; CRN# 30771; T; Oct. 24; 6-9PM; CRN# 30772; TH; Nov. 9; 6-9PM; CRN# 30773; T; Dec. 5; 6-9PM; AA154



Quilt Class: Jelly Roll Jog

Have you always wanted to try your hand at piecing a quilt, but didn't know where to start? In this class, each participant will complete a twin-



size quilt top of your own -- and learn a fast technique you can use to make even more and bigger quilts on your own. Although we are adapting the original Jelly Roll Race quilt pattern, we are aiming for more of a "slow jog" for beginners! Some sewing machines will be available onsite, but if you can bring your own, that is best. **Fee: \$25; 2 sessions; Charity & Trelawney Horinek; CRN# 30892; W; Oct. 4 & 11; 6-8PM; T116A**

Doggie & Me Painting

This class is designed for all levels of painters, including beginners. Bring your dog for a fun way of painting. Take home two unique art pieces that you and your dog created to brighten up your home. Please note your dog must be tame and well behaved around other dogs. This class is limited to 9 participants and their dog. Treats will be provided for you and your pet. **Fee: \$19; 1 session; Megan Troutner; CRN# 30832; M; Oct. 16; 6-:30PM; Ag Building**



Rosemaling

This class will provide an introduction to rosemaling and guided instruction for the development of brush control, techniques, and strokes used in

rosemaling. We will practice and finish a 4" Hallingdal piece. **Fee: \$40; 1 session; Rebekah Strand; CRN# 30841; TH; Oct. 19; 6-9PM; H120**

Cricut: Shirts & Tumblers

Learn to use a Cricut machine to make vinyl stencils to personalize your own t-shirt, hoodie, or crewneck and a tumbler. This tool will provide you with endless DIY possibilities. You will need to bring your own Cricut machine, Cricut tools, and vinyl of your choice. Please bring one of the options of clothing from above and a tumbler. There will be websites provided for the shirts and vinyl options upon registration if you need. *(If you do not have a Cricut machine please bring your piece of clothing and a tumbler. You can learn about the Cricut and how it works.)*

Fee: \$25; 1 session; Aubrey Warden; CRN# 30837; SA; Oct. 21; 2-5PM; T151

Questions? Register? Call 620.417.1170 or email bandi@sccc.edu

SCCC BUSINESS & INDUSTRY REGISTRATION

Please enroll me in: _____

Date of Birth: _____ Gender: ☐ M or ☐ F Full Name: _____

Business Name: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Method of Payment:

☐ Check Enclosed *(please make check payable to SCCC)* CK# _____

☐ Bill my credit card: ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Name on Card: _____ Card#: _____ CVV: _____ Expiration Date: _____

Mail to: Attn: Business & Industry, SCCC, PO Box 1137, Liberal, KS, 67905-1137 **or Fax:** 620.417.1179

Glass Bead Making

Lamp work (torchworking) is the process of using a single flame (the lamp or torch) to



make small, glass objects. Our lamp is a propane oxygen burning torch called a minor burner. Rods of glass are melted in the torch flame and wrapped around a steel rod called a mandrel. The rods are prepared with bead release, which allows the annealed and cooled beads to be removed for use in jewelry. **Fee: \$39; 1 session; Dustin Farmer; CRN# 30830; SA; Oct. 28; 1-4PM; H121**

Quilt Class: Christmas Rag Quilt

This class will help you produce your own soft quilt to snuggle under when watching all of those Christmas movies! Rag quilts are quilts that have exposed seams that fray when washed. It makes a very comfy quilt that's easy to make but impressive to look at, so it's a project suitable for beginners! This rag quilt sews up to be 46" x 60", making a generous throw-size quilt. Some sewing machines will be available onsite, but if you can bring your own, that is best. **Fee: \$35; 2 sessions; Charity & Trelawney Horinek; CRN# 30893; W; Nov. 1 & 8; 6-9PM; T116A**

Barn Quilt Painting

Make a unique address barn quilt for your house. Or add your family name or a "Welcome" to greet



your guests. Primed 1'x1' plywood boards, pencils, a selection of paint colors, and foam brushes will be provided. You will need to bring: 1" Frog tape, a yardstick, a blow dryer, and paint (if you want specific colors). The class is limited to 12 participants. **Fee: \$49; 1 session; Sarah Thompson; CRN# 30843; SA; Nov. 4; 8AM-1PM; AA154**

Get Your Tea On

Learn about etiquette, decorate cookies, and take home different kinds of loose-



leaf tea. In this class you will get to try Herbal tea, Black tea, and a purple tea. That's right, watch your tea turn purple, and decorate some cookies. **Fee: \$25; 1 session; Amy Thompson; CRN# 30840; SA; Nov. 11; 10AM-12PM; AA154**

Mixed Media Embroidery & Painting

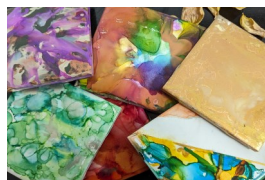
There are several different styles of painting, one of them is mixed media. This style of painting is a fun way to add to your art. In this class we are going to paint and sew a



basic embroidery stitch on an 8x10 canvas. This will give your painting a texture which is one of the many techniques for mixed media art. Choose from three different designs and go from there. Supplies are provided. Snacks and non-alcoholic drinks will be provided. **Fee: \$25; 1 session; Megan Troutner; CRN# 30842; M; Nov. 13; 6-9PM; Louis Place**

Alcohol Ink Coasters

Join us to learn how to create something that is unique and artsy, but also



practical. You will make a set of 12 colorful coasters. What a great gift for the holidays or place them around your home to brighten it up with all the colors. **Fee: \$29; 1 session; Megan Troutner; CRN# 30833; F; Dec. 8; 6-8PM; H121**

Cricut: Shirts & Hats

Learn to use a Cricut machine to make vinyl stencils to personalize your own t-shirt, hoodie, or crewneck and a hat. This tool will provide you with endless DIY possibilities. You will need to bring your own Cricut machine, Cricut tools, and vinyl of your choice. Please bring one of the options of clothing from above and a hat. There will be websites provided for the shirts, hats, and vinyl options upon registration if you need. (If you do not have a Cricut machine please bring your piece of clothing and a tumbler. You can learn about the Cricut and how it works.) **Fee: \$25; 1 session; Aubrey Warden; CRN# 30838; SA; Dec. 16; 2-5PM; T151**

PLEASE NOTE:

All class cancellations must be made at least one week prior to the class to receive a refund. Call 620.417.1170 to register or for more information on any of our classes.

