

Community Education

SALINE COUNTY CAREER CENTER

"Training students to pursue excellence in scholastics, work, and life."



ENROLL NOW!



SPRING CLASSES

2026

660-631-8781

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Bank Management Training
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Digital Marketing & Sales
Clinical Experiences
Quickbooks
Customized Training

Death and Taxes

Instructor: Hugh Harvey

We all *plan* to “do something” about probate, wills, power of attorney, health care decisions, trusts, and estate taxes...someday, however, most of us *never* do. This class will get you started taking care of basic estate planning. All of those important questions you have will be answered, such as: What are Living Trusts? If I have a will, are Probate Court proceedings necessary? Will my heirs have to pay estate taxes? If I am incapacitated, who will make decisions regarding my care?

Location: SCCC Adult Education Center - 2295 S. Hwy 65
Time: 6:00 p.m. – 7:30 p.m.
Date: Tuesday, February 17
Fee: \$20



SPRING IS COMING

Porch Planter Creations

Instructor: Katie Latimer

Ready for spring? We are! Come to the Saline County Career Center Greenhouse to learn pot design elements, light variation, plant selection, soil types, and get a glimpse of spring! This is an all inclusive class which includes a drop-in container, soil and beautiful spring plants. Bring a friend and join us!

Location: SCCC Greenhouse - 900 W. Vest
Time: 5:30 - 7:00 p.m.
Date: Monday, April 27
Fee: \$40



660.631.8781

2295 SOUTH HWY 65 MARSHALL, MO 65340 2



Practical Nursing Program

Apply Now at

2295 South Hwy 65 or

on line at

www.marshallschools.com/o/career-center



2026 TEAS Testing Dates

(Practical Nursing Entrance Examination)

At SCCC Adult Education Center Building for a fee of \$100

To register, call SCCC AEC Building at 660-631-8781

Tests will be administered on the following dates:

Wednesday, January 28 - 9:00AM-1:00PM

Monday, February 2 - 9:00AM-1:00PM

Wednesday, February 11 - 9:00AM-1:00PM

Thursday, February 19 - 9:00AM-1:00PM

Monday, February 23 - 9:00AM-1:00PM

DOG OBEDIENCE

One-on-One Sessions

Instructor is a Registered Veterinary Technician

Our experienced instructor will help you get your pooch's behavior in-line so *everyone* loves him! Meet privately with the instructor for our One-on-One sessions!

Times can be arranged at your convenience.
\$80 for 2 1/2 hours of instruction.

Requirements and equipment needs will be furnished upon registration.

Aggressive dogs will be dismissed.



660.631.8781

3

2295 SOUTH HWY 65 MARSHALL, MO 65340

BLS/CPR - AED TRAINING

Instructor - Stacie Alspach

Get certified in Basic Life Support (BLS) and CPR/AED with hands-on training designed for infants, children, and adults.

Location: SCCC Adult Education Center - 2295 S. Hwy 65

Schedule: Classes Held on Demand (convenient scheduling to fit your needs)

Pricing: Prices vary depending on class chosen

IDEAL FOR:

- * Healthcare professionals
- * Childcare providers
- * Teachers & coaches
- * Parents & caregivers
- * Anyone wanting lifesaving skills

TRAINING INCLUDES:

- * CPR techniques for all ages
- * AED use and safety
- * Choking response
- * Real-world, hands-on practice

Call 660-631-8781 to register.

Cookie Decorating Rows of Dough Elizabeth Thompson

Elizabeth Thompson with Rows of Dough Cookie Co. has been making edible masterpieces for 5 years. She now shares her talent secrets by offering step-by-step Cookie Decorating classes. Join us for a 2 hour course to learn the basics of sugar cookie decorating.



Location: SCCC Adult Center - 2295 S. Hwy 65

Date: Wednesday, March 25

Time: 6:00 p.m.

Fee: \$45

660.631.8781

2295 SOUTH HWY 65 MARSHALL, MO 65340

Senior Balance & Exercise Series

Instructor: David Crawley

SCCC is sponsoring a Free Exercise Program.
Stay active, improve balance, and have fun with friends!

Days: Tuesday and Thursday - starting February 3, 2026

Time: 10:30 a.m.

Location: Saline County Senior Center - 14 E. Morgan

- Gentle, low-impact exercises
- All fitness levels welcome
- Led by a qualified instructor
- No cost to participate
- Register by calling 660-831-8781



Come move, stretch, and feel better - - - together!

