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Advance your career with our business and leadership courses.

Learn the latest computer skills in state-of-the-art labs.

Earn CEUs in your field of expertise.

Start a business with help from the Small Business Development Center.
Gain valuable skills to enhance the quality of your life.

Do something for yourself and take up a new hobby.

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Gain valuable skills to enhance the quality of your life.

Do something for yourself and take up a new hobby.

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jccc.edu/ce
Word 2010 Fundamentals

Cover the basic functions and features of Word 2010. After an introduction to Word’s window components, learn how to use the Help system and navigate documents. Enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. Create tables, insert headers and footers, proof and print documents, and insert graphics.

Prerequisite: Comfortable using Windows, keyboard and mouse

class name: Word 2010 Fundamentals

class description: Cover the basic functions and features of Word 2010. After an introduction to Word’s window components, learn how to use the Help system and navigate documents. Enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. Create tables, insert headers and footers, proof and print documents, and insert graphics.

prerequisite: Comfortable using Windows, keyboard and mouse

total number of class hours or sessions: 7 contact hours / $169

class number: 50855 MT 50856 F 50857 W

class dates: Apr. 25-26 Regnier Center 221 6-9:30 p.m. Bill Smith

instructor name: Bill Smith

class time: 6-9:30 p.m.

building & room number: Regnier Center 221

Days of the week key:
M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday

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JCC CONTINUING EDUCATION

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60  Strategy & Leadership
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Internet Marketing Certificate

Complete the certificate by taking the following classes within one year. Courses do not need to be taken in any specific order:

- Email Marketing
- Search Engine Optimization
- Social Media Marketing
- Web Analytics
- YouTube and Video Marketing

*Smart Package eligible

**Email Marketing**

Email delivers significant ROI, increases brand loyalty and is one of the most powerful tools in your marketing arsenal when used properly. Learn about email marketing basics, managing details, and tracking and measuring results.

This class can be taken as part of the Internet Marketing Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook included in course fee. Textbooks distributed in first course meeting.

14 contact hours/$349

**Social Media Marketing**

Don’t let the idea of starting a social media marketing campaign overwhelm you. Learn how to make social media an active part of your marketing plan, and turn customer conversations about your brand, product, service and company into a sustainable competitive advantage.

This class can be taken as part of the Internet Marketing Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook included in course fee. Textbooks distributed in first course meeting.

14 contact hours/$349

**Search Engine Optimization (SEO)**

Take a systematic approach to the art and science of search engine optimization (SEO). Look at laying the foundation for your SEO efforts, then move on to building an SEO strategy for yourself or your team. Finish by looking at the tools and tasks needed for a comprehensive SEO plan.

This class can be taken as part of the Internet Marketing Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Comfortable with Windows, keyboard and mouse. HTML5 and CSS3 Fundamentals is recommended but not required.

14 contact hours/$349

**Web Analytics**

Is your website doing what you want it to do? Learn about web analytics; both the challenges and opportunities. Discover how to move beyond clickstream analysis, why qualitative data should be your focus, and more insights and techniques that will help you develop a customer-centric mindset without sacrificing your company’s bottom line.

This class can be taken as part of the Internet Marketing Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook included in course fee. Textbooks distributed in first course meeting.

14 contact hours/$349

**YouTube and Video Marketing**

Online video marketing is crucial in today’s marketplace. Learn about proven, practical guidelines for developing and implementing video marketing. Cover keyword strategies and video optimization, distribution and promotion strategies to other sites and blogs, YouTube advertising opportunities, and crucial metrics and analysis.

This class can be taken as part of the Internet Marketing Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook included in course fee. Textbooks distributed in first course meeting.

14 contact hours/$349
Build a Website with WordPress

Every student will set up, create and customize their own WordPress site. The class begins by creating a website and multiple pages. The class then covers how to install and modify themes. We’ll discuss how to use WordPress as a content management system, create menus, modify the CSS behind the theme, and add videos and podcasts. In addition, we’ll work with RSS for syndication, as well as discuss basic analytics.

This class can be taken as part of the Web Design Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Preerequisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

14 contact hours/$349

20236 RF Mar. 17-18 8 a.m.-4 p.m.
Regnier Center 254

20237 MT May 2-10 6-9:30 p.m.
Regnier Center 254

Flash Fundamentals

A website can be made to look more inviting with interactive graphics and animations. Discover the basic features and functions of Flash as you create different types of animations and publish them on the web.

This class can be taken as part of the Web Design Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Preerequisite: Comfortable using Windows, keyboard and mouse.

14 contact hours/$349

20215 RF Feb. 18-19 8 a.m.-4 p.m.
Regnier Center 245

20216 MT Mar. 28-Apr. 5 6-9:30 p.m.
Regnier Center 245

Web Development Certificate

Complete the certificate by taking the following classes within one year. We recommend classes be taken in this order:
- HTML5 and CSS3 Fundamentals
- HTML5 and CSS3 Advanced
- Flash Fundamentals
- Dreamweaver: Designing Websites
- Build a Website with WordPress
- Web Design Portfolio Project

*Smart Package eligible

HTML5 and CSS3 Fundamentals

Learn the basics of foundational web technology and create functional web pages using HTML5. Learn to configure text, color and page layout with Cascading Style Sheets. Explore new CSS3 properties, web design best practices and how to publish to the web.

This class can be taken as part of the Web Design and Web Development Smart Packages. Take all of the classes in either package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Pre requisite: Comfortable using Windows, keyboard and mouse.

28 contact hours/$599

20217 RF Jan. 14-22 8 a.m.-4 p.m.
Regnier Center 253

20218 MT Feb. 15-Mar. 8 6-9:30 p.m.
Regnier Center 253

20219 WR May 11-Jun. 2 6-9:30 p.m.
Regnier Center 253

20220 WR May 18-26 8 a.m.-4 p.m.
Regnier Center 253

HTML5 and CSS3 Advanced

In these hands-on sessions, you will learn to master the semantic markup available in HTML5, and discover how to use CSS3 to create amazing looking websites without resorting to complex workarounds. Create dynamic, efficient graphics with SVG and Canvas, and use new APIs to add geolocation and offline functionality.

This class can be taken as part of the Web Design and Web Development Smart Packages. Take all of the classes in either package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Pre requisite: HTML5 and CSS3 Fundamentals or strong hand coding experience.

14 contact hours/$349

20221 RF Feb. 4-5 8 a.m.-4 p.m.
Regnier Center 254

20222 MT Mar. 14-22 6-9:30 p.m.
Regnier Center 253

Web Design Portfolio Project

When you are ready to create your website, this is the class for you. Use the skills from the other classes in the Web Design certificate to begin work on building your own site with an instructor to provide feedback when needed.

This class can be taken as part of the Web Design Smart Package. Take all of the classes in this package at a 30% discount off the full price.

No textbook is required for this class.
Pre requisite: Completion of all other requirements for the Web Design Certificate or comparable knowledge.

14 contact hours/$349

20238 RF Mar. 31-Apr. 1 8 a.m.-4 p.m.
Regnier Center 254

20239 MT May 16-24 6-9:30 p.m.
Regnier Center 253

Dreamweaver – Designing Websites

Discover how to design and build a website as you explore the features and functions in Dreamweaver. From novice to advanced, there is something for everyone in this class. You will move from basic web design to professional-looking websites ready for upload.

This class can be taken as part of the Web Design Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Pre requisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

21 contact hours/$499

20213 WRF Mar. 2-4 8 a.m.-4 p.m.
Regnier Center 245

20214 MT Apr. 11-26 6-9:30 p.m.
Regnier Center 245

JCCC Continuing Education > Computer Technology

Save time! Enroll online: www.jccc.edu/ce
JavaScript and AJAX
Start from the beginning to get a tour of the JavaScript programming language. Work with images, frames, forms, cookies and more. AJAX is at the heart of the Web 2.0 revolution. It isn’t a technology, but rather is a technique that leverages other technologies and techniques, such as CSS, XML, DHTML and XHTML.

This class can be taken as part of the Programming Certificate.
This class can also be taken as part of the Web Development Smart Package. Take all of the classes in this package at a 30% discount off the full price.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: HTML5 and CSS3 Advanced, Programming Fundamentals or comparable knowledge.

35 contact hours/$999

20210 MTW Mar. 7-15 8 a.m.-4 p.m.
Regnier Center 254

20211 WR Apr. 20-May 19 6-9:30 p.m.
Regnier Center 254

Angular JavaScript
Learn to build websites using AngularJS, a popular open source web development framework. This course covers the core features of the framework and the core ideas behind AngularJS’s MVC (model view controller) architecture. As part of the class, core Angular concepts such as directives, modules, controllers and filters will be covered. In addition, more advanced topics such as using routes and services (like the $http service) will be introduced.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: HTML5 and CSS3 Advanced, JavaScript and AJAX, or comparable knowledge. Strong JavaScript coding skills and development experience recommended.

21 contact hours/$999

20559 MTW Mar. 28-30 8 a.m.-4 p.m.
Regnier Center 232

jQuery
Learn how to build interactive web 2.0 sites using jQuery, a popular JavaScript library. Topics include selecting and decorating with jQuery, using images and slide shows, creating menus and tabs, DOM manipulation and using AJAX with jQuery. Explore popular jQuery plug-ins to validate forms and more.
This class can be taken as part of the JavaScript Programming Certificate.
This class can be taken as part of the Web Development Smart Package. Take all of the classes in this package at a 30% discount off the full price.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: HTML5 and CSS3 Advanced, JavaScript and AJAX, or comparable knowledge.

21 contact hours/$499

20212 MTW Apr. 4-6 8 a.m.-4 p.m.
Regnier Center 254

php and MySQL for Dynamic Websites
When static HTML pages no longer cut it, you need to step up to dynamic, database-driven sites that represent the future of the web. Explore the way users work with PHP and MySQL to build dynamic sites using Open Source tools. Work with PHP and MySQL separately before going on to cover security, sessions and cookies, and using additional web tools. Finish the class by creating sample applications.
This class can be taken as part of the Web Development Smart Package. Take all of the classes in this package at a 30% discount off the full price.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: HTML5 and CSS3 Advanced, Programming Fundamentals, Access Intermediate or comparable knowledge.

28 contact hours/$599

20235 MT Apr. 18-26 8 a.m.-4 p.m.
Regnier Center 254

Web Development Portfolio Project
When you are ready to build programs to power your site, this is the class for you. Use the skills from the other classes in the Web Development Certificate to begin programming your own site with an instructor to provide feedback when needed.
This class can be taken as part of the Web Development Smart Package. Take all of the classes in this package at a 30% discount off the full price.
No textbook required for this class.
Prerequisite: Completion of all other requirements for the Web Development Certificate or comparable knowledge.

14 contact hours/$349

20240 MT May 9-10 8 a.m.-4 p.m.
Regnier Center 254

SharePoint 2013 Site Designer
Discover how to create and publish custom SharePoint workflows without code. Integrate data sources and customize data types to model structured business processes.
Class textbook included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: SharePoint 2013 Site Owner or comparable knowledge.

7 contact hours/$199

21191 F Feb. 26 8 a.m.-4 p.m.
Regnier Center 255

21192 MT Apr. 11-12 6-9:30 p.m.
Regnier Center 234

SharePoint 2013 Site Owner
Create, configure and manage a SharePoint Team Site. Implement custom forms and learn how to assign permissions and access rights to sites, users, lists and documents.
Class textbook included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

21189 F Feb. 5 8 a.m.-4 p.m.
Regnier Center 255

21190 MT Mar. 28-29 6-9:30 p.m.
Regnier Center 234

Receive a 15% discount when you enroll in three or more courses in a single transaction.
SharePoint 2013 Site User
Work with SharePoint to share information and collaborate on projects in an efficient and cost-effective manner. Learn how to use a SharePoint Team Site to access, store, and share information and documents. Manage document versions and synchronize data with Microsoft Office applications.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199

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<td>21188</td>
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Acrobat Fundamentals – Mac
Explore the basic features of Adobe Acrobat. Learn how to navigate and organize PDF documents and create a PDF document from within Acrobat. Modify PDF content by rearranging, editing, and formatting existing text; and by adding headers, footers, watermarks and backgrounds. Explore document review techniques, including the use of comments, markups and automated reviews, such as Page View Sharing and Collaborate Live.
This class can be taken as part of the Adobe Design Essentials Certificate and the Adobe Acrobat Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using OS X, keyboard and mouse.
14 contact hours/$349

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<td>Regnier Center 245</td>
<td>8 a.m.-4 p.m.</td>
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Adobe Design Essentials Certificate
Complete the certificate by taking the following classes within one year.
- Acrobat Fundamentals
- Illustrator Fundamentals
- InDesign Fundamentals
- Photoshop Fundamentals

Acrobat Advanced – Mac
Build on the basics taught in Acrobat Fundamentals. Learn how to produce high-quality PDF documents for press and discover geospatial data in a PDF map. Insert multimedia content, including audio, video and Flash files; add bookmarks and links; and improve accessibility in a document. Explore prepress techniques including color management, proofing and converting colors, color separations, managing inks, trapping and transparency flattening. Manage security issues by using password encryption and digital signatures. Use the Preflight feature to test and convert a document to comply with print provider requirements or ISO 9000 standards such as PDF/X, PDF/A or PDF/E. Create interactive forms using both the Form Editor as well as LiveCycle Designer ES.
This class can be taken as part of the Adobe Acrobat Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Acrobat Fundamentals or comparable knowledge.
14 contact hours/$349

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<td>20076</td>
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Acrobat Fundamentals – Windows
Explore the basic features of Adobe Acrobat. Learn how to navigate and organize PDF documents and create a PDF document from within Acrobat. Modify PDF content by rearranging, editing and formatting existing text; and by adding headers, footers, watermarks and backgrounds. Explore document review techniques, including the use of comments, markups and automated reviews, such as Page View Sharing and Collaborate Live.
This class can be taken as part of the Adobe Design Essentials Certificate and the Adobe Acrobat Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
14 contact hours/$349

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<td>20980</td>
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<td>Olathe Health Education Center 141</td>
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Acrobat Advanced – Windows
Build on the basics taught in Acrobat Fundamentals. Learn how to produce high-quality PDF documents for press and discover geospatial data in a PDF map. Insert multimedia content, including audio, video and Flash files; add bookmarks and links; and improve accessibility in a document. Explore prepress techniques including color management, proofing and converting colors, color separations, managing inks, trapping, and transparency flattening. Manage security issues by using password encryption and digital signatures. Use the Preflight feature to test and convert a document to comply with print provider requirements or ISO 9000 standards such as PDF/X, PDF/A or PDF/E. Create interactive forms using both the Form Editor as well as LiveCycle Designer ES.
This class can be taken as part of the Adobe Acrobat Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Acrobat Fundamentals or comparable knowledge.
14 contact hours/$349

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<td>Regnier Center 245</td>
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Illustrator Specialist Certificate

Complete the certificate by taking the following classes within one year. We recommend classes be taken in this order:

- Illustrator Fundamentals
- Illustrator Advanced

Illustrator Fundamentals – Mac
Become familiar with the Adobe Illustrator environment, and then learn how to create a simple illustration by creating and manipulating shapes and by drawing and editing paths. Explore how to apply color and gradients, and work with text and layers.

This class can be taken as part of the Adobe Design Essentials Certificate and the Adobe Illustrator Specialist Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Comfortable using OS X, keyboard and mouse.

14 contact hours/$349

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<td>Mar. 16-17</td>
<td>8 a.m.-4 p.m.</td>
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Illustrator Advanced – Mac
Discover more advanced techniques for working with paths, masks, fills and strokes in Adobe Illustrator. Explore how to customize colors and swatches, and enhance the appearance of artwork through effects and styles. Work with slices and optimize and export images for the web.

This class can be taken as part of the Adobe Illustrator Specialist Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Illustrator Fundamentals or comparable knowledge.

14 contact hours/$349

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InDesign Specialist Certificate

Complete the certificate by taking the following classes within one year. We recommend classes be taken in this order:

- InDesign Fundamentals
- InDesign Advanced

InDesign Fundamentals – Mac
Give your documents a well-designed, professional look using Adobe InDesign. Learn to use paragraph and character styles, layout features, and panels that enable you to easily customize both text and graphics. Discover how to build tables and prepare documents for delivery in print or on the web.

This class can be taken as part of the Adobe Design Essentials Certificate and the Adobe InDesign Specialist Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Comfortable using OS X, keyboard and mouse.

14 contact hours/$349

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InDesign Advanced – Mac
Use Adobe InDesign to create interactive documents for viewing in a web browser with various features such as buttons, page transitions, movies, audio files, hyperlinks and animation. Learn how to manage long documents, external files, styles and advanced page layouts.

This class can be taken as part of the Adobe InDesign Specialist Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: InDesign Fundamentals or comparable knowledge.