Business Over Breakfast

Effective Communication in the Workplace

Communication is a critical skill that keeps others informed of decisions, events, and developments.



Effective communication consists of three components: 1) Listening, 2) Speaking, and 3) Non-Verbal Cues. Join us for this one-hour presentation to learn how clear communication can make all the difference. We will review different communication styles and share ideas on how to improve your team's communication. **Fee: \$15; 1 session; Brad Bennett; CRN# 30853; W; Sept. 13; 7:30-8:45AM; SU214 E/W**

How to Manage Employee Burnout

Burnout occurs when our internal fire is out, and we have no more fuel left. It can result in negativity, a lack of productivity, high stress, lack of teamwork, and exhaustion. But, burnout doesn't need to be a persistent issue. There is a way out. Join me in taking some proactive steps to overcome burnout and create a happier and healthier work environment, as well as a happier and healthier you! **Fee: \$15; 1 session; April Warden; CRN# 30854; W; Oct. 11; 7:30-8:45AM; SU214 E/W**

Overcoming Obstacles and Difficulties in the Workplace

Every member in an organization will experience conflict in the workplace. Anytime we feel vulnerable, or our self-

esteem is implicated, when the issues at stake are important and the outcome uncertain, when we care deeply about what is being discussed or about the people

Follow us on:



with whom we are discussing it, there is potential for us to experience fear, anger, tension, frustration, and aggressive behavior. We are going to learn to confront conflict and find practical solutions to overcome obstacles to provide a positive, healthy, and productive workplace culture. **Fee: \$15; 1 session; April Warden; CRN# 30855; W; Nov. 8; 7:30-8:45AM; SU214 E/W**

Breaking Down Workplace Silos Through Leadership

Organizational silos occur when employees separate into individual groups and only communicate and collaborate with colleagues in the same silo as them. Creating an environment where creativity and collaboration flourish takes energy, communication, and planning. In this Business Over Breakfast, you'll learn how to foster a creative, innovative workplace by breaking down department silos and minimizing internal politics. **Fee: \$15; 1 session; Brad Bennett; CRN# 30856; W; Dec. 6; 7:30-8:45AM; SU214 E/W**



Business Over Breakfast Sponsors:



Health & Wealth

Zumba

Zumba class is a great way to have fun while exercising. Come join us for some fun tonight for muscle toning, and a good work out to some good music. **Fee: \$25; 4 Sessions; Amy Duren; CRN# 30866; TH; Sept. 7-28; 5-6PM; CRN# 30869; 4 sessions; Oct. 5-26; 5-6PM; CRN# 30872; 4 sessions; Nov. 2-30 (no class Nov. 23); 5-6PM; SW003**



Aqua Zumba

Aqua Zumba is a great way to tone your muscles using the resistance of the water! At the same time, you can dance and listen to music too! **Fee: \$30; 5 sessions; Amy Duren; CRN# 30867; T; Sep. 12 - Oct. 10; 1-2PM; CRN# 30870; 5 sessions; Oct. 17-Nov. 14; 1-2PM; CRN# 30873; 5 sessions; Nov. 21- Dec. 19; 1-2PM; SCCC Pool**

Yoga

Yoga is a wonderful way to relax the mind, body, and spirit. You gain stability and strength for muscles, joints, and bones. Flexibility is also a byproduct. Come try it! **Fee: \$30; 5 sessions; Amy Duren; CRN# 30864; T; Sept. 12 - Oct. 10; 6:30-7:30PM; CRN# 30868; Oct. 17- Nov. 14; 6:30-7:30PM; CRN# 30871; 5 sessions; Nov. 21- Dec. 19; 6:30-7:30PM; SW003**



The Nutrition Cave: Tea & Shake Making

Join us for a fun and healthy morning learning how to make energy teas and protein shakes. Start your mornings off right at home when you can learn how to make energy tea. Energy tea is a healthy boost of energy to get you through a long day. These energy teas also helps with your metabolism. Protein shakes are not just a great meal replacement, protein shakes are a way to help you focus through the day, they also help with weight loss. **Fee: \$25; 1 session; Cassie McNabb; CRN# 30874; SA; Oct. 7; 11AM-12PM; AA154**



Career & Trade Skills

Introduction to Hand Tools

This course introduces common hand tools used in a variety of construction crafts. You will learn to identify these tools and how to safely use them. Proper hand tool maintenance will also be covered. **Fee: \$79; 4 sessions; Andrew Lackey; CRN# 30890; W; Sept. 13-Oct. 4; 5:30-7:30PM; TA130 & TA139**



Defensive Driving for Truck Drivers

An instructor-led classroom course specifically created to address the unique challenges of truck drivers. This course provides truck drivers with defensive driving strategies and techniques that will help them avoid collisions and traffic violations. **Fee: \$45; 1 session; Michael McCarthy; CRN# 30478; F; Sept. 22; 8AM-12PM; CRN# 30479; F; Nov. 17; 8AM-12PM; TT101**