De-stress with DeMasters

Instructor - Randal DeMasters

Life's demands can leave us feeling overwhelmed, tense, and exhausted. Join Randal DeMasters for a calming and uplifting de-stress session designed to help you slow down, reset your mind, and reconnect with inner peace. This welcoming session offers a

supportive environment where participants can release stress, gain practical tools for relaxation, and leave feeling refreshed and renewed.

Benefits of the De-Stress Session:

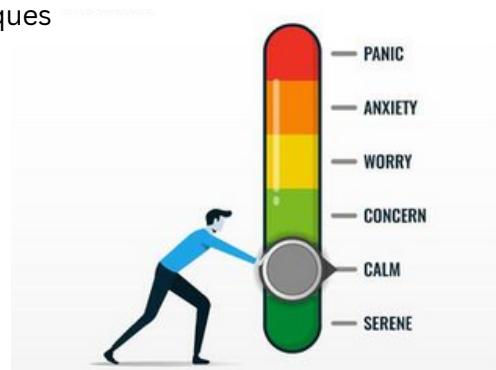
- * Reduced stress and anxiety through guided relaxation techniques
- * Improved mental clarity and focus
- * Healthier breathing and tension release
- * Emotional balance and inner calm
- * Practical stress-management tools for daily life
- * Supportive, non-judgmental environment
- * Greater sense of peace, renewal, and well-being

Location: SCCC Adult Education Center - 2295 S. 65 Hwy

Date: Tuesday, February 24

Time: 6:00 p.m.

Cost: \$10



660.631.8781

2295 SOUTH HWY 65 MARSHALL, MO65340

Craft Supply Exchange - Community Event

SCCC Adult Education Center



Have extra craft supplies? Need inspiration for your next project? Join us for a **Craft Supply Exchange** at the SCCC Adult Education Center.

Bring gently used or unused **fabric, yarn, sewing notions, art supplies, scrapbooking materials, beads, tools, and more** - and trade them for new-to-you creative treasures.

What to Expect:

- Free community craft exchange
- Fabric, sewing, and general craft supplies
- Sustainable, budget-friendly creativity
- Open to students, staff, and community members

How It Works:

- Bring craft supplies you no longer need
- Browse and take what inspires you
- No experience required - just a love for creating!

Location: SCCC Adult Education Center - 2295 S. Hwy 65

Date: March 2, 3, 4

Time: 10:00 a.m. - 2:00 p.m.

Cost: Free

660.631.8781

2295 SOUTH HWY 65 MARSHALL, MO 65340

Stained Glass Workshop

Instructor: John Hopkins

This class includes supplies and 7 hours of instruction. Learn the basic skills of stained glass or build on your skills and make a more complex project. You'll have a multitude of available designs and colors to choose from.

This class is for beginners and intermediate.

Time: Starts at 9:00 a.m.

Date: Saturday, February 7

Fee: \$69 per person

Location - SCCC Adult Education Building - 2295 S. Hwy 65

Your paragraph text

OSHA 10 HOUR TRAININGS

SAFETY TRAINING

OSHA 10 HOUR GENERAL INDUSTRY

OSHA 10 HOUR CONSTRUCTION INDUSTRY

OSHA 10 HOUR GENERAL INDUSTRY -
AGRICULTURE

These are online programs with supervised testing. Students will have 3 months to complete. The courses provide students with an industry recognized credentials. Students will develop a safety mindset and acquire marketable skills for a competitive edge.

Fee \$59

Call 660-831-8781
to make arrangements

Patriotic Barn Quilt

Instructor: Diana Clarke

Celebrate America's 250th birthday with creativity and color! Join our Mini Barn Quilt Painting Class and design a vibrant piece inspired by the patterns, history, and spirit of our nation. This fun, hands-on workshop is perfect for all skill levels and lets you take home a patriotic mini barn quilt to proudly display as we honor 250 years of American heritage.

Time: 4:30 p.m.

Date: March 30 and March 31

Fee: \$49

Location - SCCC Adult Education Building - 2295 S. Hwy 65



Instant Piano for Hopelessly Busy People

Instructor: Craig Coffman
"Chords Are Key"

This class will teach you "tips of the trade" to give you years of musical enjoyment. Learn to play piano the way professionals do, by using chords. This class is held online via ZOOM, so you can sit at your piano or keyboard at home and take this class with no pressure at all. It includes an online book and follow-up video lessons, an optional periodic online question and answer session, along with a recording of the class for your review. Topics include:

- How chords work in a song
- How to get more out of sheet music by reading less of it
- How to form the 3 main types of chords
- How to handle different keys and time signatures
- How to avoid "counting"
- How to simplify over 12,000 complex chords

Time: 6:30 p.m. - 9:30 p.m.

