Empowering Growth! *Inspiring Careers!*

Train Today *for* Tomorrow's Opportunities *with SCCC* Business & Industry.

The Business & Industry Office at Seward County Community College is dedicated to providing workplace skills and life-enriching experiences for Liberal and the Southwest Kansas region. Whether you're pursuing personal interests, gaining new career skills, or looking for effective employee training, we offer a wide range of learning opportunities to meet your goals.

At SCCC, we are committed to serving your needs. Our courses can be customized to fit the unique requirements of your business. Contact our office today to explore how we can partner with you!

Business Over Breakfast

Communication Styles: Why We Don't Always Understand Each Other
Explore how different communication styles can shape the way we speak, listen, and respond. Learn to recognize your own style, adapt to others, and reduce misunderstandings for more effective workplace communication. **Fee: $19; 1 session, Amy Thompson; W; Sept. 9; 7:30-8:45AM; Rm. SU214 E/W**

Networking without the Awkwardness

Build genuine professional connections without the uncomfortable small talk. Learn practical tips for starting conversations, making meaningful connections, and confidently following up—whether at work, events, or in everyday situations. **Fee: $19; 1 session, Amy Thompson; W; Oct. 14; 7:30-8:45AM; Rm. SU214 E/W**

The Power of Active Listening
Strengthen your communication skills by learning how to truly listen, understand, and respond. Discover practical techniques for staying engaged, asking better questions, and building stronger workplace relationships. **Fee: $19; 1 session, Amy Thompson; W; Nov, 11; 7:30AM-8:45AM; Rm. SU214 E/W**

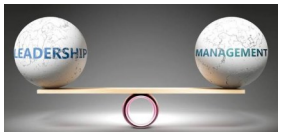
AI and Workplace Productivity
Discover how artificial intelligence can help you work smarter, faster, and more efficiently. Learn practical ways to use AI for everyday workplace tasks, including communication, brainstorming, organization, research, and time management—while using AI responsibly and effectively. **Fee: $19; 1 session, Dr. Amber Randles; W; Dec. 9; 7:30-8:45AM; Rm. SU214 E/W**

Lunch & Learn

Business Writing that gets Results!
Learn how to write clear, professional, and persuasive business communications that get noticed—and get results. This practical class covers emails, reports, proposals, and other workplace writing, with tips for improving clarity, tone, organization, and impact. **Fee: $19; 1 session;, Joy Jacquart; W; Sept. 16; 11:45AM-1PM; Rm. SU214 E/W**

Emerging Leaders
Ready to develop the skills that inspire others and make a difference? Emerging Leaders is designed for individuals who want to grow their leadership potential, build confidence, and learn how to lead effectively in school, work, and their communities. Whether you're a natural leader or just beginning your leadership journey, this session will help you discover the tools needed to motivate others, create positive change, and lead with purpose. **Fee: $19; 1 session, Dr. Amber Randles; W; Oct. 21; 11:45AM-1PM; Rm. SU214 E/W**

Leadership vs Management
Learn the difference between influencing people and directing processes. **Leadership vs. Management** uses real-world examples and engaging discussions to explore how leaders inspire vision and change, while managers organize, plan, and execute. Participants will leave with a clearer understanding of their own leadership style and growth opportunities and gain the tools needed to succeed in either role—or both. **Fee: $19; 1 session, Dr. Amber Randles; W; Nov. 18; 11:45AM-1PM; Rm. SU214 E/W**



Career & Trade Skills

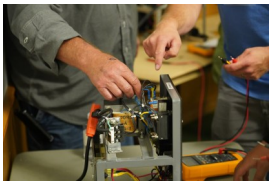
Certified Medication Aide Update

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). This update covers essential skills and safety protocols while ensuring CMAs are well-equipped to provide quality care. Elevate your expertise and maintain compliance with this essential training opportunity. **Fee: $100; 3 sessions; Susan Ingland; M & T; Dec. 14 & 15; 8:30AM-Noon; W; Dec. 16; 8:30-11:30AM; Rm. T134**

Defensive Driving for Truck Drivers
This is 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. Drive confidently with a focus on prevention and responsiveness. **Fee: $45; 1 session; Carl Law; F; Sept. 18; 8AM-12PM; F; Nov. 13; 8AM-12PM; Rm. WC110**

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 understanding of what a typical rectifier is; how a rectifier works, and basic troubleshooting techniques. **Fee: $300; 2 sessions; Mike Llamas; T & W; Oct. 6 &7; 8AM-5PM; Rm. SW229 C-D**

Southwest Energy Institute Short Courses

The Southwest Energy Institute (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/.