Certified Nurse Aide Refresher

This CNA Refresher course is approved by KDADS to reactivate an expired Kansas CNA certificate. The course consists of a brief review of the KDADS CNA curriculum guidelines as well as a student demonstration in a lab environment of the 18 skills from the Kansas Nurse Aide Task Checklist. **Fee: \$75; 1 session; Gail Phelps; CRN# 30789; T; Sept. 12; 4PM; CRN# 30790; TH; Oct. 12; 4PM; CRN# 30791; T; Nov. 7; 4PM; CRN# 30792; T; Dec. 5; 4PM; T134**



happy fall y'all

JOIN US AT THE CTE EXPO

Wednesday, October 18, 2023 8:30AM 1:30PM
SCCC Industrial Technology Campus, 2215 N. Kansas
Call 620.417.1170 for more details.

Certified Medication Aide Update

This 10-hour KDHE approved course is for the Certified

Medication Aide (CMA) who needs to update his or her CMA certificate through the Kansas Department of Aging and Disabilities Services (KDADS). **Fee: \$100; 2 sessions; Gail Phelps; CRN# 30793; M & T; Sept. 25 & 26; 4-9PM; CRN#: 30794; M & T; Nov. 13 & 14; 4-9PM; T134**



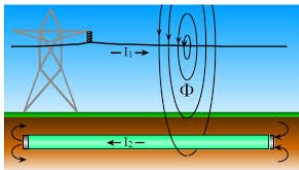
Southwest Energy Institute Short Courses:

The SEI offers a range of technical sessions and provides hands-on training from industry experts. Below is a list of our short course sessions. You may register for one or more short courses at <https://www.swenergyinstitute.com/>.



AC Interference & Mitigation on Pipelines

A comprehensive presentation of the effects of AC power system interference on pipelines in, or close to common rights-of-way. This in-person training will begin with an introduction of the types of interaction and impacts of these interactions between pipelines and overhead AC power transmission systems. The parameters affecting these influences and the severity of possible negative effects on the pipeline will be presented,



followed by the means to find these situations in the field through particular survey methods. The measurement of particular parameters will also be described, with this data then used for modeling of these interactions. Modeling approaches will be discussed, and model results show localized conditions of the pipeline that may need AC Mitigation materials to be installed. The final sessions will be on the design, construction, and monitoring of these AC Mitigation systems.

Fee: \$150; 2 sessions; Cal Chapman; CRN# 30875; T & W; Sept. 19-20; 9AM-4PM & 9AM-Noon; TB156

Smart Pigging

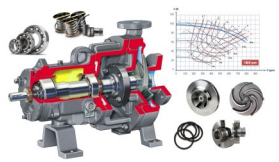
This session will present an overview of first-generation smart pig tools and their initial use for pipe-

line inspections. Participants will learn how to progress single purpose smart pig technology changes that eventually result in the development of multiple technology tools of today. The session will also review an example of such current technology updates - an Axial MFL Combination tool. **Fee: \$49; 1 session; Matt Peterson; CRN# 30876; W; Sept. 20; 1-3PM; TB152**



Centrifugal Pump Training

This course is designed to familiarize participants with the basic operation of centrifugal pumps. Different types of pumps, Centrifugal and Positive Displacement, will be discussed. The breakdown of Centrifugal Pumps and the ANSI process will be reviewed. Other topics will include: fluid properties and hydraulics, explanation of NPSH/ Cavitation, pump performance, pump-flo, pump operation troubleshooting, effects of misapplied pump applications, sealing solutions, pump troubleshooting, pump teardown/inspection, seal inspection/installation, and start-up/laser alignment. **Fee: \$75; 1 session; Jeff Shinkle; CRN# 30877; TH; Sept. 21; 8AM-4PM; TB152**



AMPP

Gas Capital Rectifier School

In this course participants will learn: the basic understanding of a typical cathodic protection rectifier; how to read and safely adjust the rectifier; the basic un-

derstanding of what a typical rectifier is; how a rectifier works, and basic troubleshooting techniques. **Fee: \$300; 2 sessions; Mike Llamas; CRN# 30464; T & W; Oct. 3-4; 8AM-5PM; SW229 C-D**

Introduction to Power Tools

This course will help participants identify and describe the operations of many power tools common in the construction environment. Participants will be provided with instruction on proper use, as well as safe-handling guidelines and basic maintenance. **Fee: \$79; 4 sessions; Andrew Lackey; CRN# 30891; W; Oct. 11-Nov.1; 5:30-7:30PM; TA130 & TA139**



Plumbing 2021 IPC Code

This 6-hour class satisfies the continuing education requirement for all journeyman plumbers and plumbing contractors in Kansas seeking to renew a license. The class will cover the following subjects: changes made to the 2021 IPC during the 2015-2018 code review cycle and the proposed amendments by the OUBCC adopting the 2021 IPC and more! **Fee: \$75; 1 session; Randy Hartley; CRN# 30878; SA; Nov. 4; 8:30AM-3:30PM; TA130**

The Safe Installation of Electrical Power in the Home

The class will include dwelling unit design calculations, choosing the correct material and economic considerations. Comparisons will be made on differences between the most recent three code cycles of NFPA 70. We will discuss AFCI, GFCI, Service installation, and receptacle placement. **Fee: \$100; 1 session; Roger Unruh; CRN# 30879; W; Nov. 15; 9-AM-4PM; SU214 E/W**



Computers & Technology

Microsoft Word – Getting Started

This workshop takes a learner with little or no prior knowledge of Word and helps them understand the environment to enable them to create, save and open



SAVE THE DATE!