Date (please choose 1 date): April 13, April 20, April 27, or June 1
or

9:00 a.m. - noon on Saturday, April 11 or April 25

Fee: \$69 - ZOOM link will be sent after payment



Instant Guitar for Hopelessly Busy People

Instructor: Craig Coffman
"Chords Are Key"

Want to learn to play the guitar, but simply can't find the time? This crash course teaches basic chords and gets you playing along with your favorite songs right away! It is held online via ZOOM, so you can sit at home with your guitar without any pressure. It includes an online book and follow-up video lessons, an optional periodic online question and answer session, along with a recording of the class for your review. For ages 13+. Class limited to 15 students. Topics include:

- How chords work in a song
- How to tune your guitar
- How to form the 3 main types of chords
- Basic strumming patterns
- How to buy a good guitar & things to avoid
- How to play along with simple tunes

Time: 6:30 p.m. - 9:00 p.m.

Date (please choose 1 date): April 14, April 21, April 28, or June 2
or

1:00 p.m. - 3:30 p.m. on Saturday, April 11 or April 25

Fee: \$69 - ZOOM link will be sent after payment



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2295 SOUTH HWY 65 MARSHALL, MO 65340

Stained Glass Puzzle

Mania Class

Instructor: John Hopkins

Come and make your own Tangram puzzles. You can cut and grind your own pieces or select pieces that are precut and just grind them. Supplies will be provided. Class will be held at the Adult Education Building.

Time: Starts at 9:00 a.m.

Date: February 28

Fee: \$69

Location - SCCC Adult Education Building - 2295 S. Hwy 65



Stained Glass Kaleidoscopes

Instructor: John Hopkins

Build your stained glass skills by designing your own kaleidoscopes. Class will be held at the Adult Education Building.

Time: Starts at 9:00 a.m.

Date: March 14

Fee: \$69

Location - SCCC Adult Education Building - 2295 S. Hwy 65

660.631.8781

2295 SOUTH HWY 65 MARSHALL, MO 65340

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Professional Development Classes

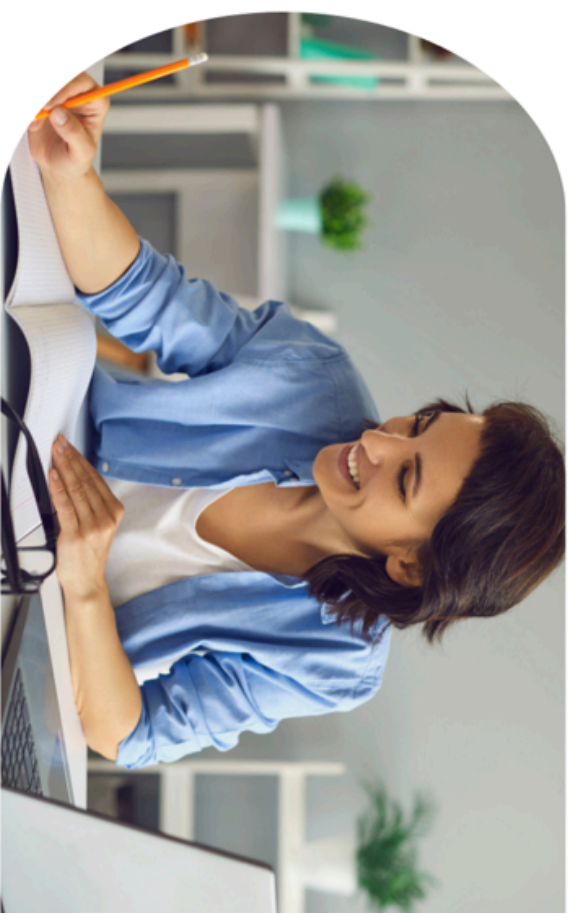
that fit your schedule!

Classes Offered:

- ✔ Grant Writing
- ✔ Social Media
- ✔ Marketing
- ✔ Accounting
- ✔ **AND MORE...**

*Scholarships Available!

Up to \$350 per person for eligible classes!
Contact Beth for details



ed2go.com/sccc



Beth Walker

bwalker@marshallowls.com



Scholarship Details

- Individuals must enroll before February 28, 2026
- Upon verified completion of the course, individuals will be reimbursed up to \$350 from the Marshall-Saline Development Corporation
- No more than \$350 will be awarded to an individual enrolling in a eligible course
- Scholarship funds are only available to residents who live or work in Saline County, MO.