14 contact hours/$349

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Receive a 15% discount when you enroll in three or more courses in a single transaction.
InDesign Fundamentals – Windows
Give your documents a well-designed, professional look using Adobe InDesign. Learn to use paragraph and character styles, layout features, and panels that enable you to easily customize both text and graphics. Discover how to build tables and prepare documents for delivery in print or on the web.

This class can be taken as part of the Adobe Design Essentials Certificate and the Adobe InDesign Specialist Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Comfortable using Windows, keyboard and mouse.

14 contact hours/$349

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<tr>
<td>20019 WR</td>
<td>Jan. 20-21</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 245</td>
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<td>20020 MT</td>
<td>Feb. 15-16</td>
<td>8 a.m.-4 p.m.</td>
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<td>20021 MT</td>
<td>Mar. 7-15</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 245</td>
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<tr>
<td>20984 MT</td>
<td>Apr. 18-26</td>
<td>6-9:30 p.m.</td>
<td>Olathe Health Education Center 141</td>
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InDesign Advanced – Windows
Use Adobe InDesign to create interactive documents for viewing in a web browser with various features such as buttons, page transitions, movies, and audio files, hyperlinks and animation. Learn how to manage long documents, external files, styles and advanced page layouts.

This class can be taken as part of the Adobe InDesign Specialist Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: InDesign Fundamentals or comparable knowledge.

14 contact hours/$349

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<tr>
<th>Course Code</th>
<th>Dates</th>
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<tbody>
<tr>
<td>20086 MT</td>
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<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 245</td>
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<tr>
<td>20087 WR</td>
<td>Mar. 9-10</td>
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<td>20088 WR</td>
<td>Mar. 16-24</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 245</td>
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Photoshop Fundamentals – Mac
Explore how to use Adobe Photoshop to create professional-looking images for both print and the web. Identify the components of the Photoshop environment, explore various methods of selecting image areas and discover how to modify and manipulate selections. Learn how to work with text, layers, and layer effects; how to adjust, retouch and resize images; how to prepare images for printing and the web; how to optimize color management for print; and explore various techniques for adjusting the quality of an image and making color adjustments.

This class can be taken as part of the Adobe Design Essentials Certificate and the Adobe Photoshop Specialist Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Comfortable using OS X, keyboard and mouse.

14 contact hours/$349

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<th>Course Code</th>
<th>Dates</th>
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<td>8 a.m.-4 p.m.</td>
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<td>Apr. 27-May 5</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 245</td>
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<td>20986 MT</td>
<td>May 9-17</td>
<td>6-9:30 p.m.</td>
<td>Olathe Health Education Center 141</td>
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</table>

Photoshop Advanced – Mac
Learn how to use color fills, gradients, patterns and overlays. Create layer masks, grayscale masks and clipping masks to show or hide various parts of an image. Explore how to create and edit paths and convert type to paths, and learn about the differences between raster and vector graphics. Apply a variety of creative effects, and prepare images for use in video productions.

This class can be taken as part of the Adobe Photoshop Specialist Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Photoshop Fundamentals or comparable knowledge.

14 contact hours/$349

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<td>20025 WR</td>
<td>Mar. 9-10</td>
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<td>May 9-17</td>
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<td>Olathe Health Education Center 141</td>
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Photoshop Fundamentals – Windows
Explore how to use Adobe Photoshop to create professional-looking images for both print and the web. Identify the components of the Photoshop environment, explore various methods of selecting image areas and discover how to modify and manipulate selections. Learn how to work with text, layers and layer effects; how to adjust, retouch and resize images; how to prepare images for printing and the web; how to optimize color management for print; and explore various techniques for adjusting the quality of an image and making color adjustments.

This class can be taken as part of the Adobe Design Essentials Certificate and the Adobe Photoshop Specialist Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Comfortable using Windows, keyboard and mouse.

14 contact hours/$349

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</table>
Photoshop Advanced – Windows
Learn how to use color fills, gradients, patterns and overlays. Create layer masks, grayscale masks, and clipping masks to show or hide various parts of an image. Explore how to create and edit paths and convert type to paths, and learn about the differences between raster and vector graphics. Apply a variety of creative effects, and prepare images for use in video productions.
This class can be taken as part of the Adobe Photoshop Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Photoshop Fundamentals or comparable knowledge.
14 contact hours/$349

Access 2010 Fundamentals
Cover the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will design and create databases. They will work with tables, fields and records; sort and filter data; and set field properties and data entry rules. Students will then create basic queries, forms and reports.
This class can be taken as part of the Microsoft Office Essentials Certificate and the Access Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199

Access 2010 Intermediate
Learn how to normalize data, manage table relationships and enforce referential integrity; work with lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.
This class can be taken as part of the Access Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Access Fundamentals or comparable knowledge.
7 contact hours/$199

Access 2013 Intermediate
Learn to normalize data, join tables while observing referential integrity, and query multiple tables in Access 2013. Create specialized objects such as lookup fields, subforms and subreports, navigation forms and calculated fields.
This class can be taken as part of the Access Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Access 2013 Fundamentals or comparable knowledge.
7 contact hours/$199

Access 2010 Advanced
Learn how to query with SQL; create crosstab, parameter and action queries; create macros; import, export and link database objects; work with XML documents; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook to update data.
This class can be taken as part of the Access Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Access Intermediate or comparable knowledge.
7 contact hours/$199

Access 2010 or 2013 Specialist Certificate
Complete each certificate by taking the following classes within one year.
We recommend classes be taken in this order:
- Access Fundamentals
- Access Intermediate
- Access Advanced

To register by phone, call 913-469-2323.
Access 2013 Advanced
Discover the advanced features of Access 2013. Learn how to query with SQL; create crosstab, parameter and action queries; create macros; work with XML documents; and create hyperlink fields.
This class can be taken as part of the Access Specialist Certificate. 
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Access 2013 Intermediate or comparable knowledge.
7 contact hours/$349

Excel 2010 or 2013 Specialist Certificate
Complete each certificate by taking the following classes within one year. We recommend classes be taken in this order:
- Excel Fundamentals
- Excel Intermediate
- Excel Advanced

Access VBA Programming and Application Design
This course will provide a foundation of how to program with VBA. Learn how to debug, write and modify code within the VBA environment. Dig deeper into programming with the objects that make up Access. Develop core Access VBA Developer techniques of working with forms, controls and reports that are key interface components in applications. Lastly, learn ideas to help you design and build applications.
This class can be taken as part of the Access Developer Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Access Advanced or comparable knowledge.
14 contact hours/$349

Excel 2010 Fundamentals
After an introduction to spreadsheet terminology and Excel's window components, learn how to use the Help system and navigate worksheets and workbooks. Students will learn how to enter and edit text, values, formulas and pictures, and they will save workbooks in various formats. Students will also learn how to move and copy data, learn about absolute and relative references, and work with ranges, rows and columns. This course also covers simple functions, basic formatting techniques and printing. Finally, students will create and modify charts.
This class can be taken as part of the Microsoft Office Essentials Certificate and the Excel Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199

Access Developer Certificate
Complete the certificate by taking the following classes within one year. We recommend classes be taken in this order:
- Access VBA Programming and Application Design
- SQL Fundamentals

Excel 2013 Fundamentals
Discover the fundamental concepts of Microsoft Excel 2013. Learn how to enter and edit text, values and formulas. Work with simple functions, apply formatting techniques, and create and modify charts.
This class can be taken as part of the Microsoft Office Essentials Certificate and the Excel Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199

Access VBA Programming and Application Design
This course will provide a foundation of how to program with VBA. Learn how to debug, write and modify code with the VBA environment. Dig deeper into programming with the objects that make up Access. Develop core Access VBA Developer techniques of working with forms, controls and reports that are key interface components in applications. Lastly, learn ideas to help you design and build applications.
This class can be taken as part of the Access Developer Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Access Advanced or comparable knowledge.
14 contact hours/$349

Excel 2010 Fundamentals
After an introduction to spreadsheet terminology and Excel's window components, learn how to use the Help system and navigate worksheets and workbooks. Students will learn how to enter and edit text, values, formulas and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows and columns. This course also covers simple functions, basic formatting techniques and printing. Finally, students will create and modify charts.
This class can be taken as part of the Microsoft Office Essentials Certificate and the Excel Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
Excel 2010 Intermediate
Learn how to use multiple worksheets and large workbooks efficiently. Discover how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging.
This class can be taken as part of the Excel Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Excel Fundamentals or comparable knowledge.
7 contact hours/$199

20122 R Jan. 21  8 a.m.-4 p.m.
Regnier Center 254
20123 F Feb. 5  8 a.m.-4 p.m.
Regnier Center 254
Olathe Health Education Center 141
20124 MT Feb. 22-23  6-9:30 p.m.
Regnier Center 254
20125 T Mar. 8  8 a.m.-4 p.m.
Regnier Center 253
20126 WR Mar. 16-17  6-9:30 p.m.
Regnier Center 253
20127 W Mar. 30  8 a.m.-4 p.m.
Regnier Center 254
20128 MT Apr. 4-5  6-9:30 p.m.
Regnier Center 250
20129 F Apr. 15  8 a.m.-4 p.m.
Regnier Center 254
20130 MT Apr. 25-26  6-9:30 p.m.
Regnier Center 254
20131 M May 9  8 a.m.-4 p.m.
Regnier Center 253

Excel 2013 Intermediate
Manage workbooks and worksheets more efficiently with Excel 2013. Use workbook styles and themes, create outlines and subtotals, and sort and filter data. Learn to save workbooks as web pages, insert and edit hyperlinks, and share workbooks via email.
This class can be taken as part of the Excel Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Excel 2013 Fundamentals or comparable knowledge.
7 contact hours/$199

20147 WR Feb. 3-4  6-9:30 p.m.
Regnier Center 255
20148 M Mar. 28  8 a.m.-4 p.m.
Regnier Center 255
20149 W May 4  8 a.m.-4 p.m.
Regnier Center 255
20150 WR Feb. 17-18  6-9:30 p.m.
Regnier Center 255
20151 W Apr. 20  8 a.m.-4 p.m.
Regnier Center 255
20152 T May 10  8 a.m.-4 p.m.
Regnier Center 255
20153 W Jan. 13  8 a.m.-4 p.m.
Olathe Health Education Center 141

Excel 2010 Advanced
Work with advanced formulas, as well as lookup functions such as VLOOKUP, Explore data validation and database functions such as DSUM. Learn how to import and export data, and how to query external databases. Learn about running and recording macros. PivotTables and PivotCharts are also covered in this course.
This class can be taken as part of the Excel Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Excel Intermediate or comparable knowledge.
7 contact hours/$199

20132 T Jan. 26  8 a.m.-4 p.m.
Regnier Center 253
20133 F Feb. 26  8 a.m.-4 p.m.
Olathe Health Education Center 141
20134 WR Mar. 2-3  6-9:30 p.m.
Regnier Center 253
20135 F Mar. 11  8 a.m.-4 p.m.
Regnier Center 253
20136 WR Mar. 23-24  6-9:30 p.m.
Regnier Center 254
20137 M Apr. 11  8 a.m.-4 p.m.
Regnier Center 254
20138 MT May 2-3  6-9:30 p.m.
Olathe Health Education Center 141

Excel 2013 Advanced
Work with advanced functions and formulas in Excel 2013. Learn about data validation and use advanced data filtering. Apply chart formatting options; create PivotTables and PivotCharts; export and import data; and query external databases. Discover the analytical features, such as Goal Seek; run and record macros; and explore VBA code. This class can be taken as part of the Excel Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Excel 2013 Intermediate or comparable knowledge.
7 contact hours/$199

20150 WR Feb. 17-18  6-9:30 p.m.
Regnier Center 255
20151 W Apr. 20  8 a.m.-4 p.m.
Regnier Center 255
20152 T May 10  8 a.m.-4 p.m.
Regnier Center 255
20153 W Jan. 13  8 a.m.-4 p.m.
Olathe Health Education Center 141

Excel VBA Programming
Gain proficiency in creating procedures that run in response to specific events, working with control structures, developing user forms to accept or display data, validating the data entry in user forms, and debugging and handling errors in code.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Excel Advanced or comparable knowledge.
7 contact hours/$199

20139 M Feb. 29  8 a.m.-4 p.m.
Regnier Center 254
20140 WR Apr. 13-14  6-9:30 p.m.
Regnier Center 253

Outlook 2010 or 2013 Specialist Certificate
Complete each certificate by taking the following classes within one year. We recommend classes be taken in this order:
- Outlook Fundamentals
- Outlook Intermediate
- Outlook Advanced

Outlook 2010 Fundamentals
Discover the basics and features of Outlook 2010. Create and manage email; work with contacts; and manage tasks, appointments and events.
This class can be taken as part of the Microsoft Office Essentials Certificate and the Outlook Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199

20153 W Jan. 13  8 a.m.-4 p.m.
Olathe Health Education Center 141
Outlook 2013 Fundamentals
Cover the basic functions and features of Outlook 2013. Read and send email messages, manage messages and attachments, configure message options, and use basic search functions. Work with contacts, tasks, appointments, and creating and responding to meeting requests.
This class can be taken as part of the Microsoft Office Essentials Certificate and the Outlook Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
20156  W  Mar. 2 8 a.m.-4 p.m.
Regnier Center 234
20157  WR Apr. 13-14 6-9:30 p.m.
Regnier Center 234

Outlook 2013 Advanced
Manage the Outlook 2013 environment through Quick Steps; creating shortcuts, setting rules to organize messages, and customizing the navigation bar, messages and signatures. Work with notes and journal entries, and share Outlook calendars and contacts with colleagues with RSS feeds.
This class can be taken as part of the Outlook Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Outlook 2013 Fundamentals or comparable knowledge.
7 contact hours/$199
20158  W  Mar. 30 8 a.m.-4 p.m.
Regnier Center 255
20159  WR May 11-12 6-9:30 p.m.
Regnier Center 234

Outlook 2010 Intermediate
Customize the Outlook environment and messages. Work with folders and filters to help organize Outlook.
This class can be taken as part of the Outlook Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Outlook Fundamentals or comparable knowledge.
7 contact hours/$199
20154  W  Feb. 17 8 a.m.-4 p.m.
Olathe Health Education Center 141

Outlook 2010 Advanced
Use Outlook to collaborate with colleagues and connect to RSS feeds. Work with notes and journal functions, and manage your calendar and contacts. Perform mail merges and work with basic templates.
This class can be taken as part of the Outlook Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Outlook Intermediate or comparable knowledge.
7 contact hours/$199
20155  W  Mar. 16 8 a.m.-4 p.m.
Olathe Health Education Center 141

PowerPoint 2010 or 2013 Specialist Certificate
Complete the certificate by taking the following classes within one year.
We recommend classes be taken in this order:
• PowerPoint Fundamentals
• PowerPoint Advanced

PowerPoint 2010 Fundamentals
Discover the basics and features of PowerPoint 2010. Create new presentations, format slides, and work with drawing objects and graphics. Add tables and charts while modifying your presentation using slide masters.
This class can be taken as part of the Microsoft Office Essentials Certificate and the PowerPoint Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
20160  WR Jan. 13-14 6-9:30 p.m.
Regnier Center 253
20161  W  Mar. 9 8 a.m.-4 p.m.
Olathe Health Education Center 141

PowerPoint 2013 Fundamentals
Create and run a basic presentation using PowerPoint 2013. Add and arrange slides, apply templates and design themes, add content and create speaker notes. Work with tables, charts, diagrams, and WordArt objects and pictures.
This class can be taken as part of the Microsoft Office Essentials Certificate and the PowerPoint Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
20164  T  Feb. 2 8 a.m.-4 p.m.
Regnier Center 255
20165  MT Apr. 4-5 6-9:30 p.m.
Regnier Center 254

PowerPoint 2010 Advanced
Learn equations to make your presentation even more powerful. Discover how best to distribute your presentation and integrate other Microsoft Office files.
This class can be taken as part of the PowerPoint Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: PowerPoint Fundamentals or comparable knowledge.
7 contact hours/$199
20162  WR Jan. 27-28 6-9:30 p.m.
Regnier Center 253
20163  W  Mar. 23 8 a.m.-4 p.m.
Olathe Health Education Center 141

PowerPoint 2013 Advanced
Discover the advanced features of PowerPoint 2013. Control global settings, apply effects, and create action buttons and equations. Learn to embed and link content from other Microsoft Office files into the presentation.
This class can be taken as part of the PowerPoint Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: PowerPoint 2013 Fundamentals or comparable knowledge.
7 contact hours/$199
20166  T  Feb. 23 8 a.m.-4 p.m.
Regnier Center 234
20167  MT Apr. 25-26 6-9:30 p.m.
Regnier Center 234

Save time! Enroll online: www.jccc.edu/ce
To register by phone, call 913-469-2323.