19th Annual

Breeze Master Golf
Tournament

Friday, Sept. 22, 2023
Willow Tree Golf Course
swenergyinstitute.com

documents. Basic character formatting techniques are covered. **Fee: \$30; 1 session; Ed Hall; CRN# 30818; T; Sept. 19; 4-6PM; AA109**

Google Docs Workshop

Google Docs is a free web-based application in which documents



and spreadsheets can be created, edited, stored, and shared online. Learn how to create documents on any device, and then view or edit on your phone, tablet, or PC from any location. Edit them, back them up to the cloud and collaborate with others. Learn about Google Docs and what it has to offer. **Fee: \$25; 1 session; Dustin Farmer; CRN# 30880; W; Sept. 27; 2:30-4PM; H109**



Microsoft Excel: Getting Started

Learn the basic features of Excel, the structure of a spreadsheet, and begin learning the capabilities of this powerful program. *Excel: Getting Started* is a two-hour class designed for those unfamiliar with Excel or want a refresher course. Upon successfully completing this workshop, students will be able to demonstrate proficiency of key topics including opening an existing workbook and creating a new workbook; entering text and formulas into an Excel spreadsheet; enhancing alpha and numeric data in an Excel Worksheet; moving and copying alpha and numeric data; and using the print function to create a printable copy of data stored on an Excel spreadsheet. **Fee: \$30; 1 session; Ed Hall; CRN# 30819; T; Oct. 3; 4-6PM; AA109**

Microsoft Excel: Charts

For those who need to visually display information rather than looking at numbers. Also includes how to save time by linking charts into other applications which will automatically update when the workbook is changed. **Fee: \$30; 1 session; Ed Hall; CRN# 30820; T; Oct. 17; 4-6PM; AA109**

QuickBooks Fundamentals: Online

Learn to navigate QuickBooks Online in this hands-on workshop! QuickBooks users will learn to set up a company, work with lists, set up



inventory, sell their product, invoice for services, process payments, work with bank accounts, and pay bills. **Fee: \$95; 1 session; Brandie Winter; CRN# 30801; SA; Oct. 21; 9AM-3PM; T128; Deadline to register is 4pm, Thursday, Oct. 19, 2023.**

Google Sheets

In this two-hour class, you will learn how



Google Sheets

Google Sheets allows you to create and edit spreadsheets online while collaborating with multiple users in real-time in the same spreadsheet environment. Google Sheets is compatible with Microsoft Excel and shares many of its formatting features. You will learn to identify and navigate the basic features and elements of the Google Sheets window; create a Google Sheet in Google Drive; add a Google Sheet and rename, hide, and delete it; add and reply to comments in a Google Sheet and share your Google sheet; enter formula and perform the SUM function, the Min and Max functions, the Count function, and more; insert a Chart, an image, and a link in Google Sheets; use the version history to view the various versions created by the edits made; and download a Google Sheet to Microsoft Excel and upload an Excel document to Google Sheets. **Fee: \$30; 1 session; Dustin Farmer; CRN# 30857; W; Oct. 25; 2:30-4:30PM; H109**

Microsoft Outlook: Making the Most of It

We all use Outlook every day and probably it takes up a large proportion of your day so it's important you use the features available to you and save yourself time. Day two, we will explore ways to use the calendar correctly and keeps it up to date. This workshop will explain about the different types of appointments, events, and scheduled meetings with colleagues. **Fee: \$30; 1 session; Ed Hall; CRN# 30822; M; Oct. 30; 4-6PM; AA109**



Canva: Professional Designs on the go!

Let SCCC introduce your business to a new design journey! Canva is a graphic-design tool



website that will benefit companies by giving them the option to use some of its free designs for their advertisement needs. In this course, you will learn where to find the tools you'll need to create awesome designs at little to no cost. **Fee: \$25; 1 session; Lizette Avalos Morales; CRN#30858; T; Nov. 7; 9-10:30AM; T128**

Microsoft Excel:

Pivot Tables and Charts

For those who work with large amounts of data and need to be able to summarize and cut and slice the information quickly. This workshop will cover how to create Pivot charts to allow the data to be changed at the click of your mouse.

Fee: \$30; 1 session; Ed Hall; CRN# 30821; T; Nov. 7; 4-6PM; AA109

Google Slides

Google Slides is one of the many applications offered in Google Drive. In this session, you will learn to use Google Slides to create professional presentations. Google Slides allows you to create presentations incorporating text, color, graphics, video, and more. This session will provide you with hands-on experience with Google Slides. You will also learn how to share and collaborate with other end-users. Master the tool and start designing presentations in Slides today!

Fee: \$30; 1 session; Dustin Farmer; CRN# 30886; W; Nov. 8; 2:30-4:30PM; H109

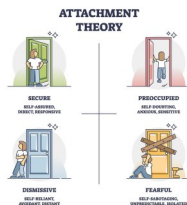
Early Childhood

These Early Childhood training opportunities are made possible through a grant and organized by the newly established Early Childhood Coalition...Building a Strong Foundation. The Coalition's purpose is to create awareness and identify key advocates in support of early childhood education and quality care for children in southwest Kansas. Coalition members include Child Care Aware of Kansas, KCCTO-KITS Infant-Toddler Specialist Network, Kansas Children Service League, Liberal Area Coalition for Families, Russell Childhood Development Center, and Seward County Community College. Dinner will be provided for the monthly training. Participants

who attend all three-monthly training sessions will receive an early childhood literacy gift set valued at \$50. Each training session is approved for KDHE credit.