ONLINE COURSES

More than
300
Online Courses
available!

- 24-Hour Access
- 6 Week Format
- Affordable
- Instructor-Moderated



Begin your Online Classes today!

SCCC Adult Education Center

To learn more and enroll, visit:
ed2go.com/sccc



Instructor-Moderated Online

YOUTH COURSES



SCCC Adult Education Center

Our instructor-moderated online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. **Learn anywhere, anytime!**



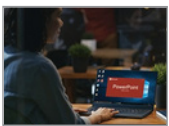
Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!



Introduction to Microsoft Word

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



Introduction to Microsoft PowerPoint

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



Introduction to Microsoft Publisher

Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.



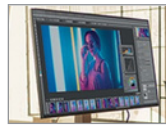
Creating Web Pages

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



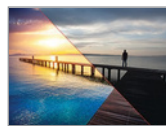
Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools you already have on your computer.



Introduction to Photoshop CC

Learn how to use Photoshop, the world's best graphics program, to edit and process photos and create original images.



Photoshop Elements for the Digital Photographer

Master the secrets of correcting digital photos, and bring out the best in all your photographs!



Secrets of Better Photography

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.



Discover Digital Photography

Explore the fascinating world of digital photography equipment.



SAT/ACT Preparation

Get your best possible score on the verbal and reasoning sections of the new SAT exam.



Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

COURSE FEATURES:



100% Online



24/7 Course Access



6-Week instructor-moderated or 3-month self-guided formats



Learn from industry experts



Receive a certificate of completion

To learn more and enroll, visit:

ed2go.com/sccc

Learn from the comfort of home!

Online Courses

*anytime, anywhere...
just a click away!*

SCCC Adult Education Center

Learn Online!

Online Courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, sixweek format, supplementary links, and more.

You can complete any course entirely from your home or office, any time of the day or night.

Courses include:

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Hundreds of courses to

choose from

•Monthly start sessions

Certified Bookkeeper

The Certified Bookkeeper Online TrainingProgram helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with Deaf people.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end

Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

For more information or to enroll VISIT or CALL:

ed2go.com/sccc
(660)631-8781

Start Speaking SPANISH in 6 weeks

SCCCC Adult Education Center

Break down the language barrier and learn useful, conversational Spanish that will help you in your personal or professional life. Our **100% online courses** allow you to quickly build confidence speaking Spanish in a variety of everyday contexts.

FEATURED COURSES:



Speed Spanish

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



Spanish for Medical Professionals

Build basic medical phrases to help you better communicate with the Spanish-speaking community.



Spanish for Law Enforcement

Gain the language skills to help you handle situations that involve Spanish-speaking victims, witnesses, or criminals.

More Spanish Courses Available on our site!

COURSE FEATURES:

100% Online

24/7 Course Access

6-Week instructor-moderated or self-guided formats

Receive a certificate of completion

To learn more and enroll, visit:

careertraining.ed2go.com/sccc



Small Business Online Training

Powerful business development tools at your fingertips!

SCCC Adult Education Center

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

Growing Plants for Fun and Profit

This course will teach you everything you need to prosper in the backyard nursery business.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

Small Business Suite

Master the skills and develop the knowledge you need to fulfill your dreams of creating, building and marketing your own business.

Start a Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

Start and Operate Your Own Home-Based Business

This course will teach you how to develop the motivation, disciplines, and creativity to quit your job and be your own boss.

Start Your Own Online Business

Discover how to harness the power of the Internet to build and sustain a profitable business. You will also learn the step-by-step process of creating a product, building a website, engaging a customer base, and finding new leads online.

Start Your Own Small Business

Stop dreaming, and learn how to start your own successful small business.

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

Start Your Own Gift Basket Business

Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.

COURSE FEATURES:



100% Online



24/7 Course Access



Instructor-moderated OR self-guided formats



Learn from industry experts



Receive a certificate of completion

To learn more and enroll, visit:

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More than 300 online courses

ONLINE COURSES for Healthcare Professionals



Learn from the comfort of home

SCCC Adult Education Center

Learn more...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

Courses are project-oriented and include lessons, quizzes, hands-on 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.

Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Courses Start as

Low as:

\$115

Enroll Now!

Call:

(660) 631-8781

Medical Terminology:

[A Word Association Approach](#)

This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.

[Human Anatomy and Physiology](#)

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

[Introduction to Natural Health and Healing](#)

Learn how to promote wellness, balance, and health in all aspects of your daily life.

[Handling Medical Emergencies](#)

Every second counts during a medical emergency. Learn how to respond if someone needs help.

