

2011-2012 Course Guide

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





SALINE COUNTY CAREER CENTER

900 WEST VEST, MARSHALL, MO 65340

660-886-6958/FAX 660-886-3902

www.marshallschools.com/sccc

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

DIRECTOR'S WELCOME

WELCOME to Saline County Career Center (SCCC) and the world of career preparation and lifelong learning! We would like to welcome and encourage you to experience education in a new light! At SCCC, you will learn by 'doing'. Whether your interest is working with your hands or at a desk behind a computer, from business to automotive, we have you covered!

The mission of Saline County Career Center is to prepare students for either the work place or post-secondary education by enabling them with the skills they will need to be successful.

The atmosphere of SCCC provides students to take responsibility for their work and actions, and prepares them for the workplace. Staff works with students teaching not only the applicable knowledge and skills needed for their program area, but employability skills as well. All attending seniors complete a resume and participate in a mock interview.

We appreciate your interest in our school and hope, as you read through our course guide, you will learn about many of our exciting and fast-growing programs. SCCC prepares students with the academic and technical knowledge needed to succeed in further education and careers. We are committed to excellence in providing the best education for our students!

Sincerely,

Derek A. Lark

Director

Construction Trades I (Course #2108)
Construction Trades II (Course #2109)

Grades: 11, 12, and Adults
 Credit: 3 hours

Employment Opportunities

Contractor
 Construction Supt
 Carpenter
 Roofing Installer

Construction Trades is a two year program designed for students that are interested in entering one of the various carpentry trades. This includes classroom instruction in maintenance, repair and construction of homes. On-the-job experience is gained in the actual construction of a dwelling. Objectives of the course are to provide practical experience, information and skill techniques relating to residential wiring, painting, carpentry and other specialties. Students receiving a "C" average will be given the opportunity to join the Carpentry Union in Kansas City, MO with advance apprenticeship standing.

Embedded Credit: Technical Math (1 credit)
 Class Limit: 16



Automotive Technology I (Course #2115)
Automotive Technology II (Course #2116)

Grades: 11, 12 and Adults
 Credit: 3 hours

Employment Opportunities

Automotive Technician
 Service Manager
 Automotive Salesperson
 Independent Garages
 Parts Counter Sales
 Diesel Technician

This course is for students planning to follow the auto technician profession. Students will have the opportunity to study the design, construction and operation of the automobile as well as technical and related information necessary to attain proficiency as an auto technician. They will apply the knowledge learned in the classroom by doing actual maintenance and repair work on vehicles in the shop area. Students will participate in a two-week internship at an automotive repair business. Air conditioning and climate controls, as well as electrical and electronics, are also studied throughout the year. Students must be proficient in math.

Embedded Credit: Technical Math (1 credit)
 Articulated: Linn State
 State Fair Community College (B-Avg)
 Class Limit: 15



Health Occupations (Course #2111)

Grades: 11, 12
Credit: 3 hours

Health Occupations is designed to introduce students to the health care delivery system and provide basic academic knowledge in anatomy and physiology, medical terminology, infection control, human growth and development, and communication. In addition, the student learns entry-level job skills in the nursing field. Students have the opportunity and are encouraged to earn a certified nurse assistant (CNA) certification, a state certification for an entry-level position in the medical field.

Clinical experience will begin with the second quarter and last throughout the year. Students must complete 100 contact hours in clinicals and be checked off on health care skills to be certified, therefore good school attendance is vital.

Students must have a physical exam, 2-step Tuberculosis test, proof of immunizations, a copy of Social Security card, criminal background check, Hepatitis B vaccine or a signed declination statement. Nursing uniforms and sturdy shoes are required.

Liability insurance cost is approximately \$13.00 (subject to change).
Background check \$10.00 (subject to change).

Articulated: State Fair Community College

Certificate: State Certified Nursing Assistant—\$20 fee (subject to change)
for professional certificate, pin and laminated card.

Embedded Credit: Applied Science (1 credit)

Class Limit: 15 per state regulation. (In the event there are too many in the class, the school will look at grade level, attendance and GPA.)