Project 2010 Fundamentals
The smart way to learn Microsoft Project! Develop a project plan with tasks, resources and assignments, and master the tools for presenting your plan and creating reports.
Track progress and costs, and make real-time adjustments. Learn techniques for managing multiple projects and dependencies.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard, and mouse, and knowledge of project management terms and functions.
14 contact hours/$349
20168 RF Jan. 28-29 8 a.m.-4 p.m.
Regnier Center 253

Project 2013 Fundamentals
Discover the basic commands and features of Microsoft Project 2013. Create task lists and calendars, establish a schedule, track costs, and work with different views and tables.
Apply filters and groups and resolve resource conflicts.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard, and mouse.
14 contact hours/$349
20169 MT Mar. 21-22 8 a.m.-4 p.m.
Regnier Center 232

Word 2010 Fundamentals
Cover the basic functions and features of Word 2010. After an introduction to Word’s window components, learn how to use the help system and navigate documents. Enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options.
Create tables, insert headers and footers, proof and print documents, and insert graphics.
This class can be taken as part of the Microsoft Office Essentials Certificate and the Word Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
20175 TW Jan. 19-20 6-9:30 p.m.
Olathe Health Education Center 141

Word 2010 Intermediate
Work with styles, sections and columns, and use the Navigation pane to work with outlines. Format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with web features.
This class can be taken as part of the Word Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Word Fundamentals or comparable knowledge.
7 contact hours/$199
20177 MT Feb. 1-2 6-9:30 p.m.
Olathe Health Education Center 141

Word 2010 Advanced
Perform mail merges; create and use forms; and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and web frames. Create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.
This class can be taken as part of the Word Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Word Intermediate or comparable knowledge.
7 contact hours/$199
20180 F Apr. 15 8 a.m.-4 p.m.
Regnier Center 253

Word 2013 Fundamentals
Learn the basic skills and concepts needed to use Word 2013. Create, save and navigate documents, enhance the appearance of documents through various formatting options, and edit text with cut, copy and paste commands. Insert tables and graphics, adjust page layouts, and work with headers and footers.
This class can be taken as part of the Microsoft Office Essentials Certificate and the Word Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
20176 F Mar. 18 8 a.m.-4 p.m.
Regnier Center 253

Word 2013 Intermediate
Perform mail merges, insert SmartArt diagrams, and format documents using sections, columns and design elements in Word 2013. Use the Track Changes function and prepare documents for sharing and exporting.
This class can be taken as part of the Word Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Word 2013 Fundamentals or comparable knowledge.
7 contact hours/$199
20178 F Apr. 18-19 6-9:30 p.m.
Regnier Center 234

Word 2013 Advanced
Perform mail merges; create and use forms; and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references and web frames. Create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.
This class can be taken as part of the Word Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Word Intermediate or comparable knowledge.
7 contact hours/$199
20184 MT Apr. 18-19 6-9:30 p.m.
Regnier Center 255

Word 2010 or 2013 Specialist Certificate
Complete each certificate by taking the following classes within one year.
We recommend classes be taken in this order:
• Word Fundamentals
• Word Intermediate
• Word Advanced

Receive a 15% discount when you enroll in three or more courses in a single transaction.
**Word 2013 Advanced**
Cover the skills and concepts needed to use Microsoft Word 2013 productively and efficiently. Add interactive elements such as forms and content from other applications, and find out how to save a file as a web page. Learn how to document references, customize the ribbon, create macros and discover the fundamentals of VBA programming.

This class can be taken as part of the Word Specialist Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Word 2013 Intermediate or comparable knowledge.
7 contact hours/$199

**Big Data – NoSQL**

**Database Essentials**
Relational and traditional databases are unable to keep up with the challenges of managing structured and unstructured data. A new set of technologies has emerged and been termed Big Data or NoSQL (meaning Not Only SQL). These Big Data databases are designed to be very fast and to scale to vast sets of data. Study Big Data concepts, technologies and the new set of techniques to manage them. Topics include Hadoop as well as emerging tools like MongoDB and other NoSQL databases.

This class can be taken as part of the Big Data Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
There are no prerequisites for this class, but prior relational database experience is recommended.
7 contact hours/$399

**Crystal Reports 2011**

**Fundamentals**
Explore the program environment, and learn how to navigate, create, and modify reports. Create formulas, prompts, and parameter fields and explore the basics of enhancing reports through formatting and grouping.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Proficient with Microsoft Access and database concepts.
7 contact hours/$299

**Crystal Reports 2011 Advanced**
Learn how to create complex reports and increase the speed and efficiency of your reports by using SQL queries. Work with the various tools that generate subreports, crosstabs, charts and running totals.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Crystal Reports Fundamentals or comparable knowledge.
7 contact hours/$299

**Data Analyst Training – Using Pig and Hive**
Apache Hive is Hadoop's data warehouse infrastructure and it makes multi-structured data accessible to analysts, database administrators and others without Java programming expertise. Apache Pig applies the fundamentals of familiar scripting languages to the Hadoop cluster. Hive and Pig allow the management and manipulation of data in a Hadoop cluster without Java programming experience. Learn how Apache Pig and Apache Hive enable data transformations and analyses via filters, joins and user-defined functions. Discover how to apply data analytics and business intelligence skills to Big Data, including how to access, manipulate, and analyze complex data sets using HiveQL and other scripting languages.

This class can be taken as part of the Big Data Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisites: Essentials for Apache Hadoop class or equivalent experience in addition to familiarity with SQL, including joins and subqueries.
21 contact hours/$1,299

**Essentials for Apache Hadoop**
Apache Hadoop has become the platform of choice for Big Data analysis across industry. The need for expertise in operating Hadoop clusters and developing Hadoop applications is also increasing. In this introductory course, Apache Hadoop technologies will be introduced, including MapReduce, Hadoop Distributed File System (HDFS), Hive, Pig, HBase, Sqoop, Flume and Hue.
This class can be taken as part of the Big Data Certificate.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
There are no prerequisites for this class but prior relational database experience is recommended.
7 contact hours/$399
Look at data in a whole new way!

JCCC’s NEW data visualization courses available:
- PowerPivot with Excel 2013
- Power BI with Excel 2013
- Introduction to Data Visualization with Tableau
- Advanced Data Visualization with Tableau

Have a question? Let us help.
Call 913-469-3891 or email CAIT@jccc.edu.

Enroll now at www.jccc.edu/ce

See page 19 for more information.
Data Visualization with Tableau Certificate

Complete the certificate by taking the following classes within one year. We recommend classes be taken in this order:

• Introduction to Data Visualization with Tableau
• Advanced Data Visualization with Tableau

Introduction to Data Visualization with Tableau
Tableau has emerged as a leader in data visualization. Tableau users have the ability to use data analytics to turn massive amounts of data into easily grasped visualizations. This course is the continuation of Introduction to Data Visualization with Tableau. In this course, participants learn to master charts and build sophisticated dashboards with guided analytics. The course also covers parameters, calculations, dates, if statements, data blending, story points and collaboration.

This class can be taken as part of the Data Visualization with Tableau Certificate.

Class textbook included in course fee. Textbooks distributed in first course meeting.

Prerequisites: Introduction to Data Visualization with Tableau or comparable knowledge.

14 contact hours/$799

Power BI with Excel 2013
This two-day, instructor-led course focuses on Power BI for Excel 2013. Power BI consists of four powerful tools: PowerPivot, Power View, Power Query and Power Maps. These tools give users the ability to build their own data analysis models. This course reveals how to analyze and visualize their data using the tools included in Power BI.

This class can be taken as part of the Data Analysis with Excel Certificate.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisites: PowerPivot with Excel 2013 or comparable knowledge.

14 contact hours/$799

Data Analysis with Excel Certificate

Complete the certificate by taking the following classes within one year. We recommend classes be taken in this order:

• PowerPivot with Excel 2013
• Power BI with Excel 2013

PowerPivot with Excel 2013
This two-day, instructor-led course focuses on PowerPivot and Power View in Excel 2013. The attendees will also learn how to build, generate, and format workbooks and visualizations using the Business Intelligence Center in SharePoint 2013.

This class can be taken as part of the Data Analysis with Excel Certificate.

Class textbook included in course fee. Textbooks distributed in first course meeting.

Prerequisites: Excel Advanced or comparable knowledge.

14 contact hours/$799

SQL Server Developer Certificate

Complete the certificate by taking the following classes within one year.

Required courses:

• Intro to SQL Server 2012
• SQL Server T-SQL Programming
• SQL Server Reporting Services
• SQL Server Integration Services

SQL Fundamentals
This course introduces the fundamental concepts of SQL. Work with tables, keys, viewing data and functions.

This class can be taken as part of the Access Developer Certificate.

Prerequisite: Access Fundamentals or Crystal Reports 2008 Fundamentals or comparable knowledge. Programming Fundamentals is recommended but not required.

14 contact hours/$349

Receive a 15% discount when you enroll in three or more courses in a single transaction.
Introduction to SQL Server 2012
In this course students learn to use Management Studio and build basic and advanced Structured Query Language (SQL) statements to retrieve and update data in a database. Topics include how to use Management Studio; retrieving data from one or more tables; joins; subqueries; insert, update and delete; data types; and SQL server functions. SQL DDL commands for creating databases, tables, indexes and views are also covered. Special emphasis is given to functions, joins and subqueries. Management Studio and its capabilities and tools are also explored.
This class can be taken as part of the SQL Server Developer Certificate.
Class textbook included in course fee. Textbooks are distributed in first course meeting.
Prerequisites: Students should have a basic understanding of relational databases and some limited exposure to simple SQL SELECT statements.
21 contact hours/$1,299
20056 TWR
Jan. 26-28 8 a.m.-4 p.m.
Regnier Center 232

SQL Reporting Services
The SQL Server Business Intelligence Development Suite (BIDS) complements the SQL Server database with several add-on services. One of the main services in the SQL Server BI Platform is SSRS. SQL Server Integration Services (SSIS) is the component of Microsoft SQL Server that replaces Data Transformation Services from earlier versions. In this two-day, instructor-led course students learn to use SSIS, including transforming data, creating workflows or maintaining your SQL Server. Major topics include Import and Export Wizard, SSIS Control Flow, SSIS Data Flow, SSIS Workflow and deploying SSIS Packages. This two-day, hands-on course is delivered using SQL Server Integration Services 2012.
This class can be taken as part of the SQL Server Developer Certificate.
Class textbook included in course fee. Textbooks are distributed in first course meeting.
Prerequisites: Introduction to SQL Server or equivalent experience.
14 contact hours/$799
20057 MT
Feb. 8-9 8 a.m.-4 p.m.
Regnier Center 232

SQL Server Integration Services
The SQL Server Business Intelligence Development Suite (BIDS) complements the SQL Server database with several add-on services. One of the main services in the SQL Server BI Platform is SSRS. SQL Server Integration Services (SSIS) is the component of Microsoft SQL Server that replaces Data Transformation Services from earlier versions. In this two-day, instructor-led course students learn to use SSIS, including transforming data, creating workflows or maintaining your SQL Server. Major topics include Import and Export Wizard, SSIS Control Flow, SSIS Data Flow, SSIS Workflow and deploying SSIS Packages. This two-day, hands-on course is delivered using SQL Server Integration Services 2012.
This class can be taken as part of the SQL Server Developer Certificate.
Class textbook included in course fee. Textbooks are distributed in first course meeting.
Prerequisites: Introduction to SQL Server or equivalent experience.
14 contact hours/$799
20057 MT
Feb. 8-9 8 a.m.-4 p.m.
Regnier Center 232

C# – Introduction for Developers
The software development industry has gone through several revolutions over the last 50 years, the most recent of which is the introduction of Microsoft’s .NET platform. As a programmer, you will want your skills on the leading edge of this revolution. Of all the languages targeting the .NET platform, C# has been tailor-made for future .NET developers.
Class textbook included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Programming Fundamentals or comparable knowledge.
35 contact hours/$999
20067 WR
Mar. 9- Apr. 7 6-9:30 p.m.
Regnier Center 236

Introduction to Mobile App Development for Android
Participants in the course receive a solid, hands-on introduction to Android mobile application development using Java, including Java syntax, Java tools for Android, program and interface design, testing and key mobile concepts. The course builds a solid foundation in Java, while providing technical skills and confidence to tackle mobile applications projects. The course uses the Android Developer Tools (ADT) bundle, including the Eclipse + ADT plugin, Android SDK Tools, Android Platform tools, the latest Android platform, and the latest Android system image for the emulator. A standard edition of Java will be used.
Class textbook included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Programming Fundamentals or comparable knowledge.
21 contact hours/$499
20071 WR
Feb. 10-25 6-9:30 p.m.
Regnier Center 254
Python Programming Certificate

Complete the certificate by taking the following classes within one year. We recommend classes be taken in this order:

- Introduction to Python Programming
- Advanced Python Programming

Introduction to Python Programming

Python is a dynamic, strongly typed, object-oriented scripting language for the web. Participants begin with writing and running Python scripts. This course then moves into Python’s approach and handling of typical programming tools and frameworks such as file operations, regular expressions, working with binary data and modules.

This class can be taken as part of the Python Programming Certificate.

Prerequisite: Programming Fundamentals or comparable knowledge.

21 contact hours/$1,299

21225 TWR Feb. 9-11 8 a.m.-4 p.m. Regnier Center 252

Advanced Python Programming

Python is a dynamic, strongly typed, object-oriented, scripting language for the web. This course builds on the concepts introduced in Introduction to Python Programming. Participants will work with Python’s high-level data structures, network programming, writing GUIs in Python, and CGI programming. Programmers building application frameworks, integrating Python with other programs, or developing distributed computing applications will find this course to be valuable.

This class can be taken as part of the Python Programming Certificate.

Prerequisite: Introduction to Python Programming or comparable knowledge.

14 contact hours/$799

21226 RF Mar. 10-11 8 a.m.-4 p.m. Regnier Center 232

Java Programming

Receive a solid foundation for programming with Java, including: information about the syntax of the Java programming language; object-oriented programming with the Java programming language; exceptions, file input/output (I/O); brief introduction to database access with JDBC; brief introduction to web development in Java with JSP. Programmers familiar with object-oriented concepts can learn how to develop Java technology applications. The course features the Java Platform, Standard Edition 7 (Java SE 7) platform, and uses the Java SE Development Kit 7 (JDK 7) product.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Programming Fundamentals or comparable knowledge.

35 contact hours/$999

20068 MTW Apr. 27-28 8 a.m.-4 p.m. Regnier Center 254

Programming Fundamentals

Ready to become a programmer, or just want an introduction to object-oriented skills? Receive an introduction to classes, objects, behaviors, attributes and other object-oriented topics such as inheritance and exception handling. This is a language-independent class using an object-oriented approach to programming logic, the solid foundation needed to build 21st-century business applications and successful websites.

This class can be taken as part of the Web Development Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Comfortable using Windows, keyboard and mouse.