[Certificate in Gerontology](#)

(44 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

[Spanish for Medical Professionals](#)

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

[Certificate in Complementary and Integrative Health](#)

(28 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA and HITECH.

[Certificate in Spirituality, Health, and Healing](#)

(25 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

[Certificate in End of Life Care](#)

(21 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

[Certificate in Legal and Ethical Issues in Nursing](#)

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Medical Math

Master the math skills you need to succeed in the medical field.

[Certificate in Pain Assessment and Management](#)

(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

[Certificate in Perinatal Issues](#)

(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

ENROLL NOW!

TO LEARN MORE VISIT US AT:

www.ed2go.com/sccc

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Online Courses for Careers in

CYBERSECURITY

Prepare for employment in some of today's hottest careers in cybersecurity with a comprehensive, affordable, and self-guided online Career Training Course.

SCCC Adult Education Center

Certified Information Security Manager (CISM)

(Voucher Included)

CISM is one of the most valued certifications in the industry. This online course will prepare you to sit for the CISM certification exam.

Certified Information Systems Auditor (CISA)

(Voucher Included)

The CISA certification is an internationally recognized IT certification for senior IT professionals needing to know security and auditing principles. This online CISA training includes the cost of the CISA certification exam.

Certified Information Systems Security Professional (CISSP)

This engaging, hands-on course covers the key areas of information security and helps prepare individuals for the CISSP exam.

CompTIA Advanced Security Practitioner (CASP)

(Voucher Included)

One of the most valuable vendor-neutral certifications in the security field, this course allows students to become proficient in a variety of technology areas, all while remaining infrastructure-agnostic.

CompTIA IT Fundamentals

(Voucher Included)

The CompTIA IT Fundamentals exam is designed to help you learn more about the world of information technology (IT).

CompTIA Linux

(Voucher Included)

This Linux training course covers operating, maintaining, and troubleshooting Linux operating systems in a systems administrator role.

CompTIA Project+

(Voucher Included)

CompTIA Project+ is designed for business professionals who coordinate or manage small-to-medium-size projects, inside and outside of IT.

CompTIA Network+ Certification Training

(Voucher Included)

Master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

CompTIA Security+ Certification Training

(Voucher Included)

Prepare yourself for the CompTIA™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

Information Security Training

(Vouchers Included)

This course includes 3 of the most valuable certifications in IT Security. These credentials command some of the most lucrative salaries available in the IT field.

SSCP Systems Security Certified Practitioner

(Voucher Included)

This course is an ideal course for individuals interested in advancing their knowledge of information and systems security.

COURSE FEATURES:

- 24/7 Access
- Certificate of Completion
- Student Advisors included
- Books and materials included
- Financial assistance available
- Industry recognized certifications

To learn more and enroll, visit:

careertraining.ed2go.com/sccc

ONLINE Career Training

CERTIFICATION COURSES



Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-guided online Advanced Career Training course. **Start any time, learn at your own pace.**

ACE Personal Trainer

This provides you with the knowledge and understanding necessary to prepare for the American Council on Exercise (ACE) Certified Personal Trainer (CPT) certification exam and become an effective personal trainer.

Certified Credit Counselor and Certified Financial Health Counselor

(Voucher Included)

Learn practical financial knowledge and effective counseling techniques to help your clients considerably improve their financial well-being.

Certified Residential Interior Designer

Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles, and exploring the materials that interior designers use.

Certified Virtual Assistant

Master the skills of a virtual assistant, and start your own virtual assistant business.

Certified Master Wedding and Event Planner

Get the training to jumpstart your career in event planning, and earn the Certified Master Wedding and Event Planner certification.

Certified Supply Chain Professional (CSCP)

Train to become a Certified Supply Chain Professional (CSCP). This course covers all facets of supply chain management.

Certified Technical Writer

Learn how to write within any technical writing context, and develop your own portfolio. You will also prepare for the Certified Professional Technical Communicator exam.

Home Inspection Certificate

Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

Human Resources Senior Manager

Prepare to take the Senior Professional Human Resources certification (SPHR) and the Senior Certified Professional (SHRM-SCP) to showcase your new skills.

Marketing Design Certificate

This course focuses on design for marketing and business: creating logos, advertisements, communications, and more. You'll learn Photoshop, Illustrator, and PowerPoint.