Employment Opportunities

Nursing Assistant
for:
Hospitals
Nursing Homes
Doctor's Offices
Home Health



Culinary Arts (Course #2117)

Grades: 11, 12 and Adults
Credit: 3 hours

Employment Opportunities

Chef
Foodservice Manager
Caterer
Cake Decorator

This course provides training that is endorsed by the National Restaurant Association and helps students take their first real step toward promising restaurant and food service careers. Work experiences with specially trained worksite mentors are combined with a practical curriculum that coordinates real world skills and food service concepts. Students will get training in hospitality and culinary skills.

Students have the opportunity to receive National Certification by passing a nationally certified test and also earn college credit at various colleges. This is a one (1) year program.

Embedded Credit: Technical Math (1 credit)
Class Limit: 18



Fundamentals of Marketing (#2101)

Grades: 11, 12
Credit: 1 hour

Employment Opportunities

Advertising
Fashion
Merchandising
Financial Services
Food Marketing
Hospitality marketing
Product Developer
Restaurant Management
Retail Management

This class is the first year of a two year program of study in marketing and management. The curriculum reflects the current demands of the business world. It also provides the student with the necessary basic business concepts to compete successfully in the global economic market place and to gain employment in a marketing occupation. A variety of instructional methods are utilized to deliver instruction covering basic and social skills, career competency development, entrepreneurial development, economics, salesmanship, and creative units such as advertising. Students will complete research papers and hands-on projects.

Membership in DECA, a marketing education organization, is recommended.

Class Limit: 20



Advanced Marketing (#2102)

Grades: 12

Credit: 1 hour

Employment Opportunities

International Marketing
 Marketing Research
 Professional Sales
 Public Relations
 Sports Marketing
 Travel/Tourism
 Marketing
 Entertainment
 Marketing

This class is the second year of a two year program of study in marketing and management. Students will learn advanced marketing concepts such as business administration, finance, product management, selling, promotion, distribution, communications, economics, international marketing, human relations skills especially working in a team environment, and all about re-tailing. Special study of owning and managing your own business is developed. The curriculum emphasizes the practical application of skills necessary for employment in the field of marketing. Membership in DECA is required.

Prerequisite: Fundamentals of Marketing w/C- average or better

Class Size: 20



Marketing Work Program (Course #2107)

Grades: 11, 12

Credit: 1 hour

Students enrolled in Fundamentals of Marketing or Advanced Marketing may also receive an additional 1 or 2 credits for work in a marketing/business related field. Students must work ten hours per week to receive one credit; students must work twenty hours per week to receive two credits. **Students must also have a job secured before entering into the program, with instructor approval, and with no intention of leaving that job throughout the school year.** The primary purpose of this course is to assist students in making career choices and to assist in the transition from school to work through supervised work experience. The course of study will include careers and career choice, job seeking skills, work relations, and connections on the job to the marketing classroom.

Class Size: 25

Computerized Accounting II (Course #2100)

Grades: 11, 12
Credit: 1 hour

Employment Opportunities

Accounting Clerk
Bookkeeper
Auditor
Certified Public Acct. Clerk
Accounts Receivable
Accounts Payable
Payroll

This weighted course incorporates the equation and systems approach from Accounting I and focuses on the important internal and external uses of accounting data. Managerial accounting will be emphasized; which is the internal use of accounting data by managers in controlling revenue, costs and expenses. Students will learn the ten-key calculator by touch. An introduction to Excel (spreadsheet program) will also be included.

Prerequisite: Accounting I.
Class limit: 19



Computer Business Applications (Course #2103)

Grades: 11, 12
Credit: 1 hour

Employment Opportunities

Data Entry Clerk
Administrative Asst.
Executive Asst.
Receptionist
Legal Office Asst.
Medical Office Asst.

This course is designed to equip the student with a background of micro-computer operation concepts and skills for entry-level positions in the business field. It includes the use of word processing, spreadsheet, database, presentation and desktop publishing programs such as MICROSOFT OFFICE 2010 (WORD, EXCEL, ACCESS, POWERPOINT AND PUBLISHER). The content of this class is vital for students planning to enter the workforce or post-secondary education.

Prerequisite: Must know the alphabetic keyboard by touch.