Understanding the Meaning of Behavior

It is important to understand that all behavior has meaning. Children are trying to communicate their wants, needs, intentions, and emotions. We will analyze and interpret the meaning of behavior and discuss strategies to address children's behavior and build a supportive learning environment. **Fee: \$10; 1 session; Ashley Fritschle; CRN# 30881; TH; Sept. 28; 6:30-8:30PM; SU214 E/W**



Understanding Attachment: Exploring the Four Attachment Styles and their Impact on Relationships

Have you ever wondered why adults approach relationships differently? It's because of attachment! In this training, you'll gain a thorough understanding of the evolution of Attachment Theory, the four attachment styles, and how to promote secure attachment with children. *This course is appropriate for all early care and education professionals. **Fee: \$10; 1 session; Stephanie Keller; CRN# 30882; TH; Oct. 26; 6:30-8:30PM; SU214 E/W**

Picky Eating

Join us to learn strategies addressing avoidant, restricted, and picky eating. Learn tools to reduce stress and reverse a child's picky eating. **Fee: \$10; 1 session; Charlotte Neuschafer; CRN# 30883; TH; Nov. 30; 6:30-8:30PM; SU214 E/W**



Lunch & Learn

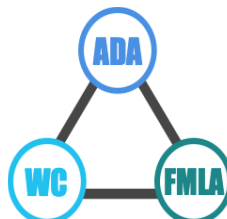
The Critical Skill of Solving Problems

While everyone faces problems, not everyone is equipped to solve them. In this lunch session, Tyler Prater will help you see yourself and your problems in a different way so you can become a better problem-solver and become more valuable to your organization. **Fee: \$15; 1 session; Tyler Prater; CRN# 30852; W;**

Sept. 27; 11:45AM-1PM; SU214 E/W

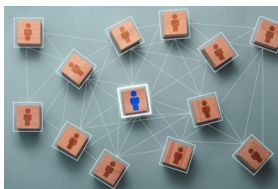
The Bermuda Triangle: Managing Leaves Under ADA, FMLA and Workers' Compensation

The interrelationship between the Americans with Disabilities Act (ADA) as amended, the Family and Medical Leave Act (FMLA) and Worker's Compensation is confusing: How do you know which law (s) you are dealing with? Can an employee's request for leave be covered by more than one law? When can you request additional information or a second opinion? There are a few considerations depending on the type of injury, how the employee became injured and their job status at the time. We will discuss how changes in the interpretation of the law have altered how leave must be calculated and given. **Fee: \$15; 1 session; Shirla McQueen; CRN# 30850; W; Oct. 25; 11:45AM-1PM; SU214 E/W**



Organizational Leadership

Organizational Leadership is designed to provide participants with an understanding of foundational leadership concepts applicable to all kinds of organizations. During this Lunch and Learn, participants will explore how the environment influences the way we lead. Participants will gain insight into their own decision-making and communication styles, increasing self-awareness, and will apply what they learn about themselves to better understand decision-making and their approach to conflict. **Fee: \$15; 1 session; Kyle Woodrow; CRN# 30851; W; Nov. 29; 11:45AM-1PM; SU214 E/W**



Personal Enrichment

Citizenship

This class prepares eligible legal permanent residents for the United States naturalization process. The class addresses the appli-



cation procedure, American government, American history, the U.S. Constitution and the Declaration of Independence, and the U.S. Citizenship and Immigration Services (USCIS) interview procedure. **Fee: \$120; 16 sessions; Kathleen Alonso; CRN# 30488; M; Aug. 21-Dec. 18; 6-8PM; T151**

Wills, Estates, & Trusts

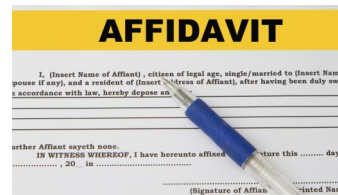
Learn what you need to know about getting your affairs in order. Learn about estate planning so that you can be prepared for life's unexpected turns. **Fee: \$10; 1 session; Jim Dodge; CRN# 30769; T; Nov. 7; 6-8PM; T116A**



Professional Development

Affidavit Writing: The Dos and Don'ts

Even for the most experienced law enforcement officers, writing an affidavit can be a daunting task. Ensuring your affidavit is legally sufficient, organized, easy to read, and even interesting, is challenging in the best of circumstances. The undertaking is often compounded by time constraints and the demands of prosecutors and judges. But with simple guidelines and a few easily accessible tools, every prospective affiant can create an impressive warrant application. **Fee: \$25; 1 session; Jim Dodge; CRN# 30492; T; Sept. 26; 1:30-3PM; SU214 E/W**



Collection:

Legal Updates & Police Writing

This four-hour block of in-person law enforcement training will include overviews of three important areas: Kansas criminal law & procedure updates, Kansas juvenile & child in need of care law & procedures, and Police Writing (search warrants). Participants will develop procedural knowledge of federal, state, and local laws as they pertain to the actions of law enforcement officers and the enforcement of those laws. **Fee: \$45 (In-state) & \$90 (Out-of-state); 1 session; Kristi Barton Edwards, J.D.; CRN# 30884; F; Oct. 13; 8AM-Noon; CRN# 30885; F; Oct. 13; 1-5PM; SW229 C/D** ***Participants must register with KLETC. Call 620.694.1400.***

Understanding Generations in the Workplace

Generational differences have been at the forefront of workforce con-

versations for the past decade. The sense of urgency is heightened by the upcoming mass exodus of baby boomers in the workplace but also by the fact Generation X cannot support the upcoming leadership vacancies. It is a simple numbers game: the U.S. economy has more workers exiting than entering the labor force, and we will continue to see this shift into the foreseeable future. Understanding the current and incoming generations that make up our workforce is essential to attracting and retaining your talent of the future. Examining and preparing the newer generations is critical to organizational health and sustainability. Identify the similarities and differences of the generations and how to best lead and develop the Millennials and Generation Z population. This presentation will explore the benefits and challenges of the future workforce and what you can do as a leader to ensure the future is a bright one. **Fee: \$39; 1 session; April Warden; CRN# 30859; T; Oct. 17; 9AM-NOON; SU214 E/W**