COURSE FEATURES:

- Facilitators and mentors to answer questions and for guidance
- Career Counselors assist through the transition from classroom to workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials are included
- Payment plans available

COURSES AVAILABLE IN:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

SCCC Adult Education Center

To enroll or for more information, visit:

careertraining.ed2go.com/sccc



Learn
Microsoft Office
from the comfort of home

**ONLINE
COURSES!**

SCCC Adult Education Center

Course Features:



100% Online



24/7 Course access



6-Week instructor-moderated
or 3-month self-guided formats



Learn from industry experts



Receive a
certificate of completion

Introduction to Microsoft Publisher

Learn to create your own newsletters, calendars, brochures, greeting cards, and more with Publisher, the desktop publishing app included in the Microsoft 365 suite.

Introduction to Microsoft Access 2019

This hands-on course will teach beginners how to use Microsoft Access 2019 to build a database and customize the way data is stored.

Introduction to Microsoft Excel 2019

If you work with data of any kind, 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.

Introduction to Microsoft PowerPoint 2019/Office 365

As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use Microsoft PowerPoint 2019 to create professional presentations.

Introduction to Microsoft Project 2019/Office 365

Discover how to effectively plan and implement projects using the world's most popular project management software, Microsoft Project 2019.

Introduction to Microsoft Word 2019

Learn the foundational skills needed to utilize Microsoft Word 2019. This course will teach you how to create professional-looking letters, reports, and documents.

Microsoft Office 2019 Value Suite

This course bundle will teach you how to use Word 2019, Excel 2019, and PowerPoint 2019, Office's top business productivity programs. You will learn the basic features of each program and gain skills applicable to most professional settings.

To learn more and enroll, visit:

ed2go.com/sccc



SCCC Adult Education Center

ONLINE COURSES

Training Solutions for Bank Management

Our catalog of over 300 courses allows you to provide simple training solutions to employees quickly and effectively as students learn on their own time and in their preferred learning environment.

Our courses are designed to teach students valuable skills that can be applied immediately in the workplace. Students receive a certificate that employers can use to verify the training is complete.

KEY BENEFITS

- No additional hiring required as courses are taught by expert instructors
- No dedicated training space or additional equipment is required
- Employees benefit from self-guided learning and unlimited course access
- No geographic limitations or travel expenses with online training
- No minimum or maximum number of employees to enroll

POPULAR COURSES

- Accounting Fundamentals
- Accounting Fundamentals Series
- Accounting with MS Excel 2019 Suite
- Building Teams that Work
- Customer Service Training
- Financial Planning Suite
- Fundamentals of Supervision and Management
- Keys to Effective Communication
- Managing Customer Service
- Math Refresher
- Speed Spanish

COURSE FEATURES



Taught by industry experts



Student can learn at work or home



6-Week instructor-moderated or 3-month self-guided formats



24/7 Course access



Certificate for employer's verification of completion

CONTACT US FOR MORE INFORMATION AND TO BECOME A PARTNER:

Phone number here | Email address here

To learn more, visit:

ed2go.com/sccc



SCCC Adult Education Center

ONLINE COURSES

Convenient Training Solutions for Business

Our catalog of over 300 courses allows you to provide simple training solutions to employees quickly and effectively as students learn on their own time and in their preferred learning environment.

Our courses are designed to teach students valuable skills that can be applied immediately in the workplace. Students receive a certificate that employers can use to verify the training is complete.

BENEFITS

- No additional hiring required as courses are taught by expert instructors
- No dedicated training space or additional equipment is required
- Employees benefit from self-guided learning and unlimited course access
- No geographic limitations or travel expenses with online training
- No minimum or maximum number of employees to enroll

COURSE CATEGORIES

- Accounting fundamentals
- Effective sales skills
- Computer applications for the workplace
- Online marketing
- Administrative skills
- Supervision and management training
- Nonprofit management and marketing
- Purchasing fundamentals

COURSE FEATURES



Taught by industry experts



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24/7 Course access



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To learn more, visit:

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School Name here

ONLINE COURSES

Convenient Training Solutions for Retailers

Our catalog of over 300 courses allows you to provide simple training solutions to employees quickly and effectively as students learn on their own time and in their preferred learning environment.

Our courses are designed to teach students valuable skills that can be applied immediately in the workplace. Students receive a certificate that employers can use to verify the training is complete.

KEY BENEFITS

- No additional hiring required as courses are taught by expert instructors
- No dedicated training space or additional equipment is required
- Employees benefit from self-paced learning and unlimited course access
- No geographic limitations or travel expenses with online training
- No minimum or maximum number of employees to enroll

POPULAR COURSES

- Building Teams that Work
- Customer Service Training
- Effective Selling
- Fundamentals of Supervision and Management
- Managing Customer Service
- Marketing Your Business on the Internet
- Professional Sales Skills
- Sales Training Suite
- Small Business Marketing on a Shoestring
- Speed Spanish
- Using Social Media in Business

COURSE FEATURES



Taught by industry experts



Student can learn at work or home



6-Week instructor-moderated or 3-month self-guided formats



24/7 Course access



Certificate for employer's verification of completion

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To learn more, visit:

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Gain the skills to achieve your goal, ONLINE!