Articulated: May articulate with SFCC, but must major in business at SFCC in order to receive credit.

Class limit: 19



Office Technology (Course #2105)

Grades: 11, 12
Credit: 1 hour

Employment Opportunities

Administrative Asst.
Receptionist
Customer Service
Office Clerk
Office Manager

This course helps students develop knowledge and skills necessary for working in the business field. Areas of study include: exploring career opportunities, business letters, processing information, using office and organizational skills, resume writing, business math, filing, 10-key touch calculator, business English and microcomputers. It is recommended to have already taken Computer Business Applications.

Prerequisite: Must know the alphabetic keyboard by touch.

Class limit: 19



Graphic Arts/Desktop Publishing (Course #2135)

Grades: 11, 12
Credit: 1 hour

Employment Opportunities

Graphic Design
Desktop Publisher
Signage
Publisher
Book
Newspaper
Advertising Layout

This course will introduce students to graphic arts. Students will design publications (including magazines, menus, advertisements, brochures, booklets, newsletters, posters, business letterhead and cards) using Adobe CS5, the premier software program for professional graphic design and desktop publishing. You will use InDesign (for page layout and design), use Adobe Photoshop techniques, and create vector art using Adobe Illustrator.

Students are encouraged to join SkillsUSA (a career and technical organization). Our goal will be to design a t-shirt and pin for SkillsUSA.

Prerequisite: Must know the alphabetic keyboard by touch.

Class limit: 15

Computer Service and Repair Technology (Course #2120) Grades: 9, 10, 11, 12 Credit: 1 hour

Employment Opportunities

Computer Support Technician
Help Desk Technician
Technical Sales Specialist
Residential Network Specialist
Network Designer

This course is designed to offer students interested in computers a course of study in the operation, maintenance and repair of the PC. Students completing this course have the opportunity to test for the Computer Technology Industry Association (COMPTIA) A+ Computer Maintenance Professional Certificate, a national certificate. Students will be introduced to the technologies that all personal computers use, including hardware, software, basic networks, wireless networks, safety, maintenance and troubleshooting. Objectives for this course have been developed directly from the COMPTIA certification objectives.

Articulated: State Fair Community College
Linn State

Prerequisite: Students must have completed a course in basic computer skills, and a math course of at least Algebra I with a grade of C or above.

Class limit: 16



Web Page Design (Course #2133) Grades: 10, 11, 12 Credit: 1 hour

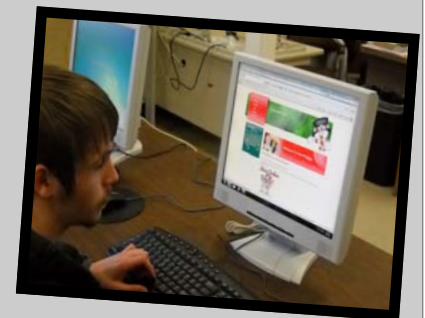
Employment Opportunities

Web Site Designer
Internet Technology
Graphics Design
Multi-Media Applications
Web Site Administration
Web Page Coder
Web Programmer
IT Instructor

This course is designed for students who wish to familiarize themselves with the basic techniques for creating websites using the Adobe Dreamweaver CS4 application and Adobe Photoshop Elements 7.0. During the first semester this course will provide the fundamental knowledge and techniques needed for Dreamweaver operations. The second semester, students will advance to more complex Dreamweaver operations relating to the fundamental knowledge and techniques using the coding tools in Dreamweaver. Students will learn to create, apply and modify Cascading Style Sheets, create an effective user-navigation interface and many other more advanced elements within the Dreamweaver CS4 application. It is strongly recommended that students have an understanding of how to use Microsoft Windows 7 operating systems.

Prerequisite: Keyboarding skills required and able to type at least 30 words per minute with minimum errors. Class limit: 16

Articulated: Linn State



Networking Technology I (Course #2118)

Grades: 10, 11, 12
Credit: 1 hour

Employment Opportunities

Network Engineer
Network Technician
Network Programmer/
Analyst
Network/Information
Systems Manager

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower the student to enter employment and/or further education and training in the computer-networking field. Students will learn current industry standards and instruction includes, but not limited to, safety, networking, networking terminology and protocols, LANs, WANs, OSI model, cabling, cabling tools, routers, router programming, network topology, IP addressing and network standards. Particular emphasis is given to the use of decision-making and problem solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance and use of networking software, tools and equipment. After completing this course the student is eligible to test for the CCNA (Cisco Certified Network Associate) examination for professional network certification in the networking field.