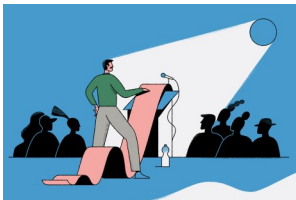


Essential Skills of

Dynamic Public Speaking

If you dread speaking in public...or sometimes

struggle with presentations, you're not alone. Plenty of professionals suffer from pre-presentation butterflies, have trouble organizing their thoughts or can't help adding "ums" and "ahs" to every other sentence. If you can relate, our Essential Skills of Dynamic Public Speaking may be just what you need. Sign up for this workshop and get the practical techniques and proven strategies you can rely on whenever those pre-presentation butterflies start to flutter. You'll learn how to get through a presentation with minimal prep time, make impromptu remarks without panicking, inspire your audience to take action — even handle tough question-and-answer sessions like a pro. From start to finish, our presenter will walk you through proven strategies and mental formulas that anyone — even the most anxious speaker — can use to



boost confidence. **Fee: \$65; 3 sessions; Amy Thompson; CRN# 30826; M, W & F; Oct. 23-27; 7:30-9:30AM; T116A**

Uncommon Customer Service Process

Uncommon Customer Service builds "Trust!" Trust builds "Relationships!" Relationships is the key to it all! This is not being better than your competition; it is being the best you can be with your internal and external customers because it is the right thing. Controlling what you can control! When you attend this training, you will walk away a better person in both your business and personal life. Your excitement will be contagious with your teammates and your family. Common sense strategies will be taught in an uncommon way from over 20 years of working with businesses and schools in leadership! **Fee: \$59; 1 session; Joe Coles; CRN# 30887; T; Oct. 24; 9AM-NOON; SU214 E/W**

Aligning HR & Payroll: Bridging the Gap

HR + Payroll = Family! HR and payroll, while having independent and specific functions, share the common goal of people management. Despite differences in their day-to-day workflows, HR and Payroll share many duties. We will discuss the importance of aligning the two to strengthen efficiency, boost accuracy, empower employees, and bolster compliance. The relationship will thrive, and they will share a common sense of purpose. **Fee: \$35; 1 session; April Warden; CRN# 30895; TH; Nov. 16; 9-11AM; SW229D**

Applied Suicide Intervention Skills Training (ASIST)

ASIST is a two-day interactive workshop in suicide first-aid. ASIST teaches participants to recognize when someone may be at risk of suicide and work with them to create a plan that will support their immediate safety. Although ASIST is widely used by healthcare providers, participants don't need any formal training to attend the workshop—ASIST can be learned and used by anyone. **Fee: \$225; 2 sessions; Sara Godinez & Sue Murnane; CRN# 30888; W & TH; Dec. 6 -7; 8AM-5PM; SW229 C/D**



Mental Health First Aid for First Responders

Public safety professionals encounter high levels of stress, trauma and critical incidents, which can take a toll on mental health. Mental Health First Aid (MHFA) for First Responders gives personnel the skills they need to reach out and provide initial support to someone who may be developing a mental health or substance use challenge and help connect them to the appropriate care. This training promotes open dialogue, reduces stigma and encourages public safety professionals to seek support when needed. **Fee: \$140; 1 session; Sue Murnane; CRN# 30918; T; Nov. 21; 8AM-5PM; SU214 E/W**

Safety First

ETC SafeLand USA Orientation

This course is a standardized orientation to the minimum requirements for the US Onshore E&P Industry. This orientation program covers health, safety, and environmental training most often requested and/or required by oil field operators and other host employers. Upon completion of the course, each student receives a photo ID and will be entered into the SafeLand USA database. Students are required to bring a government-issued photo ID. Topics will include confined space, forklift safety, lockout/tagout, blood borne pathogens, hazardous communication, electrical safety, fall protection, personal protective equipment, hydrogen sulfide, drug and alcohol awareness, and environmental awareness. **Fee: \$95; 1 session; Sherry Diller; CRN# 30774; TH; Sept. 7; 8AM-4PM; T116A**



Competent Person for Excavation & Trenching

Participants will learn how to work safely around and in trenches and excavations. The training covers OSHA 1926.650 Subpart (P); Excavation OSHA 1926.651 Subpart (P) General Requirements for Trenching; and OSHA 1926.652 Subpart (P) Requirement for Protective Systems. The hands-on portion includes installing hydraulic and pneumatic shoring in our mobile trench simulator. **Fee: \$125; 1 session; Kevin Jones; CRN# 30897; TH; Oct. 5; 8AM-5PM; TB152 ***Register for the Compe-**



tent Person for Excavation & Trenching & Confined Space for \$240; CRN # 30899**



Confined Space

In this training, we will be looking at Permit Required Confined Space Entry.