21 contact hours/$499

20069 MTW Feb. 22-24 8 a.m.-4 p.m. Regnier Center 254

20070 WR Mar. 30-Apr. 14 6-9:30 p.m. Regnier Center 254

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A+ Certification
Start your IT training off in the right direction. Build a solid foundation with our A+ Essentials and A+ IT Technician classes as you start your IT career. Mapped toward both of CompTIA’s A+ exams, this series will help prepare you for the industry-recognized A+ certification.
Class textbook and exam vouchers included in course fee. Textbooks distributed in first course meeting.
Prerequisite: Comfortable with Windows and basic computer hardware.
56 contact hours/$1,599

20063 S Jan. 13-Mar. 3 6-9:30 p.m.
Regnier Center 236

20064 S Mar. 26-May 14 8 a.m.-4 p.m.
Regnier Center 236

CCNA Routing and Switching
Ramp up for your CCNA certification as you learn about Cisco routers, switches and other networking devices.
Class textbook is included in course fee. Textbooks are distributed in first course meeting.
Prerequisite: Network+ certification or comparable knowledge. Work in a Cisco environment is recommended but not required.
70 contact hours/$1,999

20039 TR Mar. 9-May 12 6-9:30 p.m.
Regnier Center 238

20040 TR May 17-Jul. 21 6-9:30 p.m.
Regnier Center 238

Network+ Certification
Discover how to install, configure and troubleshoot a computer network. Learn about the fundamental building blocks that form a modern network, such as protocols, topologies, hardware and network operating systems. Explore concepts such as TCP/IP, Ethernet, wireless transmission and security. Subject matter is mapped to CompTIA Network+ exam objectives.
Class textbook and exam voucher included in course fee. Textbooks distributed in first course meeting.
Prerequisite: A+ Certification or comparable knowledge.
35 contact hours/$999

20065 S Feb. 20-Mar. 19 8 a.m.-4 p.m.
Regnier Center 255

20066 MT Mar. 28-Apr. 26 6-9:30 p.m.
Regnier Center 255

INTRODUCTORY COMPUTING

Introduction to Microsoft Office
This two-day course will cover the basic functions in Microsoft Word, Excel and PowerPoint. You’ll learn how to enter and edit text, create, save and print documents, and insert graphics in Word. Moving to Excel, students will enter and edit text, values, formulas and pictures, and they will save workbooks in various formats. The session will wrap up with learning how to create a presentation in PowerPoint.
Class textbook included in course fee. Textbooks distributed in first course meeting.
6 contact hours/$99

20059 MT Feb. 8-9 1-4 p.m.
Regnier Center 221

20060 WR Apr. 13-14 6-9 p.m.
Regnier Center 255

Introduction to Social Media
Don’t get left out! Social media is dynamic and fun. New networks are introduced regularly. Facebook, Twitter and Pinterest, to name a few, update and change quickly. Social media is great for keeping in touch with friends and family, staying involved in your community and world events, and seeing and posting photos. Find and share information about your hobbies and interests. Receive an overview of social media and what networking sites are best to use for your specific interests. We’ll even help you set up the social media accounts of your choice. This class requires an active email account.
6 contact hours/$99

20061 MT Mar. 7-8 1-4 p.m.
Regnier Center 221

20062 WR May 11-12 6-9 p.m.
Regnier Center 252

Introduction to the iPad
Learn how to navigate your iPad in this course. Our new iPad lab will provide you with an iPad to use during class. Learn how to work with your iPad to navigate screens, connect to Wi-Fi, find information on the web, check email, and use pre-installed apps on your iPad. You’ll finish the session by seeing how to download the latest apps from the App Store. This course is suitable for all iPad generations.
Class textbook included in course fee. Textbooks distributed in first course meeting.
6 contact hours/$99

20091 MT Feb. 22-23 1-4 p.m.
Regnier Center 221

20092 WR Apr. 27-28 6-9 p.m.
Regnier Center 252

Introduction to Windows 8
Brand new computer with Windows 8 installed? Just started using a computer? Are touchscreens new to you? This introductory class gives you the knowledge and skills to use a keyboard, mouse and touchscreen. Students will be introduced to keyboard, mouse and touchscreen skills, and using copy and paste. Explore the new start screen, customize your experience with photo, music and video apps, and discover how to share and organize files and folders.
Class textbook included in course fee. Textbooks distributed in first course meeting.
6 contact hours/$99

20173 MT Jan. 25-26 1-4 p.m.
Regnier Center 234

20174 WR Mar. 30-31 6-9 p.m.
Regnier Center 234

Mac: OS X Introduction
Get started with Mac OS X, and take control of your computer. The best way to become comfortable working with your computer is to learn about the operating system. Explore the basics as you do just that in this introductory class. We’ll explore the user interface, and use the Finder to manage our documents and files. We’ll explore how to control the Mac using Preferences, and how to start and run software programs. The class concludes with an introduction to the included software on Mac.
Class textbook included in course fee. Textbooks distributed in first course meeting.
7 contact hours/$199

20072 F Jan. 15 8 a.m.-4 p.m.
Regnier Center 245
Enhance your programming skills

JCCC’s new Python Programming and Angular JavaScript classes:

• Introduction to Python Programming
• Advanced Python Programming
• Angular JavaScript

Enroll today!

Have a question? Let us help.
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See pages 8 and 21 for more information.
To register by phone, call 913-469-2323.
Introduction to Lean Enterprise
Lean is about more than just cutting costs in the factory. One criticism perennially heard among rank-and-file workers is that Lean practitioners may easily focus too much on the tools and methodologies, and fail to focus on the philosophy and culture of Lean. Another pitfall is that management decides what solution to use without understanding the true problem and without consulting shop floor personnel. As a result, Lean implementations often look good to the manager but fail to improve the situation. This class will give Lean implementers the well-rounded command of the subject needed to avoid failed implementations.
21 contact hours/$805

Lean Six Sigma Black Belt
Black Belts are experienced and well-trained Lean Six Sigma professionals who provide project management, statistical analysis, financial analysis, meeting facilitation and project prioritization for the organization.
The typical Black Belt leads several projects with enterprise scope, coaches and mentors Green Belts, and understands how to define project scope, coach and mentor project sponsors and managers. Participants in this revised 64-hour instructor-led course will spend approximately 44 hours on curriculum and 20 hours in small teams working with an online project simulation.
Successful students will achieve 80 percent on the comprehensive final exam to be certified as a JCCC Lean Six Sigma Black Belt, and earn 6.4 continuing education units (CEUs).
All books and materials are included. An earned JCCCLSSGB or GB healthcare certification, or the successful completion of a no-cost comprehensive entrance assessment, is a prerequisite to this Lean Six Sigma Black Belt course.
64 contact hours/$2,875

To register by phone, call 913-469-2323.
Lean Six Sigma Green Belt

Green Belts are professionals who are well versed in the Lean and Six Sigma methodologies, and understand the application of process improvements that eliminate nonvalue added steps, reduce lead time and begin to reduce process variations. They collect data, make initial interpretations and begin to formulate recommendations that are fed to Black Belts or the sponsoring managers. Green Belts typically facilitate one to two projects a year while maintaining their regular work duties. This updated instructor-led class is designed for individuals from diverse organizational functions who are focused on reduction of waste, increased profitability and customer satisfaction.

Successful students will achieve 80 percent on the comprehensive final exam to be certified as a JCCC Lean Six Sigma Green Belt, and earn 4.5 continuing education units (CEUs).

All books and materials are included in course fee. This is a prerequisite to Lean Six Sigma Black Belt.

45 contact hours/$1,725

20866  W  Jan. 20-May 4  1-4 p.m.  Regnier Center 155  Brad Snyder  
20867  T  Feb. 23-Jun. 7  6-9 p.m.  Regnier Center 155  Alan Huxman

Lean Six Sigma Green Belt for Healthcare

Health systems today face many of the same challenges that have prompted manufacturers and service providers to focus on continuous improvement practices. These challenges include customer demands and expectations for high quality; escalating competition that is driving the need to reduce waste and lower costs; and multi-dimensional problems that require cross-organizational solutions. Designed for healthcare professionals, this 45-hour, instructor-led course will teach participants how to identify, frame and effectively solve quality problems in healthcare organizations at the Green Belt level using D-M-A-I-C processes and tools.

Successful students will achieve 80 percent on the comprehensive final exam to be certified as a JCCC Lean Six Sigma Green Belt, and earn 4.5 Continuing Education Units (CEUs).

All books and materials are included. This course is a prerequisite to Lean Six Sigma Black Belt.

44 contact hours/$1,725

20868  M  Feb. 8-May 23  6-9 p.m.  Regnier Center 155  Debra Denavs  
20869  S  Apr. 2-Jun. 18  8 a.m.-noon  Regnier Center 155  Doug Wood

Project Management Certificate

Complete the certificate by taking the following classes within one year.

Required courses:

- Project Management Essentials
- Effective Communication for Project Managers and Business Analysts
- Effective Project Scheduling and Control
- Estimating and Managing Project Costs
- Gathering, Analyzing and Communicating Requirements
- Project Leadership and Team Motivation
- Project Quality Management
- Project Risk Management

*Smart Package eligible

Regression Analysis

Regression Analysis is an investigation and modeling of the relationship between a response variable and one or more predictors. Typically, a regression equation or model is used in two primary ways. The first is to evaluate how the predictors affect the response, how important each predictor is, and how much of the total variability of the response can be accounted for by the predictors. The second is to use the regression equation to predict future events, which is essential. This course will focus on how to: investigate and model the relationship between the response variable and predictors; assess the fit of the model to the data; select, refine, test and validate the model; and the potential pitfalls. Multiple examples will be used. No prior statistical analysis experience is required.

3 contact hours/$129

20870  R  Apr. 7  1-4 p.m.  Regnier Center 155  Deb Denavs

Agile Certified Practitioner

In the 21st-century world where customers expect to see value delivered frequently, the marketplace demands that companies pivot and change rapidly, and competition for skilled employees is tight. Organizations and employees are turning to Agile philosophies to improve projects, product delivery and the work environment. This course is interactive and designed to provide a foundational understanding of Agile concepts and practices. Topics include: the history and benefits of Agile; understanding Lean and Agile principles; discussion of the practices behind the multiple methods of delivering in an Agile environment, projects in an Agile environment and hands-on exercises on planning, writing stories, release planning, estimating, executing and monitoring. The course is designed to provide a deeper understanding of concepts and practices through classroom exercises and experiential knowledge.

Class textbook included in course fee. Textbooks distributed in first course meeting.

21 contact hours/$1,299

20872  W  Mar. 9-24  6-9:30 p.m.  Regnier Center 250

Certified Scrum Master

In the 21st-century world where customers expect to see value delivered frequently, the marketplace demands that companies pivot and change rapidly and competition for skilled employees is tight. Organizations and employees are turning to Agile philosophies to improve projects, product delivery and the work environment. This course is interactive and designed to provide a foundational understanding of Agile/Scrum concepts and practices. Topics include: the history and benefits of Agile; understanding Lean and Agile principles; discussion of the practices behind the multiple methods of delivering in an Agile environment; how to shepherd a Scrum team and hands-on exercises for planning, writing stories, release planning, estimating, executing and monitoring. The course is designed to provide a deeper understanding of concepts and practices through classroom exercises and experiential knowledge.

Class textbook included in course fee. Textbooks distributed in first course meeting.

21 contact hours/$1,299

21211  MT  Apr. 25-May 10  6-9:30 p.m.  Regnier Center 253
Effective Communication for Project Managers and Business Analysts

Effective and persuasive communication is vital for personal and professional success, and organizational communication requires the ability to adapt your message to a range of audience types. In this course, you'll learn how to build successful communication and effectively connect with others. You'll discover influence strategies and gain skills to effectively persuade technical and nontechnical audiences to your point of view. Discover the skills critical to building solid work relationships and becoming more persuasive in your communication. You'll gain valuable insights into your communication style and that of others, and take away hands-on skills for productively receiving and transmitting information, ideas and thoughts. This course will also help you become skilled at analyzing situations and selecting the most productive communication strategies to use.

This course is designed for business professionals who want to be strong and effective communicators and speak to a variety of audiences across organizational boundaries. It is ideally suited for project managers, business analysts, team leaders, and those seeking professional advancement in a leadership capacity.

The project management classes offer PDUs and satisfy the Project Management Institute’s (PMI) classroom requirements for the PMP certification. These courses have been approved by PMI. This course has been approved for 14 Technical PMI Talent Triangle PDUs (14 PDUs).

This class can be taken as part of both the Project Management and Business Analyst Smart Packages. Take all of the classes in this package at a 30% discount off the full price.

No textbook required for this class. Handouts will be distributed in first course meeting.

Prerequisite: Either Project Management Essentials or Business Analyst Essentials or comparable knowledge.

14 contact hours/$799

20199 MT Apr. 4-5 8 a.m.-4 p.m. Regnier Center 250
20200 MT Apr. 11-19 6-9:30 p.m. Regnier Center 250

Technical Writing Boot Camp

Simplifying the complex

Impress the boss by preparing technical documents for executives, peers and consumers that make sense and are on time. It’s easy if you have the right tools.

“Technical Writing Boot Camp – Complex Manuals, Reports and Materials that Employers Love” simplifies the complex. From step-by-step instructions to detailed data-heavy executive reports, technical writing will be easier, faster and better after attending this full-day workshop.

8 a.m.-5 p.m.
Wednesday, April 27
Regnier Center 181
$199 CRN 20927

See page 41 for course information.
### PMP Test Prep
This course provides a comprehensive review of the PMBOK knowledge areas and certification process. Students will find this helpful in preparing for the PMP certification examinations or in the solidification of their knowledge and understanding of the project management processes and content. Other topics include the application and testing process for PMP as well as key test topics, such as project integration, time, cost, quality, communication, and risk.

The project management classes offer PDUs and satisfy the Project Management Institute’s (PMI) classroom requirements for the PMP certification. These courses have been approved by PMI.

Class textbooks included in course fee. Textbooks distributed in first course meeting.

Prerequisite: Industry experience with Project Management.

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<td>Feb. 15-19</td>
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<td>20209</td>
<td>Mar. 28-Apr. 27</td>
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### Project Leadership and Team Motivation
Effective leadership and team motivation are critical for the success of any project. In this course students are introduced to the elements and methods of leadership in a technical environment, as well as the tools and techniques for team development and motivation. Other topics include resolving conflict and managing personnel issues, analyzing stages of team development and maximizing team effectiveness.

The project management classes offer PDUs and satisfy the Project Management Institute’s (PMI) classroom requirements for the PMP certification. These courses have been approved by PMI.

This class can be taken as part of the Project Management Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks distributed in first course meeting.

Prerequisite: Project Management Essentials or comparable knowledge.

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<td>Jan. 19-21</td>
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<td>20189</td>
<td>Mar. 7-9</td>
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<td>May 16-25</td>
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### Project Management Essentials
Project management is the use of principles, techniques and tools to execute projects effectively and efficiently. For most organizations it is a necessary competency that allows them to reach business goals via project deliverables. This three-day course uses lecture, discussion and case studies to provide an overview of project management concepts and principles. Topics include the project management framework, process groups and knowledge areas. Specific issues covered are project authority, leadership skills and stakeholder communication strategies.

The project management classes offer PDUs and satisfy the Project Management Institute’s (PMI) classroom requirements for the PMP certification. These courses have been approved by PMI.

This class can be taken as part of the Project Management Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks distributed in first course meeting.

Prerequisite: Industry experience with Project Management.

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<td>Mar. 28-29</td>
<td>6-9:30 p.m.</td>
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### Project Quality Management
Project Quality Management focuses on overseeing product quality and ensuring process quality when creating project deliverables. In this course, students master the quality planning process, quality planning tools, metrics and quality assurance.

The project management classes offer PDUs and satisfy the Project Management Institute’s (PMI) classroom requirements for the PMP certification. These courses have been approved by PMI.

This class can be taken as part of the Project Management Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks distributed in first course meeting.

Prerequisite: Project Management Essentials or comparable knowledge.

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<td>20196</td>
<td>Mar. 21-22</td>
<td>6-9:30 p.m.</td>
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</table>

### Project Risk Management
Identifying, analyzing and responding to risk are crucial elements for the successful management of projects. In this course students will gain an understanding of risk management and the elements of a risk management plan. Other topics include tools for determining risk impact, risk prioritization and methods to communicate, monitor and control risk throughout the project life cycle.

The project management classes offer PDUs and satisfy the Project Management Institute’s (PMI) classroom requirements for the PMP certification. These courses have been approved by PMI.

This class can be taken as part of both the Project Management and Business Analyst Smart Packages. Take all of the classes in either of these packages at a 30% discount off the full price.

For details visit the Smart Package store.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Project Management Essentials or comparable knowledge.

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<td>Mar. 28-29</td>
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### Project Management Workshop
This course is designed as a capstone for the Project Management Certificate. In this workshop students reinforce concepts learned in previous project management courses and gain project management experience when they put their knowledge into practice with real-world project software simulation.

The project management classes offer PDUs and satisfy the Project Management Institute’s (PMI) classroom requirements for the PMP certification. These courses have been approved by PMI.

This class can be taken as part of the Project Management Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks distributed in first course meeting.

Prerequisite: Completion of all other requirements for the Project Management Certificate or comparable knowledge.

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<tr>
<td>20200</td>
<td>Apr. 27-May 12</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 232</td>
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</table>
To register by phone, call 913-469-2323.

JCCC Continuing Education > Business Skills Development

7 Tips for Writing Awesome Marketing Content That Gets a Response

Award-winning author, entrepreneur and nationally recognized writing expert Paula Peters provides 7 Tips for Writing Awesome Marketing Content That Gets a Response in this full-day workshop.

- Write faster to meet tough deadlines
- Edit your work to meet reader expectations
- Learn 100+ techniques to simplify the writing process

Tuesday, April 12
8 a.m.-5 p.m.
Regnier Center 144
$199 CRN 20909

See page 39 for details.

Business Analyst Essentials

Business analysis enables an enterprise to reach its goals by recognizing organizational needs, understanding its requirements, recommending solutions, and working to either close capability gaps or exploit organizational strengths. This three-day course provides an overview of concepts, principles, tasks and techniques used to perform business analysis, as defined in the International Institute of Business Analysis (IIBA) Business Analysis Body of Knowledge (BABOK) Guide. Topics include business analyst planning and monitoring, elicitation and collaboration, requirements life cycle management, strategy analysis, requirements analysis and design definition, solution evaluation and required business analyst soft skills.

This course has been approved for 21 Technical PMI Talent Triangle PDUs.