Basic Operations

This course will teach you the basic operations of engine, reciprocating compressors, and screw compressors. By the end of this course, you will be able to understand the essentials of natural gas engines and compressors. **Fee: $39; 1 session; Stacy Burrows; T; Oct. 27; 1-3PM; TB152**

Line Locating

This one-day session covers the fundamental principles of underground line locating. Participants will learn how to identify appropriate locating equipment, select effective locating methods, and perform test equipment checks. The course will also address visual inspection of the locate area, procedures for accurately locating underground pipelines, determining pipe depth, and placing temporary markers. Additional topics include verifying pipeline location information and understanding required notification procedures. Participants are encouraged to bring their own locator for the hands-on portion of the session. **Fee: $75; 1 session; Jeff Trowbridge; W; Oct. 28; 8AM-Noon; TB152**

PID Loop Tuning

Gain practical insight into PID process control and loop tuning. This course covers proportional, integral, and derivative control; PI versus PID applications; open and closed-loop tuning methods; PID autotuning; and the use of Loop-Pro software for process optimization. **Fee: $39; 1 session; Olin Karr; W; Oct. 28; 1-3PM; Rm. TB152**

SEI: Crisis Communication

When an incident occurs, how you communicate can shape public perception and protect your organization's credibility. This interactive seminar teaches industry professionals—across manufacturing, energy, construction, logistics, and more—how to speak confidently and effectively to the media during a crisis. Participants will learn:

- Core principles of crisis communication, including empathy, accuracy, and coordinated messaging
- What to say (and what to avoid) when the media calls
- How to structure clear, concise media statements
- Hands-on practice through role-play exercises simulating real-world scenarios

Walk away with practical tools and checklists to respond quickly, protect trust, and handle the media with confidence when it matters most. **Fee: $25; 1 session; Dr. Lizette Avalos Morales; TH; Oct. 29; 10-11AM; Rm. TB152**

ROC Training

Gain practical knowledge of ROC-based control systems used in oil and gas operations. This course will provide and introduction to ROC functionality, configuration, monitoring, and troubleshooting, with a focus on practical applications for field and operations personnel. **Fee: $39; 1 session; Derik Hockett; TH; Oct. 29; 2-4PM; Rm. TB152**

Digital Literacy & Technology

Google Docs

This class is designed for beginners. Learn the essentials of documentation creation, including basic formatting tools to make your content clear and professional. You'll also discover how to share documents, collaborate in real time, and manage permission with ease. Whether you are working on personal projects or team assignments, this class will help you work smarter and more efficiently in Google Docs. **Fee: $25; 1 session, Dustin Farmer; M; Sept. 14; 3-4:30PM; Rm. AA113**

Google Sheets

In this class, you'll explore how Google Sheets lets you create, edit, and collaborate on spreadsheets in real time with other users. Google Sheets is fully online, compatible with Microsoft Excel, and offers many of the same formatting and data functions. You'll learn how to: navigate the Google Sheets interface and key features; create and organize sheets in Google Drive; rename, hide, and delete sheets within a file; add and respond to comments for the effect of collaboration; share sheets with others and manage permissions; enter basic formulas including SUM, MIN, MAX, and COUNT; insert charts, images and hyperlinks; use version history to track and manage edits; and convert between Google Sheets and Microsoft Excel formats. This class is perfect for beginners or anyone looking to build confidence using spreadsheets for work, school or personal organization. **Fee: $25 1 session, Dustin Farmer; M; Sept. 28; 3-4:30PM; Rm. AA113**

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 documents. Basic character formatting techniques are covered. **Fee: $30; 1 session; Deedee Flax; T; Sept. 29; 1-3PM; Rm. AA113**

Canva: The Advanced Edition
Canva: The Advanced Edition is a 1.5-hour class designed for users ready to go beyond the basics. Participants will learn advanced design techniques, branding tools, layout strategies, and time-saving features to create polished, professional-quality graphics. **Fee: $25 1 session; Dr. Lizette Avalos Morales; Th; Oct. 8; 10-11:30AM; Rm. TB136**

MS Excel Basics
Ready to explore the power of Excel? This class is perfect for beginners or those looking for a refresher. You'll learn the basic features of Excel, understand the structure of a spreadsheet, and discover the foundational capabilities of this program. Upon completion of the class, you'll be able to: open and create workbooks; enter text, numbers, and formulas into a spreadsheet; enhance and format data for clarity and impact; move, copy, and organize data efficiently; and use the print function to create professional, printable worksheets. Bring your questions! This interactive session provides the perfect opportunity to address your specific needs and gain confidence in using Excel. **Fee: $39; 1 session; Deedee Flax; Th; Oct. 15; 1-4PM; Rm. AA113**

SketchUp 101: Simple 3-D Modeling
This introductory class teaches the fundamentals of 3-D modeling using Google SketchUp. Open to ages 12 and up, participants will learn basic tools and techniques to build simple models and gain confidence in 3-D design. **Fee: $39; 1 session; Dustin Farmer; SA; Oct. 24; 9AM-Noon; Rm. H109**