The training covers the definition of a confined space and what makes it a permit required space. We will cover the duties of the entry personnel, attend and confined space entry supervisor and what is required on the entry permit. We will cover atmosphere monitoring, ventilation and lockout/tagout. The training includes hands-on with entries into our space, one vertical and one horizontal. Lockout/tagout, air supplying respirator awareness and a look at ventilation and other equipment are included in hands-on. **Fee: \$125; 1 session; Kevin Jones; CRN# 30898; F; Oct. 6; 8AM-5PM; TB152**

*****Register for the Competent Person for Excavation & Trenching & Confined Space for \$240; CRN # 30899*****



Forklift Safety

This course teaches how to inspect and operate a forklift. There will be four hours of classroom instruction and four hours of equipment instruction. **Fee: \$75; 1 session; Sherry Diller; CRN#**

30775; TH; Oct. 12; 8AM-5PM; TA130

Concealed Carry

Enroll in a Concealed Carry course that provides 8

hours of fire-arm training, including classroom and range instruction. This course is for beginners and experienced shooters. Learn how to safely handle a gun, survive a real-world crisis or active-shooter encounter, and maintain a proper mindset when handling a gun. This course is for Kansas citizens seeking license to carry a concealed firearm and be recognized by 36 other states. Emphasized within this safety training are the legal elements of force and personal liability protection. Participants will need to furnish their own handgun and 50 rounds of ammunition, along with safety glasses and hearing protection, 18 years of age, and have a valid Kansas Driver's License. **Fee: \$100; 1 session; Braden Steckel; CRN# 30785; SA; Oct. 14; 8AM-5PM; T151**



Defensive Driving: Day to Day

This course could save your life and money. Learn to avoid accidents by identifying and responding



to risky driving hazards. In addition, you will learn to identify the effects of impaired driving, maintain control in adverse situations, understand the most common driving errors that contribute to collisions, and recognize uncontrollable driving conditions, in addition to why vehicle maintenance is necessary and defensive maneuvers that help maintain control. You'll also learn how the right attitude can help prevent both collisions and poor decision-making. **Fee: \$45; 1 session; Manuel Hernandez; CRN# 30542; TH; Aug. 31; 8AM-Noon; CRN# 30768; TH; Oct. 26; 8AM-Noon; T116A**

Medic First Aid: AED, CPR, & First Aid

If someone were to need your help in a life-or-death



situation, would you know what to do? If not, then this class is for you. You will learn First Aid, CPR, and AED. Upon completion of this class, students will receive their Medic First Aid card. **Fee: \$59; 1 session; Sherry Diller; CRN# 30776; TH; Nov. 2; 8AM-3PM; T116A**

Arc Flash Awareness

This program will cover the definition of an Arc Flash, the dangers that come with Arc Flash, what companies need to be doing to protect employees, and what is expected of employees. The

Arc Flash Safety Risks

-  HEARING LOSS
-  VISION DAMAGE
-  SEVERE BURNS
-  ELECTROCUTION
-  BLAST INJURIES
-  DEATH

program will also outline how employees can keep themselves safe by understanding the hazards of Arc Flash and staying a safe distance away from energized equipment. This also helps the company comply with MSHA and

OSHA regulations. The training covers the thermal impacts of Arc Flash temperatures, the damage done by first, second, and third-degree burns, and the safety boundaries to obey around energized equipment. The program also describes the appropriate safety gear for various Hazard Risk Categories and how to read and understand an Arc Flash label. **Fee: \$35; 1 session; Tim Fowler; CRN# 30889; F; Nov. 3; 9:30-11:30AM; T116A**

H₂S

This course will improve employee safety performance for general industry workers who may encounter hydrogen sulfide (H₂S) during their regular day-to-day duties. While not only improving safety performance, this course also prepares general industry workers by providing crucial knowledge of the dangers of H₂S and the precautions, tools, and controls necessary when working in H₂S environments.

Fee: \$95; 1 session; Sherry Diller; CRN# 30777; TH; Nov. 30; 8AM-12PM; T116A



EPA 608 Certification

This course will cover information required to complete the Clean Air Act Section 608 EPA Certification. Topics covered include small appliances, high pressure systems, and low-pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification exam. **Fee: \$140; 4**



sessions; Manuel Bustillos; CRN# 30901; M-TH; Dec. 11-14; 2-4:30PM; T118

Kids Classes

Kids: Squeegee Canvas Painting

Want a fun, new way to paint! Squeegee painting is a fun and creative way to brighten up your home.



Have fun using different techniques to paint on canvases. Snacks will be provided. **Fee: \$15; 1 session; Megan Troutner; CRN# 30831; M; Sept. 11; 3:45-5:15PM; H121**

Kids: Tea Light Planets

Let's make Tea Light Planets! Join us in this fun art class where you make your own mini planets. Take home 9 little planets that you painted and that light up. A new little fun nightlight. Snacks will be provided. **Fee: \$15; 1 session; Megan Troutner; CRN# 30834; M; Sept. 25; 3:45-5:15PM; H121**

Questions? Register?

**Call 620.417.1170 or
email bandi@sccc.edu**

Kids: DIY Coaster Making

Choose between two different fun techniques for making your own coasters. Take home 6 unique coasters to show off to your friends and to keep from getting water stains all over. Use pom poms to create your coasters, or use string and rope to create a different look for your home. Snacks will be provided. **Fee: \$15; 1 session; Megan Troutner; CRN# 30839; M; Oct. 23; 3:45-5:15PM; H121**



Kids: Tie Dye

Let's play with colors! Have fun coloring a shirt with tie dye! Learn what fun patterns that you can create with tie dye. A white shirt and supplies are provided. Snacks will

be provided. **Fee: \$15; 1 session; Megan Troutner; CRN# 30836; M; Nov. 6; 3:45-5:15PM; H121**

Kids: Alcohol Ink Coasters

Join us to learn how to create something that is unique and artsy, but also practical. You will make a set of 6 colorful coasters. What a great gift for the holidays or place them around your home to brighten it up with all the colors. Snacks will be provided. **Fee: \$19; 1 session; Megan Troutner; CRN# 30835; M; Dec. 11; 3:45-5:15PM; H121**

KidzBe: Intro to Drawing

Discover the fundamentals of art, including using shapes for complex objects, understanding proportions, shading and coloring, and exploring 1-point, 2-point, and 3-point perspective. Create captivating drawings to proudly take home. **(Ages 6-16) Fee: \$65; T & TH; Two days a week; \$50; T or TH; One day a week; Once a week; 6:10-6:40PM; Sept. 5-28; Oct. 3-31; Nov. 2-30; Dec. 5-28; Kidzbe**