This class can be taken as part of the Business Analyst Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook, International Institute of Business Analysis, Business Analysis Body of Knowledge, included in course fee. Textbook distributed in first course meeting.

21 contact hours/$1,299

20030 MT Feb. 1-16 6-9:30 p.m.
Regnier Center 232

20031 MTW Feb. 29-Mar. 2 8 a.m.-4 p.m.
Regnier Center 250

Business Process Improvement

Business Process Improvement (BPI) is a systematic approach for optimizing an organization’s underlying processes. In this course learn what BPI is and how to develop strategies for identifying potential improvements, gaining buy-in from process owners and developing process change strategies. The course discusses a framework for improving process and defines process improvement concepts and techniques. Lastly, discuss how to effectively introduce process changes.

This course has been approved for 14 Strategic PMI Talent Triangle PDUs.

This class can be taken as part of the Business Analyst Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Prerequisite: Business Analyst Fundamentals or comparable knowledge.

14 contact hours/$799

20035 MT Apr. 18-19 8 a.m.-4 p.m.
Regnier Center 250

20036 WR Apr. 27-May 5 6-9:30 p.m.
Regnier Center 250

See page 39 for details.
Business Process Modeling
Business Process Modeling (BPM) is the activity of representing a process in its current state, allowing the process to be analyzed and improved in the future. Business Process Modeling uses a set of technologies and standards for the design, execution, administration and monitoring of business processes. The business process is the flow of activities, usually represented by boxes; each depicting some type of work, toward some business goal. Business process modeling is most commonly performed by business analysts and managers who are seeking to improve process efficiency and quality. Topics include the need for modeling business processes, modeling methods, business process modeling notation (BPMN), context diagramming, functional decomposition, data flow diagrams and verification of models.

This course has been approved for 14 Technical PMI Talent Triangle PDUs.

This class can be taken as part of the Business Analyst Smart Package. Take all of the classes in this package at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Gathering, Analyzing and Communicating Requirements or equivalent experience.

Gathering, Analyzing and Communicating Requirements
The primary objective for a business analyst is eliciting the proper requirements, and then managing and communicating those requirements to the stakeholders. All stakeholders must have the same understanding of the requirements; they must also be in agreement of the solution that the requirements will fulfill. Throughout elicitation and the entire process, requirements and changes to requirements must be properly tracked, communicated and managed. In this course students will practice techniques for requirement elicitation and collaboration, requirements analysis and design definition, and communication skills, as identified by the International Institute of Business Analysis (IIBA), Business Analyst Body of Knowledge Guide.

This course has been approved for 21 Technical PMI Talent Triangle PDUs.

This class can be taken as part of the Business Analyst and Project Management Smart Package. Take all of the classes in either of these packages at a 30% discount off the full price.

Class textbook is included in course fee. Textbooks are distributed in first course meeting.

Prerequisite: Business Analyst Fundamentals or comparable knowledge.

PMI-PBA Test Prep
This course provides a comprehensive review of The Business Analyst Body of Knowledge (BABOK). Students will find this helpful in preparing for the Certified Competent Business Analyst (CCBA) and Certified Business Analyst Professional (CBAP) certification or in the solidification of their knowledge and understanding of business analysis processes and content. Other topics include the CCBA and CBAP certification requirements, certification process, differences between the certifications and practice test exams.

Class textbook, International Institute of Business Analysis, Business Analysis Body of Knowledge, and Watermark, CBAP Certification Study Guide included in course fee.

Textbooks distributed in first course meeting.

Prerequisite: Business Analyst Certificate or comparable knowledge.

CCBA and CBAP Test Prep
This course provides a comprehensive review of The Business Analyst Body of Knowledge (BABOK). Students will find this helpful in preparing for the Certified Competent Business Analyst (CCBA) and Certified Business Analyst Professional (CBAP) certification or in the solidification of their knowledge and understanding of business analysis processes and content. Other topics include the CCBA and CBAP certification requirements, certification process, differences between the certifications and practice test exams.

Class textbook, International Institute of Business Analysis, Business Analysis Body of Knowledge, and Watermark, CBAP Certification Study Guide included in course fee.

Textbooks distributed in first course meeting.

Prerequisite: Business Analyst Certificate or comparable knowledge.

Supply Chain & Logistics
APICS CPIM: Detailed Scheduling and Planning
This course will help you gain a working knowledge of the tools and techniques you need for: 1) planning inventory and tactics including: MRP, CRP, Lean and TOC; 2) translating product- and master-level plans and schedules into requirements that can be procured or produced; 3) bridging the master planning area with the execution and control function; 4) recognizing the importance of supply chain management and deploying supply chain strategies related to scheduling, planning and sourcing.

This class is not eligible for the Take 3 discount.

22.5 contact hours/$499

APICS CPIM: Execution and Control of Operations
Learn to translate plans into operational activities and apply operations and supply chain techniques: 1) compare actual output to plans and take appropriate corrective actions; 2) effectively communicate ideas and instruct others in a group setting; 3) create operational solutions in the face of competing resources; 4) explain the release of work and report performance through data collection; 5) execute quality initiatives and plan for continuous improvement; 6) evaluate trade-offs and participate in critical project design decisions.

This class is not eligible for the Take 3 discount.

20 contact hours/$499
APICS CPIM: Strategic Management of Resources
SMR is the capstone module and should be taken last. Advance your employees’ knowledge of resources management to include higher-level thinking, strategic planning and implementation of operations. You will: 1) explore complex concepts within the entire APICS CPIM body of knowledge; 2) know the relationships of existing and emerging processes and technologies; 3) understand various, interrelated business environments; 4) learn how to develop and implement business and operations strategy. This class is not eligible for the Take 3 discount.
22.5 contact hours/$599

20009 W Jan. 6-Feb. 24 6-8:30 p.m. Carlsen Center 234 Standa Colley

APICS Certified Supply Chain Professional (CSCP) Exam Prep
The APICS Certified Supply Chain Professional (CSCP) program helps you master supply chain management best practices and distinguishes you as an industry expert with specialized, high-level knowledge and skills. The CSCP is a globally recognized operations and supply chain management designation sought by thousands of employers and recruiters. This course includes the CSCP Learning System – an interactive development and certification preparation program based on the CSCP body of knowledge – and expert-level classroom instruction and coaching. Prepare to take the CSCP exam and demonstrate your knowledge of: 1) fundamentals of supply chain management; 2) supply chain strategy, design and compliance; 3) implementation and operations.
This class is not eligible for the Take 3 discount.
Prerequisite: Bachelor’s degree and at least two years of industry experience. To find out more, learn about eligibility requirements, or try a free demo of the learning system, visit www.apics.org/careers-education-professional-development/certification/cscp.
Course fee includes the CSCP Learning System and 32 hours of classroom instruction. Cost of the CSCP exam is not included.
Audience: Mid-level Supply Chain and Operations Management positions.
32 contact hours/$2,395

21035 W May 4-Jun. 22 8 a.m.-noon Regnier Center 183 Standa Colley

Basics of Warehousing and Logistics
This course examines the movement of information and products through the supply chain and provides workers a foundational knowledge of warehouse operations and their role in the process. Topics covered include product shipping and receiving, product storage, inventory management, documentation, transportation, material handling equipment, order processing and the role of WMS systems in warehouse operations. This class is not eligible for the Take 3 discount.
Audience: Entry-level warehouse personnel and materials handlers.
8 contact hours/$89

21232 F Jan. 15 Logistics Park KC 8 a.m.-5 p.m. Peter Warner
21233 F Feb. 5 Logistics Park KC 8 a.m.-5 p.m. Peter Warner
21234 S Mar. 26 Logistics Park KC 8 a.m.-5 p.m. Peter Warner
21235 S Apr. 23 Logistics Park KC 8 a.m.-5 p.m. Peter Warner

Lean Operations: Getting Started
Lean enterprise can help you make dramatic improvements to your business processes, strengthen your customer relationships and attract new customers. By analyzing and improving the flow of information and materials in a work environment, Lean enterprise results in dramatic improvements – reduced lead time, increased productivity, improved quality, cost reductions and increased profitability, as well as greater customer and employee satisfaction. This workshop will help you understand Lean enterprise principles and the benefits of Lean. You will also learn the eight types of waste in work processes.
7 contact hours/$239

21167 F Feb. 19 8:30 a.m.-4:30 p.m. Regnier Center 157 Brad Snyder

Industrial Automation Systems, Fundamentals (Level I)
The objective of this workshop is to expose the student to the fundamentals of industrial control systems which will enable them to conduct an initial diagnosis of failures in industrial control systems. The intended audience is entry level maintenance staff and machine operators who are expected to determine if the equipment problem is with the input sensors, the controller or the output actuators. This class will reduce equipment downtime and improve communication between operators and maintenance staff. This class is not eligible for the Take 3 discount.
32 contact hours/$1,299

21294 MTWR Feb. 22-25 8 a.m.-5 p.m. To Be Arranged Ed Keating

Industrial Automation Systems, Intermediate (Level II)
The objective of this workshop is to expose the student to intermediate topics in industrial control systems so that they can troubleshoot control problems to a component level. The intended audience is maintenance control technicians who are expected to troubleshoot, maintain and support industrial control systems. This class is not eligible for the Take 3 discount.
56 contact hours/$2,499

21295 MTWR Mar. 21-30 8 a.m.-5 p.m. Regnier Center 238 Ed Keating

Receive a 15% discount when you enroll in three or more courses in a single transaction.

Like to learn at home? See our online course options at www.jccc.edu/ce
OSHA Forklift Classroom Training
Forklift training and certification is a great addition to your professional skill set and helps reduce accidents in the workplace. It opens up new opportunities and tells an employer that you are prepared to go the extra mile for your job. Up to 90 percent of forklift accidents are caused by operator error. Making sure employees are trained and qualified is the most effective way to avoid accidents. Students who successfully complete the course exam will receive a certificate of completion verifying that they have received forklift classroom training according to OSHA 1910.178(l). Becoming OSHA certified to operate a forklift also requires practical, hands-on training. See the JCCC course schedule for OSHA Forklift Practical Training courses. In addition to classroom and hands-on training, becoming OSHA certified also requires additional training and evaluation in the workplace, which you will receive from your employer. This class is not eligible for the Take 3 discount.

3 contact hours/$49

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<td>21257</td>
<td>Apr. 22</td>
<td>9 a.m.-noon</td>
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OSHA Forklift Practical Training
In this class you will learn how to safely operate lift truck equipment. The class gives you hands-on, practical training on a Raymond Sit-Down Counterbalance Truck and/or End-Rider “Walkie” Truck. The goal of the course is safe operations and will not result in proficiency for those without prior forklift operating experience. Students who successfully complete the evaluation will receive a certificate of completion verifying that they have received forklift practical training according to OSHA 1910.178(l). Becoming OSHA certified to operate a forklift also requires classroom training. See the JCCC course schedule for OSHA Forklift Classroom Training. In addition to classroom and hands-on training, becoming OSHA certified also requires additional training and evaluation in the workplace, which you will receive from your employer. This class is not eligible for the Take 3 discount.

4 contact hours/$69

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<td>21261</td>
<td>Apr. 22</td>
<td>1-5 p.m.</td>
<td>LPKC</td>
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OSHA 30 Hour Forklift Certification
This five-day course includes classroom (five hours) and hands-on (25 hours) training in forklift and pallet jack operation. Completers will be authorized to operate Counter-Balance Forklift, Reach Truck and Powered Pallet Jack (in accordance with OSHA CERT-29 CFR 1910.178). Applicants must be at least 18 years of age. Attendance is required at all five class sessions to earn the certificate. Training held at KCKCC, 6565 State Ave., Kansas City, KS 66102. When arriving at the KCKCC location, ask for Rich Piper.

30 contact hours/$395

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<td>8 a.m.-2:30 p.m.</td>
<td>KCKATS</td>
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</table>

Set yourself apart from the competition with our Supply Chain Certifications

Gain cross-functional knowledge and skills

Increase your employability

Advance your career

• APICS Certified in Production and Inventory Management (CPIM)
• APICS: Certified Supply Chain Professional (CSCP)
• ISM: Certified Professional in Supply Management (CPSM)

See pages 31-32 to learn more.

To customize and bring any of these certifications to your site, call 913-469-2460.

Business Language Services

Today’s global economy impacts business in many ways. We can help improve your business by improving your employees’ ability to interact with each other and with clients around the world.

• Occupational Spanish
• ESL Grammar and Writing
• Pronunciation Improvement
• Foreign Language
• American Sign Language

For more information, call 913-469-4420.

JCCC can help your company close a language gap.
SHRM Learning System
This course prepares you for the SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification exams. Course material covers the SHRM Body of Competency and Knowledge (BoCK) including the People, Organization, Workplace and Strategy knowledge domains. The new SHRM certification is designed to ensure that your qualifications meet the ongoing demands of business and prepare you to drive organizational success.
All course materials are included in the fee.
Pickup information will be emailed prior to the start of class.
39 contact hours/$1,099
20634 M Jan. 25-Apr. 18 6-9 p.m.
Carlsen Center 234 Loretta Summers

Keirsey® Temperament Sorter Assessment
The Keirsey Temperament Sorter®-II (KTS®-II) is the most widely used personality instrument in the world. It is a powerful 70-question personality instrument that helps individuals discover their personality type. Temperament is a configuration of observable personality traits, such as habits of communication, patterns of action, and sets of characteristic attitudes, values and talents. It also encompasses personal needs, the kinds of contributions that individuals make in the workplace, and the roles they play in society.
Dr. David Keirsey has identified mankind’s four basic temperaments as the Artisan, the Guardian, the Rational and the Idealist. Each temperament has its own unique qualities and shortcomings, strengths and challenges. What accounts for these differences? To use the idea of Temperament most effectively, it is important to understand that the four temperaments are not simply arbitrary collections of characteristics, but spring from an interaction of the two basic dimensions of human behavior: our communication and our action, our words and our deeds, or simply, what we say and what we do.
Fee includes professional phone consultation with a certified administrator.
1 contact hour/$89
20872 To arrange a 2016 assessment, call 913-469-2386.

Leadership Mirror® 360 Assessment
Using easy-to-interpret reports, Leadership Mirror® displays strengths and development needs of individuals and groups. Web-based 360° assessment surveys may be created, distributed, and collected for groups or individuals in a variety of positions, based on your needs. This “look in the mirror” provides a unique and important understanding of an individual’s strengths and growth areas, so development can be focused on the competencies required for successful performance.
1 contact hour/$189
20873 To arrange a 2016 assessment, call 913-469-2386.
Manager Ready® Assessment

Manager Ready® is a breakthrough frontline leader assessment that delivers the same quality of diagnosis and benefits as a full-blown assessment center at a fraction of the cost. Unlike multiple-choice tests where you choose what you would do or say, you take action and solve problems interacting with team members as you would in an assessment center. These real-world situations measure your readiness across nine critical managerial competencies.

Fee includes professional phone consultation with a certified administrator.

4.5 contact hours/$599

To arrange a 2016 assessment, call 913-469-2787.

TTI Success Insights Assessment

What if you had a better way to discover talent, engage teams, advance leaders and perform with excellence? Using the TTI Success Insights assessment, you can clearly define how people prefer to receive communication, predict better what they will hear and respond to and uncover what messages they will take to heart. This product uses – but goes way beyond – DiSC. It may be used as a tool in candidate selection for positions.

Fee includes professional phone consultation with a certified administrator.

1 contact hour/$99

To arrange a 2016 assessment, call 913-469-2386.

Myers-Briggs Type Indicator® Assessment

The Myers-Briggs Type Indicator® is the most widely used personality assessment of its kind, based on well-researched and validated personality theory. When you understand your type preferences, you can approach your own work in a manner that best suits your style, including: how you manage your time, problem solving, best approaches for decision making, and dealing with stress. Knowledge of type can help you better understand the culture of the place you work, develop new skills, understand your participation in teams and cope with change in the workplace.

Fee includes professional phone consultation with a certified administrator.

1 contact hour/$99

To arrange a 2016 assessment, call 913-469-2386.

Thomas-Kilmann Conflict Mode Instrument

Because no two individuals have exactly the same expectations and desires, conflict is a natural part of our interactions with others. The Thomas-Kilmann Conflict Mode Inventory (TKI) is a self-scoring assessment that takes about 15 minutes to complete. Training will include an in-depth analysis of five varying conflict styles (i.e., competitive, collaborative, avoidant, compromising and accommodating). Discussion will surround the interpersonal dynamics of the various conflict modes in the workplace setting; application of specific techniques to work with the various modes; and ways to be mindful of your own preferred mode in the workplace.

Fee includes professional phone consultation with a certified administrator.

1 contact hour/$119

To arrange a 2016 assessment, call 913-469-2386.