Articulated: State Fair Community College
Linn State

Class limit: 16



Networking Technology II (Course #2119)

Grades: 11, 12
Credit: 1 hour

To be enrolled in Networking II, students must have completed Networking I with a grade of 70 or above. Students must have completed a course in mathematics at the algebra level with a minimum grade of a C. Students will be doing actual on-the-job training with the instructor. After completing this course the student is eligible to test for the CCNA (Cisco Certified Network Associate) examination for professional network certification in the networking field.

Articulated: State Fair Community College

Prerequisite: Networking I

Class limit: 16



Agriculture Science I (Course #2122)

Grades: 9, 10

Credit: 1 hour

Agriculture Science II (Course #2123)

Grades 10, 11

Credit: 1 hour

Employment
Opportunities

Agronomy
Horticulture
Livestock Producers
Order Buyer
Nutritionist
Aquaculturist

AGRICULTURE SCIENCE I: This class will study beginning animal breeding, animal nutrition, livestock selection, meat science, leadership, arc welding, woodworking, plant science, public speaking, and careers in agriculture. The leadership training will introduce public speaking and parliamentary procedure.

Students will be introduced to the FFA and will begin their SAE and record book training. Each student will develop an individual supervised agricultural experience program tailored to the needs, desires, and career goals. Class limit: 15 students.

AGRICULTURE SCIENCE II: Students will study animal nutrition and anatomy, poultry, soil science, crop science, and small grain production. The leadership training will introduce public speaking and parliamentary procedure. Shop work will include gas welding and cutting, metal work, woodworking and actual project construction. Students will analyze their SAE from the first year and receive advanced training in record keeping.

Prerequisite: Agricultural Science I.

Class limit: 20 students



All Agriculture classes require FFA Membership



Small Animal Care and Production (Course #2130)

Credit: 1/2 (1st semester)

Food Science and Technology (Course #2132)

Credit: 1/2 (2nd semester)

Grades 10, 11, 12

SMALL ANIMAL CARE AND PRODUCTION This course teaches skills in the advanced study of small animal production, management, marketing, nutrition, breeding, production records, selection, animal health, waste management, and biotechnology. Students will use skills learned to compete in Career Development Events on the local, district and state levels.

FOOD SCIENCE AND TECHNOLOGY This course teaches skills in food chemistry and nutrition, food additives, food packaging and labeling, evaluation of foods, food microbiology, food processing, food fermentation, principles of sanitation and quality control. Students will use skills learned to compete in Career Development Events on the local, district and state levels.

Prerequisite: Agricultural Science I
Class Limit: 16



Employment Opportunities

Ag Business Owner
Vet Technician
Veterinarians
Hotel & Restaurant Management
Meat Processor
Food Scientist

Advanced Livestock (Course #2124)

Credit: 1/2 (1st semester)

Grades: 11, 12

Advanced Crop Production (Course #2125) Credit: 1/2 (2nd semester)

ADVANCED CROP PRODUCTION: Students will study advanced areas of corn, soybean, grain sorghum, and wheat production. Marketing of grain crops will be covered.

ADVANCED LIVESTOCK: This course is an advanced study of genetics, reproduction, nutrition, livestock handling, diseases and parasites. Management of beef, swine, sheep and the marketing of these animals will be taught.

Prerequisite: Agricultural Science I & II.

Dual Credit: Three (3) credit hours through the University of Central MO

Class limit: 20 students.

Greenhouse and Floral Design I (Course #2126)

Grades: 10, 11, 12
Credit: 1 hour

Employment Opportunities

Greenhouse grower
Plant Production
Manager
Marketing Manager
Inventory Control
Horticulture Therapist

This course is a combination of classroom and laboratory activities related to the production of floriculture plants in a greenhouse environment as well as basic floral design skills. Subject matter areas include all aspects of plant propagation, growth, development and marketing. Greenhouse activities include the production of a wide range of floriculture crops such as poinsettias, foliage plants and annual bedding plants. Floral Design skills learned will be the construction of corsages, boutonnieres, bud vases and basic holiday designs.