Kidzbe: Intro to Guitar:

Little Guitarists

Begin your guitar journey by learning the fundamentals, including common chords and strumming patterns, through playing easy, well-known songs. Enjoy the process of making music on the guitar. **(Ages 6-9) Fee: \$65; T & TH; Two days a week; \$50; T or TH; One day a week; Once a week; 4:30-5PM; Sept. 5-28; Oct. 3-31; Nov. 2-30; Dec. 5-28; Kidzbe**

Kidzbe: Intro to Guitar:

Junior Strings

Begin your guitar journey by learning the fundamentals, including common chords and strumming patterns, through playing easy, well-known songs. Enjoy the process of making music on the guitar. **(Ages 10-13) Fee: \$85; T & TH; Two days a week; \$65; T or TH; One day a week; Once a week; 5:05-6:05PM; Sept. 5-28; Oct. 3-31; Nov. 2-30; Dec. 5-28; Kidzbe**



Kidzbe: Intro to Guitar:

Teen & Adult Strings

Embrace the joy of playing guitar as you learn fundamental skills such as chords, strumming patterns, and more. Dive into songs you love and enjoy, while progressing on your musical journey. **(Ages 14 plus) Fee: \$65; M; 5:25-6:25PM; or 6:30-7:30PM; Sept. 11-25; Oct. 2-30; Nov. 6-27; Dec. 4-25; Kidzbe**

Kidzbe: Intro to Piano:

Little Pianists

Delve into the world of piano in a warm and encouraging environment. Learn fundamental techniques at a pace that suits you, all while being held to high standards of excellence. **(Ages 6-9) Fee: \$65; M & W; Two days a week; \$50; M or W; One day a week; Once a week; 3:45-4:15PM; Sept. 6-27; Oct. 2-30; Nov. 6-29; Dec. 4-27; Kidzbe**

Kidzbe: Intro to Piano:

Junior Keys

Delve into the world of piano in a warm and encouraging environment. Learn fundamental techniques at a pace that suits you, all while being held to high standards of excellence. **(Ages 10-13) Fee: \$65; M; 5:25-6:25PM; or 6:30-7:30PM; Sept. 11-25; Oct. 2-30; Nov. 6-27; Dec. 4-25; Kidzbe**



Kidzbe: Intro to Piano:

Teen & Adult Piano

Embrace the beauty of piano playing at your own pace. Learn fundamental techniques and explore a repertoire of songs you genuinely enjoy, making the learning process a delightful and rewarding experience. **(Ages 14 plus) Fee: \$65; T; 3:25-4:25PM; Sept. 5-26; Oct. 3-31; Nov. 7-28; Dec. 5-26; Kidzbe**

Online Classes

SCCC offers a wide range of highly interactive courses that you can take entirely over the Internet. All our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Below are a few courses but you may review the full schedule at www.ed2go.com/sewardccc/

A to Z Grantwriting

This course provides students with the hands-on experience and knowledge they need to successfully begin the planning process for projects in need of grant funding. An approach to grantseeking begins with thinking about why the funding is needed and involving the grant applicant's stakeholders in the planning process. **Fee: \$125; Instructor Led; 6 Weeks Access; Dates: Sept. 13, Oct. 8, and Nov. 15**

Creating Classroom Centers

Discover how easy and effective classroom centers can really be. This course introduces a simple system for creating a center schedule and shepherding students through the process. You will see what makes a truly successful center, what pitfalls to avoid, and gain tips for keeping your planning to a minimum. You will also learn strategies for managing students who finish early and discover how a regular center routine can increase your small-group instruction opportunities each day. **Fee: \$129; Instructor Led; 6 Weeks Access; Dates: Sept. 13, Oct. 8, and Nov. 15**

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. **Fee: \$125; Instructor Led; 6 Weeks Access; Dates: Sept. 13, Oct. 8, and Nov. 15**

Spanish in the Classroom

Bridge the communication gap between you, your Spanish-speaking students, and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavior problems, and provide grades and homework. **Fee: \$129; Instructor Led; 6 Weeks Access; Dates: Sept. 13, Oct. 8, and Nov. 15**

Spanish for Law Enforcement

Communicate more effectively with the Spanish-speakers around you and add a valuable skill to your resume. This course will help you master basic Spanish and gain more power handling situations that involve Spanish-speaking victims, witnesses, or criminals. **Fee: \$129; Instructor Led; 6 Weeks Access; Dates: Sept. 13, Oct. 8, and Nov. 15**

Test Prep Courses: SAT/ACT

Prep Course – Part 1

Enhancing your performance on both the SAT/ACT is instrumental in determining your choice of college. This course will prepare you for specific types of questions in Reading, English and Science and give you pointers on time management, anxiety relief, scoring and general standardized test-taking. **Fee: \$125; Instructor Led; 6 Weeks Access; Dates: Sept. 13, Oct. 8, and Nov. 15**

We're Hiring!

Have a skill or a talent that you would like to share with others? It could be art, professional development, or community enrichment.

Join our team!

How? Call 620.417.1170 to have all your questions answered.

Seward County
Community
College

ONLINE COURSES

These **high-quality courses** are **taught by industry experts** and designed to quickly deliver specific skills and knowledge that **help to advance personal or professional development**. Our online classroom is informative, convenient, and highly interactive.

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Introduction to Microsoft Excel 2019/Office 365

Knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Microsoft Excel 2019/Office 365 Series

Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.

Speed Spanish

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

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Accounting Fundamentals

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



24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

Enroll or view all our online courses at: www.ed2go.com/sewardccc