StrengthsFinder 2.0

Do you have the opportunity to do what you do best every day? Chances are, you don’t. All too often, our natural talents go untapped. From the cradle to the cubicle, we devote more time to fixing our shortcomings than to developing our strengths. This assessment gives an in-depth analysis of your strengths and will help you understand how each of your top five themes plays out in your life, both professionally and personally, so you can build and apply your strengths and fulfill your potential.

1 contact hour/$19

To arrange a 2016 assessment, call 913-469-2386.

Need customized training for your organization? JCCC can tailor any of our courses for your specific needs.

www.jccc.edu/ce

Focus on Feedback

What are my strengths?

Do I have what it takes to be a manager?

Am I a leader?

Develop yourself and your workforce. Assessment tools provide better insights into the strengths and development needs of you and your workforce.

- DiSC Profile
- Kiersey® Temperament Sorter
- Leadership Mirror 360
- Manager Ready®
- Myers-Briggs Type Indicator®
- StrengthsFinder 2.0
- Thomas-Kilmann Conflict Mode Instrument
- TTI Success Insights

Our certified and expert facilitators are available for follow-up on your site, or can provide phone counseling for individual participants.

All assessments are provided online and at your convenience.

Call 913-469-2386 to schedule your assessment.
## Business Leadership Certificate

Complete the certificate by taking the following classes:

- Building and Sustaining Trust
- Coaching for Peak Performance
- Communicating for Leadership Success
- Delegating with Purpose
- Developing Yourself and Others
- Driving Change
- Resolving Workplace Conflict

### Addressing Poor Performance
Many leaders struggle with employees who exhibit poor performance or work habits despite repeated coaching. This course builds leaders’ skill and confidence in handling chronic performance problems. Leaders learn how to focus on operational and behavioral issues and how to overcome defensive reactions, such as deflecting, blaming and redirecting. Leaders also learn how to gather and use data to provide effective feedback and how to balance seeking and telling to gain commitment for improvement. Leaders practice conducting performance improvement discussions.

The on-campus DDI course is approved by HRCI and SHRM for 3.5 hours.

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<th>Date</th>
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<tr>
<td>Jan. 20</td>
<td>1-5 p.m.</td>
<td>Regnier Center 146</td>
<td>Mary Jean Billingsley</td>
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4 contact hours/$154

### Coaching for Peak Performance
This course helps leaders handle both proactive and reactive coaching discussions. By understanding the importance of four coaching techniques, learners can have more effective and efficient interactions. The session incorporates a fast-paced game to understand the techniques. Since both proactive and reactive coaching discussions can be challenging, participants will use their discours actions to make the course especially relevant to them.

This class is part of the Business Leadership Certificate.

The on-campus DDI course is approved by HRCI and SHRM for 3.5 hours.

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<tr>
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<td>3:30-7:30 p.m.</td>
<td>Regnier Center 175</td>
<td>Simon Casas</td>
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4 contact hours/$154

### Communicating for Leadership Success
This foundation course introduces leaders to the essential interaction skills that are critical to leadership success. These interaction essentials are the core behaviors that leaders need to be effective in the many situations they handle on a daily basis, such as coaching, delegating and driving change. Leaders will learn how to meet the personal and practical needs of their team members and how to communicate in order to spark action in others to achieve business results. They will also learn how to provide positive feedback that recognizes and motivates individuals and teams as well as developmental feedback that helps others get back on track.

This class is part of the Business Leadership Certificate.

The on-campus DDI course is approved by HRCI and SHRM for 3.5 hours.

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<td>5:30-9:30 p.m.</td>
<td>Regnier Center 146</td>
<td>Mary Jean Billingsley</td>
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4 contact hours/$154

### Delegating with Purpose
Delegation is a critical skill for leaders in today’s “do more with less” business environment. Fewer resources, changing motivations, virtual employees and global workforces are just a few of the challenges leaders face as they attempt to meet ever-increasing workplace demands. In this course, leaders learn the skills they need to address these challenges, gain the commitment of team members, develop individual skills and abilities, and enhance the overall capability and capacity of their teams and, ultimately, the organization. Leaders learn to identify the tasks they need to delegate, select the most appropriate individuals, assess capabilities and commitment, and plan the delegation discussion including the level of decision-making authority, amount of support, and methods for measuring and monitoring the delegation.

This class is part of the Business Leadership Certificate.

The on-campus DDI course is approved by HRCI and SHRM for 3.5 hours.

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<tr>
<td>Mar. 8</td>
<td>8 a.m.-noon</td>
<td>Regnier Center 146</td>
<td>Simon Casas</td>
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4 contact hours/$154

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Receive a 15% discount when you enroll in three or more courses in a single transaction.
Developing Yourself and Others
Development is critical to attracting and retaining talent, driving employee engagement, preparing future leaders and ultimately ensuring the success of the organization. Clearly, development is equally important to leaders as well as direct reports. In this course, learners are introduced to a practical process to guide their own and their direct reports’ development planning efforts. The outcome is a meaningful development plan that supports the current and future business needs of the organization.

This class is part of the Business Leadership Certificate.

The on-campus DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$154

20890 R  Feb. 25  3:30-7:30 p.m.
Regnier Center 146  Gordon Billingsley

20891 T  Mar. 29  1-5 p.m.
Regnier Center 146  Jennifer Olberding

Driving Change
This course helps leaders implement change in the workplace so they can avoid the problems that plague 70 percent of failed change initiatives. Driving Change provides the skills and resources leaders need to accelerate the process of implementing change with their team members and to create an agile work environment where people are more open to change. Leaders will learn how to use three change accelerators to turn resistance into commitment and inspire team members to take ownership of change.

This class is part of the Business Leadership Certificate.

The on-campus DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$154

20892 R  Feb. 11  8 a.m.-4 p.m.
Regnier Center 146  Donnie Simpson

20893 F  Mar. 11  8 a.m.-3:30 p.m.
Regnier Center 146  Loretta Summers

20894 F  Apr. 1  1-5 p.m.
Regnier Center 146  Jeannie Lauer

20895 T  Feb. 2  5:30-9:30 p.m.
Regnier Center 155  Barbara Wright

20896 R  Mar. 10  8 a.m.-noon
Regnier Center 155  Barbara Wright

20897 F  Apr. 29  1-5 p.m.
Regnier Center 155  Barbara Wright

Essential Interviewing Skills
This full-day, behavior-based interviewing course teaches participants how to interview for the behaviors, knowledge and motivations that are needed to be successful in a job. It is designed for situations where only one or two interviewers are needed for each selection decision. Participants learn: the implications of a poor hiring decision; how competencies define the requirements of a job; how specific job competencies are the basis of focused interview questions; how to gather and evaluate complete examples of the applicant’s past behavior related to the job’s competencies; how to conduct interviews in a way that makes a positive impression on the applicant; techniques to interview for motivational fit; and how to avoid legally inappropriate questioning.

The on-campus DDI course is approved by HRCI and SHRM for 6 hours.

6.5 contact hours/$199

20898 W  Feb. 24  8 a.m.-4 p.m.
Regnier Center 146  Loretta Summers

Facilitation
The facilitator’s job is to support everyone to do their best thinking and practice, to understand their common goals and assist in achievement without taking a particular position in the discussion. It is not instructing. It is not mediating. It is critical to the facilitator’s role to have the knowledge and skill to be able to intervene in a way that adds to the group’s creativity rather than takes away from it. Learn about the essential facilitation aptitudes; good meeting practices; a variety of listening skills including the ability to paraphrase; stack a conversation; draw people out; balance participation; and make space for more reticent group members.

4 contact hours/$149

20896 R  Mar. 10  8 a.m.-noon
Regnier Center 155  Barbara Wright

20897 F  Apr. 29  1-5 p.m.
Regnier Center 155  Barbara Wright

Increasing Your Emotional Intelligence
The definition of Emotional intelligence (EI) is the ability to identify, assess and control the emotions of oneself, of others, and of groups. This course will help develop your level of EI, identify negative consequences of unmanaged emotions on your personal effectiveness, and increase your empathy and social skills. Practice techniques that achieve greater self-awareness, self-control and self-motivation. Learn the importance of EI on building good relationships, and how EI can be applied at the workplace to enhance employee relationships and increase productivity.

7 contact hours/$195

20898 W  Feb. 24  8 a.m.-4 p.m.
Regnier Center 146  Loretta Summers

Grant Writing Finally Made Easy
Develop your grant-writing skills and reduce time spent in the process with the exclusive step-by-step method you will experience in this course. It begins with an introduction to grant writing with templates, and culminates with the business of grant writing including ethics and professionalism. Learn how to identify potential funding sources, write goals and objectives, develop evaluation and sustainability plans, and prepare and justify budgets. Included in the course are the workbook and electronic template files to get you well on your way to applying for competitive funding from government agencies, foundations and corporations; a process that requires a combination of both art and science.

4 contact hours/$139

20899 T  Feb. 2  5:30-9:30 p.m.
Regnier Center 155  Barbara Wright

20898 W  Feb. 24  8 a.m.-4 p.m.
Regnier Center 146  Loretta Summers

JCCC Continuing Education > Business Skills Development
Like to learn at home? See our online course options at www.jccc.edu/ce

Save time! Enroll online: www.jccc.edu/ce
Maximizing Team Performance
Managers can misdiagnose the root causes of team conflict or less-than-optimal team performance when they consider only the capabilities or character of individual team members. Often there are more systemic conditions that undermine a team’s cohesiveness, collaboration or ability to achieve goals. This course focuses on how leaders can work with their teams to build the infrastructure that enables maximum performance. Leaders gain experience in diagnosing and applying the five team success factors of results, commitment, communication, process and trust.

A resource guide and sample Team Charter is included.
The on-campus DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$154

20903  M  Apr. 28  1-5 p.m.  Regnier Center 146  Gayle Hopkins

Train the Trainer
In today’s business climate, more and more people are becoming trainers, either by choice or because their job demands it. Often they are thrust into a difficult situation without much understanding of what training is or how to do it well. This course is designed to provide you with skills, information and practical experience to become an effective workplace trainer. Topics include facilitation techniques, learning design, PowerPoint design tips, dealing with difficult students, presentation skills and much more.

14 contact hours/$329

Accounting Basics
You will learn the essential language, concepts and processes of accounting, presented in a practical, nontechnical fashion. Cover the nature of accounting and generally accepted accounting principles, as well as the process of accounting, accounting equations, debits and credits, and accounting cycles. Explore how to create financial statements, balance sheets, statements of income and retained earnings, statements of changes in financial position, and more.

This class is part of the Business Accounting Certificate.

12 contact hours/$295

Budgeting Fundamentals
There’s no doubt budgeting is critical to bottom-line performance. You will cover the basics of budgeting in a simple, nontechnical manner. Topics include budgeting concepts and terms; planning, building and implementing a budget; and budgetary management and control. The preparation of operating and capital budgets is emphasized.

This class is part of the Business Accounting Certificate.

8 contact hours/$209

Like to learn at home?
See our online course options at www.jccc.edu/ce
Cost Accounting
Cost accounting is the part of managerial accounting that identifies, defines, allocates, measures, reports and analyzes current and predicted costs. Cost information is accumulated by a firm’s information system and then assigned to various segments and activities (departments, segments, branches, products, territories). Learning objectives for this class are: 1) the purpose and process of cost accounting; 2) the basic components of a product’s cost; 3) the terminology used in cost accounting; 4) how costs behave; 5) how and why predetermined overhead rates are computed; 6) how to separate mixed costs into fixed and variable components using the high-low method; 7) the difference between job costing and process costing methods of accumulating costs; 8) the concept and computation of equivalent units of production; 9) how to prepare a cost of production report.
This class is part of the Business Accounting Certificate.
Those without an accounting background are strongly encouraged to start with Accounting Basics before enrolling in the other courses.
8 contact hours/$209

Managerial Accounting
Learn the necessary information to make better business decisions in this newly revised course, that now meets for three sessions, to explore topics more in depth than before. You will learn to identify various cost behaviors, predict costs using Excel; use cost-volume-profit calculations; business segment reporting; how to create static and flexible budgets and performance reports; how to measure performance through use of return on investment and residual income methods; use operations performance metrics; make vs. buy decisions; know when to add or drop product lines; discounted cash flows; and use Excel for capital investment analysis and financial statement analysis. The class is presented in a practical, hands-on and supportive fashion.
This class is part of the Business Accounting Certificate.
Those without an accounting background are strongly encouraged to start with Accounting Basics before enrolling in the other courses.
12 contact hours/$295

Building a Team Even If You Aren’t the Leader
Working within and leading a team requires excellent communication skills. Through interactive exercises and discussions, you will understand teams and team members, embrace diversity and unity, investigate conflict and its resolution, recognize hazards to the team and its mission, identify leadership and communication styles, practice interpersonal techniques, use a function matrix and a decision grid, and learn the guidelines for urgent situations.
This class is part of the Business Communication Certificate.
7 contact hours/$195

NEW! 7 Tips for Writing Awesome Marketing Content That Gets a Response
Writing has changed dramatically over the past five years. This hands-on workshop uses fun, fast-paced activities and games to teach a new way to create marketing content – faster. Participants learn to: write emails, blogs, web content and social media content; produce content quickly – on difficult deadlines; write for audiences with short attention spans; and use the latest industry writing standards.
8 contact hours/$129

Building Intercultural Work Teams
In our global world, working within diverse teams that reach across many cultures is a critical business need. Learn powerful strategies and practical skills needed to bridge crucial differences in language, culture and business protocols.
This class is part of the Business Communication Certificate.
4 contact hours/$129

Editing, Revising and Polishing Business Writing
Once you have drafted and composed your written communication, you have another stage to apply to the message. Editing is deciding what changes to make, revising is making the changes, and polishing is making it sound good. One slipped word or one convoluted sentence can send a miscommunication and create a misunderstanding. Learn to avoid wordiness, misplaced verbs and modifiers, unrepresented pronouns, inappropriate tone, unfortunate informality and other writing issues. We will practice editing, revising and polishing.
This class is part of the Business Communication Certificate.
4 contact hours/$129

Engaging Your Audience
Audience engagement is often forgotten in our fast-paced business world. Did you know that the seating arrangement can pre-determine the level of engagement? Did you know that most adults who listen to a lecture remember only 5 percent of the content 24 hours later? Researchers have found that curiosity, opportunity, relevancy and novelty (CORN) capture and hold people's attention. Get your audiences involved and excited with 50-plus interactive techniques that will CORN-feed your next audience.
This class is part of the Business Communication Certificate.
4 contact hours/$129
Human Resource Management

We offer courses to help those looking to enter the HR field and those looking to obtain their certification.

- SHRM – Essentials® of HR Management
- SHRM – Learning System® for SHRM-CP and SHRM-SCP Preparation
- HRCP for PHR and SPHR Preparation

We also offer 12 courses that have been approved by SHRM and HRCI for recertification hours.

We can bring many of these courses to your workplace.

See page 34 for more information.

To register by phone, call 913-469-2323.
Grammar, Punctuation and Proofreading Tips
The tools, tips and techniques presented in this course will help you to develop the competence and confidence you need in written communication. You will concentrate on grammar concerns: effective sentence structure, proper punctuation and correct word usage. You will be able to compose appropriate written correspondence with clarity and conciseness by the end of the course. This class is part of the Business Communication Certificate.

Speaking and Presenting for Business Meetings
Help tame the anxiety you feel when you have to stand up or speak up in a meeting. Practice tips from “professionals who speak” and from “professional speakers.” Learn four components to include with each point and four ways to connect with your audience. Discover movement, gesture, vocal and facial expression, speed, volume, pitch and pause as the tools of your trade. Deliver a personal or organizational story with the “Simple Steps to Storytelling.” Small-group and share-pair exercises will provide a safe place to polish your speaking and presenting skills. This class is part of the Business Communication Certificate.

Listening to the Verbal and Nonverbal
Almost everyone has heard of “Active Listening,” but have you heard of the other eight kinds? Listening is a neglected leadership skill. By honing your listening skills, you will gather information, develop rapport and influence those around you. Consider words, meanings and messages within the context of nonverbal communication. Learn how to: project confidence and calm at your next meeting; determine if your customer is telling the full truth; and understand your boss’s silence. This class is part of the Business Communication Certificate.

Persuasive Writing for Business
Whether it’s reports, proposals, presentations, letters or emails, every business communication exists to persuade as well as inform. Learn the principles of persuasion and the practical skills that can advance your career and leadership potential. This class is part of the Business Communication Certificate.

NEW! Technical Writing Boot Camp – Complex Manuals, Reports and Training Materials that Employers Love
Learn secret professional techniques to write any kind of technical content easier, faster and better. Use the latest standards for writing reports, manuals, processes, policies, procedures and training materials. Learn to: write about technical topics that you know nothing about; write about complex subjects for an executive, lay or consumer audience; write step-by-step procedures; meet impossible deadlines; and write for audiences with “short attention spans.”