Prerequisite: Agricultural Science I & II

Embedded Credit: May count toward Biological Science

Dual Credit: (4) dual credit hours through the University of Central MO

Articulated: State Fair Community College

Class Limit: 14



Advanced Floriculture and Greenhouse (Course #2128)

Grades: 11, 12
Credit: 1 hour

Employment Opportunities

Floral Designer
Florist Assistant
Wholesale/Retail
Sales

This course includes the production, arrangement, and retailing of flowers as well as an advanced look at their growth in the greenhouse setting. Skills learned will include corsages, wedding bouquets, table flower arrangements and seasonal holiday decorations will be made out of fresh, silk, or dried flowers.

Prerequisite: Greenhouse & Floral Design I

Class Limit: 12



Landscaping Design (Course #2127)

Grades: 10, 11, 12
Credit: 1 hour

Employment Opportunities

Landscape Designer
Golf Course
Architect
Landscape Architect
Nursery Grower

This course is designed for individuals interested in the landscape industry. Students study the basic principles of landscape designs as well as the methods of installation and maintenance of trees, shrubs, ground covers, bedding plants and turf grasses. Greenhouse activities include the production of plants suitable for both interior and exterior landscape projects.

Prerequisite: Agricultural Science I and II

Embedded Credit: May count toward
Biological Science

Class Limit: 14



Ag Structures I (Course #2112)

Grades: 11, 12

Ag Structures II (Course #2212)

Credit: 1 hour

Employment Opportunities

Construction Manager
Welder
Plumber
Engineer

This course is designed to introduce students to electrical wiring, concrete, plumbing and sewage disposal, farm fences, and construction of farm buildings and small projects (wood and metal). Students may enroll for one or two years in this course.

Prerequisite: Agricultural Science I & II

Class Limit: 16



Agriculture Construction I (Course #2114)

Grades: 11, 12

Agriculture Construction II (Course #2214)

Grades: 12

Credit: 2 hours

**Employment
Opportunities**

Automotive Welding
Aircraft/Aerospace
Electronics/Medical
Light Industrial
Heavy Industrial
Construction
Repair

AGRICULTURE CONSTRUCTION I & II: This class is designed for the construction of medium to large size metal and wood projects. The student will be instructed in the use of arc, mig, tig, oxy-acetylene welding, cutting and metal fabrication. Students will be given the opportunity to use these skills in project construction. Students with a C average and 95% attendance who complete this course will have the opportunity to join the Iron Workers Union in Kansas City with advanced apprenticeship standing.

Prerequisite: Agricultural Science I & II
Math Skills

Dual Credit: 3 dual credit hours through
the University of Central MO

Articulated: Linn State

Class Limit: 16



Ag Management & Economics (Course #2121)

Grades: 11, 12

Credit: 1 hour

**Employment
Opportunities**

Commodity Broker
Economist
Ag Business Manager
Sales & Service

This class will study business management, profit maximizing principles and marketing. Students will also study agricultural laws and tax policies. The Vocational Agriculture course in Agricultural Management and Economics will be accepted for admission to the University of Missouri and other colleges. This class is offered every other year.

Prerequisite: Agricultural Science I & II.

Embedded Credit: Personal Finance or Economics

Class limit: 20 students.

Conservation & Natural Resources (Course #2129)

Grades: 11, 12
Credit: 1 hour

Employment Opportunities

Conservation Agent
Wildlife Biologist
Waterfowl Biologist
Forester
Forestry Technician
Soil conservationists
Shooting Preserve Management
Fisheries Assistant
Forest Management

This is for students with an interest in conservation and natural resources. The class will prepare students for activities in the conservation and/or improvement of natural resources such as oil, water, air forest, fish, and wildlife for economic and recreational purposes.