GRANT WRITING and NONPROFIT MANAGEMENT

SCCC Adult Education Center

A to Z Grant Writing

Learn with hands-on experience and knowledge to begin the plan projects in need of grant funding.

A to Z Grant Writing II - Beyond the Basics

This course will equip you with the skills you need to research funding sources, create a fundraising plan, and write winning grant proposals.

A to Z Grant Writing Series

Gain an understanding of grant writing fundamentals and strategies you can apply to get your proposal funded or become a grant consultant.

Advanced Grant Proposal Writing

Learn to understand the components used to determine proposal funding.

Writing Effective Grant Proposals

Learn to prepare professional grant proposals that get solid results for your favorite organization.

Becoming a Grant Writing Consultant

Learn how to start your own grant consulting business and reach thousands of people with your work.

Get Grants!

This course will teach you the ins and outs of developing successful funding proposals.

Grant Writing Suite

This series teaches effective grant writing, and how to best present information in grant proposals.

Introduction to Nonprofit Management

Further the ideals and goals of your nonprofit by learning to complete more effectively for members, media attention, donors, clients, and volunteers.

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

Marketing Your Nonprofit

This series teaches effective grant writing, and how to best present information in grant proposals.

Nonprofit Fundraising Essentials

Discover a wealth of new nonprofit fundraising ideas and where to find the best fundraising jobs.

Nonprofit Management and Grant Writing Suite

Further your nonprofit's goals by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Nonprofit Suite

Want to enter the world of working for nonprofits? Or are you wanting to start your own nonprofit? Let this discounted suite of courses teach you everything you need to know.

COURSE FEATURES:

- 100% Online
- 24/7 Course Access

- 6-Week instructor-moderated or 3-month self-guided formats

- Learn from industry experts
- Receive a certificate of completion

To learn more and enroll, visit:
ed2go.com/sccc

DIGITAL MARKETING and SALES

Online Courses and Course Bundles



SCCC Adult Education Center

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve higher positions with major search engines.

Business and Marketing Writing

Learn how to develop an internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

Digital Marketing Suite

Learn how to develop an internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Marketing Your Business on the Internet

Develop an Internet marketing plan for that incorporates SEO, advertising, email, social media, and more.

Online Marketing Communications Suite

Gain in-demand marketing and business skills, in SEO, content writing, advertising, email, social media, and blog and podcast creation in this suite of courses.

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

Sales Training Suite

This group of online sales classes will teach you everything from communication to closing the deal.

Small Business Marketing on a Shoestring

Learn strategies to attract attention, grow your customer base, and expand your profits- all for little or no money.

Using Social Media in Business

Learn how to use the five most popular social media platforms- Facebook, X (formerly Twitter), LinkedIn, Pinterest, and Instagram- to grow and promote your business.

COURSE FEATURES:

- 100% Online
- 24/7 Course access
- 6-Week instructor-moderated or 3-month self-guided formats
- Learn from industry experts
- Receive a certificate of completion

To learn more and enroll, visit:

ed2go.com/sccc



CLINICAL EXPERIENCES

Delivering Real-World Experience to Online Students

Launching a new career can be challenging for students needing experience. That's where ed2go's Clinical Experiences comes in - helping students bridge the gap from education to employment to start their careers successfully.

ed2go Courses Eligible for Clinical Experiences

Clinical Dental Assistant
(GES1038)

Pharmacy Technician
(GES117, GES117P)

Certified Clinical Medical Assistant (CCMA)
(GES180, GES181, GES182)

Sterile Processing Technician
(GES1059, GES1028)

Home Health Aide
(GES1018)

Hemodialysis Technician
(GES1079, GES1044P)

Student Requirements for Clinical Experiences

- Complete their course with a 70% or higher cumulative grade
- Complete the Clinical Experience application (available after 80% completion of the course)
- Submit a resume and cover letter
- Upload supporting documents
- Submit a valid state/federal photo ID
- Sign the student program disclosure
- Provide 10 hosted site preferences
- Clear a background check and drug screening proscribed by clinical partner
- Complete all clinical host partner's additional requirements

Some Clinical Host Partners May Have Additional Requirements, Including but Not Exclusively:

- Proof of vaccinations (specifics vary by host)
- Proof of health insurance
- Proof of liability insurance
- Proof of CPR certification
- Sign off on host policy, dress codes, and conduct requirements
- Complete facility orientation requirements and training (i.e., HIPPA or OSHA training)
- Proof of provisional license (program dependent)

ed2go Support Services for Clinical Experiences

- Email support
- Phone calls (by request)
- Dedicated ed2go clinical experience assistant
- A personal cloud storage link
- A clinical host partner experience guidance
- Resume and cover letter review
- Outbound site calls as needed
- Career development skill intervention, if applicable (i.e., preparation for interviews via phone)
- Host site documentation and onboarding assistance



Students spend 38 days on average in the program, starting from application receipt to timely completion of paperwork, to meeting all eligibility requirements, and encompassing their last day completing hours with a clinical host partner.

LEARN ANYWHERE, ANYTIME

quickbooks

ONLINE COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm supportive communities for our learners.

COURSE FEATURES:



100% Online



24/7 Course access



6-Week instructor-moderated
or 3-month self-guided formats



Learn from industry experts



Receive a
certificate of completion

QUICKBOOKS FUNDAMENTALS:

Introduction to QuickBooks Online

Learn to use QuickBooks Online to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

Intermediate QuickBooks Online

Learn to manage the financial aspects of your business using the cloud-based QuickBooks Online software.

COURSE BUNDLES:

QuickBooks Online with Microsoft Excel 2019

If you work with large financial data sets, this course bundle will teach you how to manage, track and update this information with Microsoft Excel 2019 and QuickBooks Online.

Accounting with QuickBooks Online Suite

This suite of courses will teach you the fundamentals of accounting with QuickBooks Online. You'll learn the essentials of double-entry bookkeeping and managing the financial aspects of your small business quickly and efficiently using QuickBooks.

QuickBooks Online Series

Learn to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

SCCC Adult Education Center

To learn more and enroll, visit:

ed2go.com/sccc

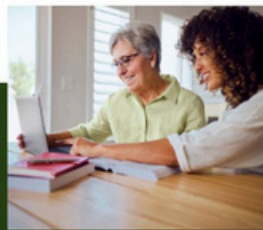
Start your employees off on the right foot with customized training

AFFORDABLE INDUSTRY SPECIFIC TRAINING



OSHA

This 10 hour training is great for General Industry, Construction and/or Agriculture



ONE-ON-ONE

One-on-one training for Google Tools, Microsoft, Anything Apple, Social Media, Video Calling and more!



CUSTOMIZED

This customizable training is industry specific, timely, affordable, and has funding available.

ABOUT THIS TRAINING

SCCC provides local training to meet individual business needs. We offer local experience with dedicated staff. Call Beth Walker today to and set up your free consultation.
SCCC-Serving our community since 1968.

LEARN MORE

SCCC Adult Education Center
2295 South Hwy 65
Marshall, MO
660.631.8781
Beth Walker
Financial Aid/Adult Education Coordinator

CONTACT

REGISTER TODAY

Spring Fun with Community Education

TITLE IX

Marshall Public Schools does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off-campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

For more information, please contact us (660)-886-7414.

Board Secretary/HR Director serves as the district compliance officer and Title IX coordinator and the Assistant Superintendent as the acting district compliance officer and acting Title IX coordinator. In the event that neither the compliance officer nor the acting compliance officer and Title IX coordinator are available, reports will be made to the director of student services.

Registration / Payments / Refunds / Cancellations:

Registration and payment are required before class begins to secure a spot. We have several ways to help:

Phone: 660-631-8781

Email: bwalker@marshallowls.com

Walk-in: Our NEW LOCATION at SCCCC Adult Education Center

Mail-in: 2295 South Hwy 65 Marshall, MO 65340 (Open M - TH 7:30am - 3:30pm)

Credit cards are accepted with a \$2 handling fee per class. (\$50 and above, handling fee will be 5%)

Classes must be paid in full to hold your spot

Refunds are made if class is cancelled. A full refund is given if SCCC is notified 48 hours prior to the beginning of class. **Cancellations** will be announced on KMMO radio.

Registration:

SCCC ADULT EDUCATION CENTER 2295 SOUTH HWY 65 MARSHALL, MO 65340

Name: _____ Phone: _____ Cell: _____

Address: _____ City / State / Zip: _____

Email: _____

Enroll me in: (Separate checks for each class, please - We will not deposit until after the class begins.)

Class Title: _____ Date Offered: _____ Fee: _____