Writing for Business Results
From writer to readers to results – each element in effective business writing helps create memorable and informative connections that lead to actions and the business at hand. We will review good writing skills such as readability and flow factors. We will consider parallelism, voice, vocabulary, sentence structure, paragraph development and document organization. We will practice collaborative writing and common messages such as inquiries, responses to complaints and compliance requests, and bad news. Additional topics include email management, ancillary elements of letters, and informal and formal reports and proposals. This class is part of the Business Communication Certificate.
HEALTHCARE

Administrator in Training AIT
This course consists of two classroom courses and 480 practicum hours. The practicum consists of time spent in a nursing facility learning all facets of the administrator’s role and working with all departments of the facility. Upon successful completion of the program you will be eligible to apply for the Kansas Adult Care Home Administrator license and take the open-book test over the Kansas Nursing Facility Regulations and the 150-question test developed by the National Association of Long Term Care Administrator Boards (NAB).
A bachelor’s degree is required.
The program coordinator will assist with practicum placement.
No refunds will be issued after the course begins.
This class is not eligible for the Take 3 discount.
494 contact hours/$1,140

20369 S Jan. 30 9 a.m.-5 p.m.
Regnier Center 144
S May 14 9 a.m.-5 p.m.
Regnier Center 181 Candace Webb-Cohen

Adult Care Home Regulations Made Easy
If you have ever wanted to have a basic understanding of the regulations that govern assisted living and nursing homes from a nonclinical or administrative perspective, this is the class for you. Understanding whether a resident can be admitted or discharged can be confusing. Learn how to navigate through regulations and gain a better understanding of their meaning and the impact they have on your role.
RN, LPNs, social workers, counselors and registered dietitians will earn 7 contact hours. This course is open to anyone involved or interested in the regulations that govern assisted living or nursing home facilities.
7 contact hours/$105
21175 T May 10 9 a.m.-5 p.m.
Regnier Center 181 Belinda Vierthaler
21177 T May 10 9 a.m.-5 p.m.
Regnier Center 181 Belinda Vierthaler
Public: No CEUs/$35

Achoooo! Don’t Tell Me It’s a Simple Allergy ... I’m Miserable!
We encounter patients with allergies on a regular basis and they are miserable. Allergies are involved with other chronic illnesses in children and adults. Therefore, it is important that we are able to identify them and the most common culprits in order to help our patients find relief using the best treatment options. Allergies are impacting more people each year and so are their options for treatment. This course will update you in the various methods of immunotherapy, including shots, drops and sublingual tablets, as well as OTC medications. We will review the pros and cons of each treatment method and how to best educate your clients on their options.
RN, LPNs, registered dietitians and respiratory therapists will earn 3 contact hours.
3 contact hours/$45
20468 T Apr. 5 5:30-8:30 p.m.
Regnier Center 181 Joannie Blakely

America: Coming of Age
“The afternoon knows what the morning never suspected.” Those words from poet Robert Frost highlight the wisdom and joy of aging. By year’s end, the last baby boomer will turn 50. We need creative strategies that will help America’s 156 million aging people do so with dignity, grace and style. We’ll need innovative approaches to manage the issues of the mental health needs of the elderly, medical systems to ensure quality care, and housing and community support systems that will allow aging in place. Are you prepared for the coming tsunami of aging people? Join us for an in-depth examination of aging Americans.
RN, LPNs, social workers, and counselors will earn 6 contact hours. ACHAs will earn 6 (RC) hours. Approval is pending for PTs and OTs.
6 contact hours/$90
20375 W Mar. 30 8:30 a.m.-3:30 p.m.
Regnier Center 181 Judy Zinn

Anatomy and Physiology
This 45-hour course is the prerequisite for the current Medical Coding Certification course or Pharmacy Technician. The course will cover gross anatomy, basic physiology and common disease processes. Course content will be specifically structured to address students’ needs for understanding of human anatomy and disease processes.
This class is not eligible for the Take 3 discount.
This course is by selective admission only.
45 contact hours/$579
20355 M Jan. 11-May 2 6-9 p.m.
Class will not meet Jan. 18 and Mar. 14.
Regnier Center 157 Marjorie Malkames

Receive a 15% discount when you enroll in three or more courses in a single transaction.

National Certification Board for Therapeutic Massage and Bodywork
Health and Human Services is recognized by the National Certification Board for Therapeutic Massage and Bodywork to offer continuing education for Certified Massage Therapists. We adhere to the NCBTMB Continuing Education Guidelines. Number: 450580-08.

Kansas Respiratory Care Society
Health and Human Services has been approved to provide CE on behalf of the Kansas Respiratory Care Society, a chapter society of the AARC. Providership Number KRG’S 037.
Asthma: Breakthroughs to Bronchial Thermoplasty
There are more than 300 million asthma sufferers worldwide and it has no cure. The exact cause is still not known. Many manage their disease by medications that are costly and have major side effects that affect quality of life in other ways. These patients may still have frequent attacks that require visits to emergency rooms and sometimes hospitalization. This workshop will review the most up-to-date known triggers and treatments for asthma including the revolutionary bronchial thermoplasty, which improves the quality of asthma patients’ lives and reduces emergency room visits.

No CE is awarded for this course.

RNAs, LPNs, social workers, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

3 contact hours/$45

21180 W Feb. 24 8:30-11:30 a.m. Regnier Center 181 Saed Jalilpor

Basic Life Support (CPR) for Healthcare Provider
The student will develop a basic understanding of the cardiovascular and respiratory systems, discuss medical and environmental emergencies as they might relate to CPR, as well as gain insight into the structure and function of the emergency medical services system. The student will demonstrate most current practical CPR skills including CPR and airway obstruction techniques on adults, children and infants. Additionally, the automated external defibrillator (AED) will be introduced to the student.

Upon successful completion of all American Heart Association standards, the student will receive affirmation at the Basic Rescuer level (Healthcare Provider).

No CE is awarded for this course.

8 contact hours/$65

20356 S Jan. 16 8:30 a.m.-4:30 p.m. Regnier Center 181 Deborah Allen

20357 S Feb. 20 8:30 a.m.-4:30 p.m. Regnier Center 181 Deborah Allen

20358 S Mar. 26 8:30 a.m.-4:30 p.m. Regnier Center 181 Deborah Allen

20359 S Apr. 16 8:30 a.m.-4:30 p.m. Regnier Center 181 Deborah Allen

The Basics of Mental Illness – An Update on DSM 5 Major Diagnosis Changes
We’ve come a long way baby since the days of the 1950s original DSM, both in purpose and clinical understanding of mental illness diagnoses and symptomology. Mental health concerns are now some of the most disabling health conditions in our urban and industrialized world and it’s critical that clinicians have an understanding of the purpose, scope and power that the DSM 5 has in the diagnostic world and whether it’s still relevant. Come get a practical review of the major mental health diagnoses such as major depressive disorder, anxiety disorders, bipolar disorders, schizophrenia, and other disorders, such as grief and dementia, related to older adults.

RNAs, LPNs, social workers, LPCs and LCPCs will earn 6 contact hours. ACHAs will earn 6 (RC) hours.

3 contact hours/$45

21223 R Mar. 31 8:30-11:30 a.m. Regnier Center 181 Sally King

Breaking Bad: The Hidden Benefits of Your ‘Dark Side’
It is often assumed that happiness and well-being entails avoiding unpleasant emotions or experiences, and simply “focusing on the positive.” Although positive emotions feel good and have many benefits such as increased productivity and learning, we also need the more uncomfortable emotions as well (and they are simply unavoidable). This course will explore the hidden benefits of our “negative” emotions (especially anxiety and depression), and most importantly, will provide suggestions for how clients can increase their emotional and mental agility to effectively respond to the full range of human experience.

RNAs, LPNs, social workers, psychologists, LPCs, LCPCs and registered dietitians will earn 6 contact hours. Approval is pending for PTs and OTs.

6 contact hours/$90

20477 F Feb. 19 8:30 a.m.-3:30 p.m. Regnier Center 181 John Wade

Caring for the Parkinson Patient Long-Term Caregiver 2016
Life changes in an instant if someone you love is diagnosed with a chronic illness. Your routine changes. Your needs and responsibilities change, and sometimes even your roles. Your life is turned upside down on a dime. Feelings of sadness, anger and helplessness can surface and in ways you’ve never experienced. You don’t know where to turn or what to do. You need support, resources and understanding.

At this symposium, participants will learn about Parkinson Disease and the latest treatments, grief process, self-care tips, medications for Parkinson patients, how and when to choose a retirement or assisted living community, and even have a little fun.

RNAs, LPNs, social workers, LPCs, LCPCs, registered dietitians and respiratory therapists will earn 6 contact hours. ACHAs will earn 6 (RC) hours.

Approval is pending for PTs and OTs.

6 contact hours/$90

20935 R Apr. 14 8:30 a.m.-3:30 p.m. Regnier Center 101

20937 R Apr. 14 8:30 a.m.-3:30 p.m. Regnier Center 101

Public: No CEUs/$30

A Catch in My Get-Along: Restoring Function in Hip Osteoarthritis
Balance and gait dysfunction are associated with immobility and falls in the aging population, impairing their quality of life. A 2006 research study showed a 35-percent prevalence of gait disorders among people older than 70. In 2013, the CDC reported 25,500 older adults die from unintentional falls. Of the 250,000 hip fractures reported every year, 95 percent of those were from falls. This course is intended to assist you in recognizing dynamic biomechanical changes that occur in clients with hip osteoarthritis and provide effective techniques to minimize the dysfunction and improve mobility and quality of life.

RNAs, LPNs and massage therapists will earn 7 contact hours. Approval is pending for PTs and OTs.

7 contact hours/$105

21217 T May 3 9 a.m.-5 p.m. Regnier Center 181 Chantel Braasch
Current Multiple Sclerosis Treatment and Rehabilitation

Multiple Sclerosis (MS) affects more than 2.3 million people worldwide, with symptoms that are varied and unpredictable. Currently there is no cure for MS, however research and treatment options continue to grow. This course will bring you up to date on the current practices of comprehensive MS care, in addition to detailed evidence-based rehabilitation strategies.

APRNs, RNs, LPNs, social workers, registered dietitians, respiratory therapists and counselors will earn 6 contact hours. ACHAs will earn 6 (RC) hours. Approval is pending for OTs and PTs.

6 contact hours/$90

21033 T Mar. 29 1-7 p.m.
Regnier Center 181 Amy Nichols

Dementia Care Certificate: A Comprehensive Walk Through Caring for Someone with Dementia

Alzheimer’s is the nation’s sixth-leading cause of death – but the true total may be as much as six times higher. This three-day workshop will explore what we’ve learned that can significantly improve the lives of both the person with dementia and their caregivers in practical and applicable ways. We will explore dementia from a neurological viewpoint and come to understand what the world may be like for those experiencing these illnesses. This approach will guide us better how to interact with them, structure purposeful, person-centered care and maintain dignity and identity throughout the illness process. Caregiver stress, community resources, grief and loss issues, and hope will also be covered.

RNs, LPNs, counselors and social workers will earn 18 contact hours. CNAs, home health aides and personal caregivers will receive a certificate of completion for the program.

18 contact hours/$225

20351 TWR Apr. 5-7 8:30 a.m.-3:30 p.m.
Regnier Center 181 Michelle Niedens
Penny Shaffer

EKG Technician Course

This comprehensive course goes far beyond teaching you to apply electrodes and operate the EKG machine. You will learn how to read and interpret ECGs and differentiate cardiac rhythms. This 60-hour program includes 40 hours of didactic and practical training on the JCCC campus and three days of clinical experience at Olathe Medical Center working 1:1 with ECG Technician staff in performing ECGs in a variety of hospital units. You will be prepared to sit for national certification upon successful completion of this course.

Students who are accepted and enroll in both ECG and Phlebotomy this spring will receive a 15% discount. Enrolment is by selective admission only. Applications can be found at www.jccc.edu/hhs This class is not eligible for the Take 3 discount.

60 contact hours/$950

20354 W Jan. 13-Feb. 24 8 a.m.-3:30 p.m.
Regnier Center 144
Feb. 25-Apr. 29
To Be Arranged

Codependency: When Being Responsible Is Not a Good Thing

Codependency is an emotional disorder that negatively impacts individuation, self-esteem and interpersonal relationships. Codependent people generally put aside their own needs for the needs of others, often feeling unnecessarily responsible for another. Beliefs may include “If I don’t do it, it won’t get done” or “everyone else’s needs and feelings take priority over mine.” Come learn how to best help clients who are busy trying to please others, who are overextended or overinvested in the lives of others, need to be all things to all people, or surrender their own well-being for the sake of assisting another.

RNs, LPNs, social workers, LPCs, LCPCs, and registered dietitians will earn 3 contact hours.

3 contact hours/$45

20381 F Mar. 25 8:30-11:30 a.m.
Regnier Center 181 Diane Schmidt

The Changing Face of Aging

This course focuses on how American society cares for older adults, giving both a historical context and addressing the needs of our future older adult baby boomers. It will examine the deep system change from institutionalization to person-centered care that promotes aging as life-affirming and humane for our elders and those who work with them. You will explore best practices in caring for our older adults and implication for changing policy, values, beliefs and attitudes as it relates to changing the face of aging.

RNs, LPNs LMHTs, social workers and counselors will earn 3 contact hours.

3 contact hours/$45

20365 R Apr. 14 8:30-11:30 a.m.
Regnier Center 181 Jenny Hellman

Kansas State Board of Nursing
Health and Human Services at JCCC is approved as a provider of continuing education by the Kansas State Board of Nursing. Provider number LT0027-0549.

Kansas Adult Care Home Administrators
Health and Human Services at JCCC is recognized by the Kansas Department for Aging and Disability Services (KDADS) as a provider of continuing education for Kansas licensed adult care home administrators.
Sponsorship Number: LTS-A0004.

Kansas Behavioral Sciences Regulatory Board
Health and Human Services is approved as a provider of social work continuing education by the Kansas Behavioral Sciences Regulatory Board. License number 02-005.

Visit
www.jccc.edu/ce
Join our email list to receive our newsletter and updates on new and upcoming courses and events.

To register by phone, call 913-469-2323.
Matters of a Woman’s Heart
Cardiologists, healthcare professionals and women living with heart disease come together in a heartfelt day of learning about the No. 1 killer of women. WomenHeart: A Day of Women’s Heart Health focuses on survivors, and attendees to discover more about living well with heart disease and becoming one’s own advocate. WomenHeart: The National Coalition for Women with Heart Disease co-sponsors this course. See page 51 for more information.

Early Liberation from Mechanical Ventilation: A Multidisciplinary Approach
A major goal of critical care clinicians is to liberate patients from mechanical ventilation as early as possible to avoid the multitude of complications and risks associated with prolonged mechanical ventilation, including ventilator induced lung injury, pneumonia, increased length of stay and increased cost of care delivery. Studies reveal mechanically ventilated patients, who have awakening and breathing coordination as part of their critical care bundle, were liberated three days sooner than, had decreased delirium and overall a shorter hospital stay. This workshop will explore the role of the multidisciplinary team’s varying roles that make early liberation a reality.

APRN's, RNs, respiratory therapists, registered dietitians and social workers will earn 2 contact hours. Approval is pending for PTs and OTs.

2 contact hours/$30

21199 R Apr. 7 6-8 p.m.
Regnier Center 183 Saeed Jallalpoor

Early Screening and Intervention in Autism Spectrum Disorders
Autism spectrum disorder (ASD) is a range of complex neurodevelopment disorders, characterized by social impairments, communication difficulties, and restricted, repetitive and stereotyped patterns of behavior. Experts estimate that one out of 88 children by age 8 will have an ASD diagnosis. There is no cure for ASDs. Therapies and behavioral interventions are designed to remedy specific symptoms and can bring about substantial improvement. In this course, you will learn early signs of ASD and how to use validated screening tools to help identify children with this condition early in development. This course will also offer an introduction into specific early intervention strategies that may be used in practice with young children with ASD.

RNs, LPNs, social workers, LPCs, LCPCs will earn 4 contact hours. Approval is pending for PTs and OTs.

4 contact hours/$60

21183 S Feb. 6 8:30 a.m.-12:30 p.m.
Regnier Center 181 Lauren Little

Eldercare: Helping Families with Tough Decisions and Difficult Conversations
As family members age there are tough decisions to be made as people are living longer and require caregiving over extended periods. When someone is caregiving it can be difficult to balance the various roles, demands, needs, desires, and expectations that come with adult life. Approaching subjects such as a parent leaving their home; assisted living/nursing home placement; end-of-life care; financial status; and issues pertaining to dementia are difficult conversations to have. Other complicating factors can be siblings with conflicting ideas or stepfamily challenges. This presentation will address family responses to aging challenges and outline practical suggestions to help family members manage eldercare issues and concerns so they can do the necessary planning for and with their elders.