Prerequisite: Agricultural Science I & II

Math Skills

Embedded Credit: May count toward
Biological Science

Class Limit: 16



Ag Co-op/Work Release (Course #2134)

Grades: 11, 12
Credit: 1 hour

This course is designed for students enrolled in Agriculture Education who have SAE projects that need release times from school to complete. Students will receive one hour of credit through experience and training they receive by working the field of Agriculture.

Prerequisite: Agricultural Science I & II

Requirement: SAE Project



Ag Leadership (Course #2131)

Grades: 11, 12
Credit: 1 hour

In this course students will reflect on and hone their personal leadership skills. They will analyze their current leadership attributes and will develop their skills to become a more effective leader and a high performing team member. The course will specifically teach the students skills in verbal, written and visual communication, parliamentary procedure, and motivation factors. Students will use skills learned to compete in Career Development Events and in helping the Marshall FFA Chapter.

Prerequisite: Agricultural Science I & II.

Embedded Credit: Public Speaking (Language Arts)



SCCC Adult Education Courses

Practical Nursing Program

Employment Opportunities

Hospitals
Nursing Homes
Doctor's Office
Home Health
Schools
Businesses

This 11-month program prepares graduates for entry into the exciting and challenging field of nursing. Upon successful completion of the program, students will be eligible to sit for the National Council of Licensing Examination for Practical Nursing (NCLEX-PN). Students who wish to further their education may take advantage of the articulation agreement with State Fair Community College towards their Associate of Science Degree in Nursing.

Program is open to adults age 18 and over with a high school diploma or GED. Applicants must take a pre-entrance test arranged by the school for a nominal fee, be in good physical health verified by a physician and pay an enrollment fee at the time of acceptance.

Applicant packets can be picked up in the SCCC office or downloaded from the website:

www.marshallschools.com/sccc .



Adult Business Computer Technology

Employment Opportunities

Administrative Assistant
Data Entry Operator
Accounting Clerk
Customer Service

Students will gain computer skills through an in-depth study of Microsoft Office (Windows, Word, Excel, Access, PowerPoint, and Outlook). Class will also cover keyboarding, internet, business math, 10 key calculator, general and computerized accounting, business English, filing techniques, telephone and office etiquette and qualifications for obtaining employment. Personal development workshops will be given throughout the year. Students will be required to complete an 80 hour on-the-job internship with a local business.

This class includes all the necessary skills to be successful as an executive assistant in the secretarial and clerical career field.

Class meets September through May
Class is held Monday through Thursday,
4:30- 8:30 p.m.

Graduates can earn 7 hours of college articulated credit.



SALINE COUNTY CAREER CENTER STAFF

Administration and Support Staff

Marshall Superintendent.....	Dr. Craig Noah
Marshall Director of Special Services.....	Erin Oligschlaeger
Saline County Career Center Director.....	Derek Lark
Saline County Adult Education Coordinator.....	Michelle Hanson
Saline County Career Center Counselor	Eric Lark
Director's Secretary.....	Cindy Lamparter
Building Secretary	Susan Smith

Instructors

Agriculture Science	Jason Price
Agriculture Science	Callie Dobbins
Agriculture Science	Randy Plattner
Automotive Technology.....	Rusty Wilder
Business Education.....	Deb Foffel
Construction Technology	Greg Kempf
Culinary Arts	Brian Schmidt
Information System Technology	Bill Michael
Health Sciences	Leigh Ann Riley
Marketing and Management	Cara Posegate
PN Coordinator.....	Kim Davis
PN Instructor	Nancy Wiseman
PN Instructor	Teresa Taylor
PN Secretary.....	Ruth Marsh

Enrollment

Students enroll through their home school counselor who will contact the SCCC guidance counselor for final placement. A student's school record may be used to determine placement, especially when enrollment is nearing capacity.

Participating Schools Districts

Malta Bend, Marshall, Slater, and Sweet Springs Public Schools are sending districts to SCCC.

SCCC Vision Statement

To be a team of educators working together to train our students to meet the challenges of tomorrow with the skills they learn today.

We will strive to mentor our students to acquire the following professional qualities:

RESPECT

RELIABILITY

INTEGRITY

LEADERSHIP

Our team believes these qualities will enable our students to be successful in school, work and life.