Google Slides
Google Slides is a powerful presentation tool included in the Google Workspace suite. You'll learn how to create professional and visually appealing presentations using text, color, images, video, and more. Discover how to effectively organize content, apply design principles, and utilize built-in features to enhance your message. You'll also explore how to share your presentation and collaborate in real time with others. Whether you're presenting in a classroom, boardroom, or online, this session will equip you with the skills to design with confidence and clarity. **Fee: $25; 1 session, Dustin Farmer; M; Oct. 26; 3-4:30PM; Rm. AA113**

MS 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; Deedee Flax; T; Oct. 27; 1-3PM; Rm. AA113**

Design your 2027 Calendar in Canva
Create a customized 2027 calendar using Canva! You'll learn simple design tools, choose or build your own layout, and leave with a polished, printable calendar that reflects your personal style. Some Canva experience is preferred.
Fee: $25; 1 session; Dr. Lizette Avalos Morales; Th; Nov. 5; 10-11:30AM; Rm. TB136

Inkscape Basics: Design Made Easy
Learn how to create professional-looking designs with Inkscape. This beginner-friendly course introduces essential tools and techniques that make designing easy and approachable for new users. **Fee: $39; 1 session; Dustin Farmer; SA; Nov. 14; 9AM-Noon; Rm. H109**

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Google Calendar & Time Management
Take control of your schedule with Google Calendar! Participants will learn how to create events, invite guests, set reminders, and manage recurring appointments with ease. We'll also explore how to use task lists and apply color-coding for better organization. Whether you're managing personal commitments or coordinating with a team, this class will give you practical tools to make the most of your time. Please create a Google account before coming to class. **Fee: $25; 1 session, Dustin Farmer; M; Nov. 16; 3-4:30PM; Rm. AA113**

Transform Your Presentations: PowerPoint Basics
Want to take your presentations from ordinary to extraordinary? In this class, you'll learn how to create visually stunning and engaging slides! This hands-on session covers: adding and formatting text and graphics to captivate your audience; using design templates to give your presentations a professional edge; navigating slide views and customizing layouts for maximum impact; and printing and sharing your presentation effectively. Whether you're a beginner or just want to polish your skills, this class will help you build presentations that stand out. Let's bring your presentations to life! **Fee: $30; 1 session; Deedee Flax; CRN# 10863; T; Nov. 17; 1-3PM; AA113**

Early Childhood Development

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, Kansas Child Care Training Opportunities, Kansas Chil-

dren Service League, Liberal Area Coalition for Families, Russell Childhood Development Center, and Seward County Community College. Dinner will be provided for the monthly training. Each training session is approved for KDHE credit.

Let them Climb!

Children grow through exploration, and sometimes that means taking safe, age-appropriate risks. This training introduces the concept of risky play and explains how activities like climbing, balancing on logs, using real tools, or trying something new help build confidence, problem-solving skills, and physical coordination. You'll learn about the different types of risky play, its developmental benefits, and how to promote it through thoughtful planning and engaging materials. The training also covers supervision strategies and how to manage risk while still supporting children's natural drive to explore. We'll also discuss how to talk with families and colleagues about the value of risky play. This course is appropriate for early childhood care and education professionals working in center-based and family child care settings. ***Dinner is provided.*** **Fee: $10; 1 session, Jenny Wright; TH; Oct. 22; 6:30-8:30PM; Rm. SU214 E/W**

Nourishing Healthy Eaters

This workshop explores basic concepts and the role of nutrients in child growth and development. Participants will identify features on nutrition labels, learn about ingredient lists and explore eating practices such as mindful eating and understanding portions. Throughout the trainings, participants are challenged to think about their experiences with food and how their practices can have a positive impact on a child's experiences. ***Dinner is provided.*** **Fee: $10; 1 session, Ashley Fritschle; TH; Nov. 19; 6:30-8:30PM; Rm. SU214 E/W**

Professional Development

Trust Your Purpose

In this training, we'll explore the importance of trust, teamwork, purpose, and finding meaning in the work we do. Using the Five Dysfunctions of a Team as a guide, participants will discover how trust serves as the foundation for strong teams and how a shared sense of purpose can transform workplace culture. When organizations develop uncommon levels of trust and a clear sense of purpose, teams become stronger, employees become more engaged, conflict becomes productive, and customer service becomes exceptional.
Build the trust. Find the purpose. Create a culture where people – and your organization – can thrive. **Fee: $59; 1 session; Joe Coles; T; Oct. 6; 9AM-Noon; Rm. T151**

Safety First

Concealed Carry

Enroll in a Concealed Carry course that provides 8 hours of firearm 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 licensure 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; SA; Oct. 3; 8AM-5PM; T151 or 1 session; Braden Steckel; SA; Nov. 14; 8AM-5PM; T151**

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; TH; Oct. 22; 8AM-5PM; Rm. T151**

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; SA; Oct. 24; 8AM-3PM; Rm. T116A**

SCAN THE QR CODE TO REGISTER FOR ANY OF THESE CLASSES