RNs, LPNs, social workers and counselors will earn 6 contact hours. ACHAs will earn 6 (RC) hours.

6 contact hours/$90

20360 F Feb. 12 8:30 a.m.-3:30 p.m.
Regnier Center 181 Therese McKechnie
Epigenetics: The Exciting New Science of Aging
Epigenetics is the study of external or environmental factors that turn genes on and off and affect how cells read genes. Recently, the differences between biological age and chronological age has indicated that biological and genetic factors may accelerate the aging process. Telomere shortening is involved in the aging process and telomere length represents our biological age as opposed to our chronological age. Come join this exciting discussion that will update your knowledge on current and future genetic-based technologies and methods that explore aging. Discussions will focus on telomeres, gene expression, potential genetic-based therapies and how these technologies may change the face of aging and healthcare.
RN, LPNs, social workers, LPCs, LCPCs, registered dietitians and respiratory therapists will earn 4 contact hours. ACHAs will earn 4 (E) hours. Approval is pending for PTs and OTs.
4 contact hours/$60

Handling Stress: Changing from Beat Down to Charged Up
Stress is a daily part of Western life. Although we now have more time-saving gadgets than ever before, our schedules are busier than ever. In spite of all of this effort and busyness, fulfillment is often not the end result. And as we know, stress can exacerbate the symptoms of almost all DSM diagnoses. This workshop will focus on providing a template for helping clients, especially those diagnosed with anxiety or depression, flourish in spite of unavoidable stress. The research findings of positive psychology and other related disciplines will be used to identify steps to increase meaning and fulfillment, and achieve more balance and peace for both our clients and ourselves.
RN, LPNs, social workers, psychologists, LPCs, LCPCs, respiratory therapists, massage therapists and registered dietitians will earn 6 contact hours. ACHAs will earn 6 (RC) hours. Approval is pending for PTs and OTs.
6 contact hours/$90

Got Woo? Discovering Your Strengths
Conventional wisdom is that we achieve success through remedying our weaknesses. However, research indicates that people tend not to change very much, and that time and energy is much better spent identifying and focusing on our strengths. This workshop will guide you through discovering your strengths and talents to use both at work and in everyday life. Practical suggestions on ways to incorporate a strengths-based perspective in working with clients and co-workers will be explored. (Students will need to have completed the StrengthsFinder 2.0 and bring the printed results to the workshop.)
The StrengthsFinder 2.0 book by Tom Rath, which contains an access code to the assessment, can be purchased from Amazon.com or at any bookstore.
RN, LPNs, social workers, psychologists, LPCs, LCPCs and registered dietitians will earn 6 contact hours. ACHAs will earn 6 (E) hours.
6 contact hours/$90

Heal Your Gut, Change Your Life
A new era of medicine is emerging with the understanding that gut microbiota plays a significant role in the body’s overall health and immune system. Though in its infancy, many important revelations have come to light on how gut microbiota may be affecting disease at the cellular level that we did not realize a few short years ago. Come learn from a retired physician what research is discovering about our standard American diet and how it is making us sick. You will be surprised by what her research and personal journey will teach you.
APRNs, RNs, LPNs, social workers and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours.
3 contact hours/$45

Helping Clients Understand Their Medicare Benefits
A recent study indicated that more than 90 percent of Medicare beneficiaries do not understand the system or the benefits and coverage it provides them. As healthcare professionals we often interface with senior clients who are ill, need care and treatment, but are often reluctant to accept care until they know what it will cost them in dollars and cents first. In this interactive course, we will bring clarity to a complex system and clearly define all parts of coverages, as well as eligibility, costs, system structure (deductibles, copays) and various coverage options available beyond original Medicare. This information will help you, the healthcare provider, assist your clients to navigate their healthcare needs and costs so they can better access what they need and deserve.
RN, LPNs, social workers, LPCs, LCPCs, psychologists, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (A) hours. Approval is pending for PTs and OTs.
3 contact hours/$45

Hoarding: Buried Alive
This course provides back-to-basics information about the symptoms and diagnosis of compulsive hoarding as outlined by the DSM-5. How to understand these behaviors, the latest research on hoarding, and the emotional attachments and beliefs about possessions that can trigger hoarding will be covered. Methods for assessing the severity of the hoarding problem and its associated mood and thought patterns are discussed. Effective strategies for how individuals and communities can successfully intervene, while still honoring the dignity of the individual, will be addressed. This course meets the KBSRB for DSM-5 diagnosis and treatment.
RN, LPNs, social workers, LPCs and LCPCs will earn 6 contact hours. ACHAs will earn 6 (RC) hours.
6 contact hours/$90
ICD-10-CM Proficiency Assessment Preparation
This eight-hour course will introduce certified coders to the ICD-10-CM code set. Coders will learn the format, conventions, and guidelines of the new code set and analyze differences between ICD-9-CM and ICD-10-CM. Lecture will be supplemented with coding exercises for students to practice applying guidelines in code assignment. At the end of the course, students will be prepared with skills needed to sit for the ICD-10 proficiency assessment required for all AAPC-certified coders.

8 contact hours/$275

20368 S Feb. 20 9 a.m.-5 p.m.
Regnier Center 144  Richelle Marting

Information Isn’t Enough: Helping Patients with Lifestyle Change
Most people struggle with making change, even when they know it’s in their best interests to modify their behavior. Education regarding the benefits of change is important, but it is one component of successful lifestyle change. Explaining to patients why they need to make better choices is like selling snow to Alaskans. Alaskans know the benefits and limitations of snow and patients recognize their need to change – but they don’t know how. When education doesn’t produce the desired outcome, we move to the next tool in our kit: persuasion. Join us to discover techniques that make successful behavioral changes easier to master for patients and professionals.

RNs, LPNs, LPCS, LCPCs, social workers, registered dietitians and respiratory therapists will earn 6 contact hours. Approval is pending for PTs and OTs.

6 contact hours/$90

20387 W Apr. 20 8:30 a.m.-3:30 p.m.
Regnier Center 181  Judy Zinn

Massage and Bodywork for the Cervical Region
In this session you will gain an understanding of the basic anatomy of the cervical region. You will learn how to assess and to safely perform massage and bodywork techniques to the cervical region that will assist with pain management of cervical injuries and postural deficiencies. Upon completion of the course you will be able to assess, examine, perform and set treatment plans for your clients/patients that will assist them in managing or alleviating head, neck and shoulder pain.

Massage therapists, RNs and LPNs will earn 6 contact hours. Approval is pending for PTs and OTs.

This course is NBMTB approved.

Massage therapists: Bring a massage table, oil or lotion, and linens.

6 contact hours/$90

21197 R Feb. 18 9 a.m.-4 p.m.
Regnier Center 144  Mario Torres

Kansas Assisted Living Facility Operator Training Course
This course is designed to provide operators of assisted living facilities, residential healthcare facilities, home plus and adult day care facilities with information on the principles of assisted living. The aging process and its effect on activities, treatment and management of the elderly will be presented. Participants who attend all sessions and successfully complete a comprehensive examination will meet the requirements to be a long-term care facility “operator” for those mentioned above as established by the Kansas Department of Health and Environment. This course is also recommended for current operators as a beneficial update on the latest information in assisted living and residential healthcare.

Enrollees must have an associate’s degree in hospitality, gerontology or health and human services or other degrees approved by the secretary of the Kansas Department of Aging and Disabilities Services or have a bachelor’s degree.

Kansas ACHAs will earn 30 (A) hours and 15 (RC) hours.

RNs, LPNs and social workers will earn 45 contact hours. This course does not provide a business plan for opening an assisted living, residential healthcare or home plus.

45 contact hours/$710

20362 FS Apr. 29-May 14 8 a.m.-5 p.m.
Regnier Center 144  Belinda Verthaler

Call 913-469-3811 for more information.

This class is eligible for the Take 3 discount.

22 sessions/$1,700

20367 R Jan. 7 6-9 p.m.
R Jan. 28 6-9 p.m.
R Feb. 11 6-9 p.m.
R Mar. 3 6-9 p.m.
R Mar. 24 6-9 p.m.
R Apr. 14 6-9 p.m.
S Apr. 30 8 a.m.-2 p.m.
R May 5-May 12 6-9 p.m.
R Regnier Center 181  Richelle Marting

Medication in a Long Term Care Facility
This course is intended for long-term care facility operators as a beneficial update on the latest information in assisted living and residential healthcare.

This course is not recommended for those who already have the CPC certification exam.

5 contact hours/$150

20365 S Mar. 10 8 a.m.-5 p.m.
Regnier Center 144  Judy Zinn

Receive a 15% discount when you enroll in three or more courses in a single transaction.
JCCC Continuing Education > Careers and Trades

Most Common Case Scenarios Using Various Soft Tissue Techniques
This course is designed to increase your skill level by examining common case scenarios you might see in your client base. Learn to assess case studies, choose various techniques and approaches to implement for each case. You will develop a care plan and apply those techniques to a partner in the class. Discussion and participation will increase your knowledge as the instructor provides common scenarios. You may also bring a case scenario of your own to use as a discussion.

All HIPAA laws will apply to this course when discussing these scenarios.

RNs, LPNs, and massage therapists will earn 7 contact hours. Approval is pending for PTs and OTs.

Massage therapists: Bring a massage table, sheets and oil.

7 contact hours/$105

20383 W Mar. 2 9 a.m.-5 p.m. Regnier Center 101C-D Sandra Lane

Non-Healing Wound Care: From Clinical Assessment and Treatment to Appropriate Coding of Procedures
Treatment of non-healing wounds is critical for patient recovery from disease, injury or surgery. Those involved from assessment to rehabilitation through appropriate coding and billing need to know the vital steps necessary for positive patient outcomes and reimbursement. This course will take you through every step of the clinical and business side of the healing process of wound care.

APRNs, RNs, LPNs and medical coders will earn 4 contact hours. Approval is pending for PTs.

4 contact hours/$60

21221 S May 14 1-5 p.m. Regnier Center 175 Kimberly Leeson

Pathways to Safety: Evacuation and Emergency Preparedness
We all know that the time to be prepared for a disaster is not during one. Come learn how to develop emergency action plans for your building based on OSHA requirements. This interactive training session will help you create a sound emergency plan and be prepared to protect your patients, your staff and yourself should the unthinkable happen.

RNs, LPNs, social workers, registered dietitians, respiratory therapists, massage therapists and counselors will earn 4 contact hours. ACHAs will earn 4 (A) hours. Approval is pending for PTs and OTs.

4 contact hours/$60

20470 T Feb. 2 8:30 a.m.-12:30 p.m. Regnier Center 181 Janet Lockridge

20472 T Apr. 12 4:30-8:30 p.m. Regnier Center 181 Janet Lockridge

Pharmacology for Pharmacy Technicians
This course will cover the most common 200 prescribed medications, their mechanisms of action, doses, common side-effects and uses.

This course is a second semester required course for the Pharmacy Technician Program.

The JCCC Pharmacy Technician Program is ASHP accredited.

This program is by selective admission only. Application and additional program details can be found at www.jccc.edu/hhs.

This class is not eligible for the Take 3 discount.

60 contact hours/$849

20374 W Jan. 6-May 25 6-9 p.m. Class will not meet Mar. 16. Regnier Center 144

Pharmacy Technician Standards of Practice I
This 51-hour preparatory course introduces the pharmacy profession and standards of practice for pharmacy technicians. Emphasis will be placed on primary pharmacy technician duties and responsibilities, employment opportunities, laws and ethics, introduction to pharmacy software and filling prescriptions.

This course is a first semester required course for the Pharmacy Technician Program.

The JCCC Pharmacy Technician Program is ASHP accredited.

This program is by selective admission only. Application and additional program details can be found at www.jccc.edu/hhs.

This class is not eligible for the Take 3 discount.

51 contact hours/$680

21182 T Jan. 12-May 10 6-9 p.m. Class will not meet Mar. 15. Regnier Center 144

Pharmacy Technician Standards of Practice II
Pharmacy Technician Practice focuses on retail, or community-based, pharmacy practice and institutional-based pharmacy services. Students will review the characteristics of each setting and the roles and responsibilities of the pharmacy technicians that work in them.

This course is a second semester required course for the Pharmacy Technician Program.

The JCCC Pharmacy Technician Program is ASHP accredited.

This program is by selective admission only. Application and additional program details can be found at jccc.edu/hhs.

This class is not eligible for the Take 3 discount.

80 contact hours/$1,159

20373 R Jan. 7-May 26 5:30-9:30 p.m. Class will not meet Mar. 17. Regnier Center 144
**Phlebotomy Technician Certification Program**

In this intensive course you will learn all aspects of phlebotomy and specimen collection. The course consists of two parts. Part I consists of seven Friday classes covering the didactic and practice lab where you will learn all aspects of phlebotomy in a healthcare setting, including collection procedures, safety guidelines, patient rights, test requirements, and equipment basics. Upon successful completion of this portion of the course, you will be advanced to Part II and assigned a 1:1 rotation with an Olathe Medical Center laboratory staff to complete the 100+ hour clinical training rotation which is required to sit for the national certification test from the American Society for Clinical Pathology (ASCP). Attendance at all classes is mandatory for successful completion of this course.

A High School Diploma or GED® is required for this program. This course is by selective admission only and applications can be found at www.jccc.edu/hhs under Career Programs.

A payment plan is available for this program.

This class is not eligible for the Take 3 discount.

150 contact hours/$1,650

**20476 F** Jan. 15-Feb. 26 8 a.m.-4 p.m.
Olathe Health Education Center 235
Feb. 29-May 19 To Be Arranged
May 20-27 8 a.m.-4 p.m.
Olathe Health Education Center 235
Pam Hughes

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**Preventing Rehabilitation Complications and Barriers Following Stroke**

Unfortunately, setbacks can occur when a patient is recovering from a stroke. Many of these complications can lead to readmission and further debilitations. Research and data have shown that some of these barriers can be prevented or held to a minimum with proper and proactive interventions from the healthcare team. This class will inform you on the most recent data on what to look for when caring for stroke survivors from the acute stages all the way to home care to maximize their rehabilitation efforts and prevent setbacks.

APRNs, RNs, LPNs, social workers, registered dietitians and counselors will earn 3 contact hours, ACHAs will earn 3 (RC) hours. Approval is pending for OTs and PTs.

3 contact hours/$45

**20402 R** Feb. 11 1:30-4:30 p.m.
Regnier Center 181
Amy Nichols

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**Social Gerontology: An Overview**

Understanding and meeting the needs of elders has come to the forefront of healthcare as the population becomes older. Older people today are not the same as their grandparents. They expect more, are more verbal and will live far longer. Lifestyles, employment, retirement and healthcare needs are different – so will our approach to caring for them change? Come explore the demographic factors of the aging population, normal biological, psychological and social changes that occur in aging adults. You will learn causes, symptoms and manifestations of depression and Alzheimer’s Disease. You will learn to compare and contrast aging in different environments and learn to identify the stages of grief and the stages of retirement.

RNs, LPNs, LMHTs, social workers, LPCs and LCPCs will earn 6 contact hours. ACHAs will earn 6 (RC) hours. Approval is pending for PTs and OTs.

6 contact hours/$90

20363 F Apr. 15 8:30 a.m.-3:30 p.m.
Regnier Center 181 Novella Perrin

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**Spanish for Nurses Caring for Latinos**

This course is designed to teach Spanish that can be used immediately in day-to-day communication with patients. Pronunciation, work-specific language, phonetic encoding and listening activities are part of each lesson. This is a customized real-life Spanish program designed to prepare the non-Spanish-speaking nurse to better interact with and care for Spanish-speaking patients.

RNs and LPNs will earn 16 contact hours.

16 contact hours/$275

20377 M Mar. 7-May 2 6-8 p.m.
Regnier Center 181 Jeannette Shumaker

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**Spirituality: The Fourth Dimension of Recovery**

A useful paradigm for addiction treatment is that of a “bio-psycho-social-spiritual disease.” Most clinicians have a handle on the “bio-psycho-social” part, but many of us struggle with comprehension, familiarity and facility in exploring the spiritual angle with clients. This class will examine various models and definitions of spirituality, and look at its importance in treatment and recovery. Spirituality will be explored via three contemporary schools of treatment and recovery: acceptance and commitment therapy (ACT); dialectical behavior therapy (DBT); and the 12 steps of Alcoholics Anonymous. DSM-5 diagnostic criteria for substance use disorders will be reviewed.

RNs, LPNs, APRNs, social workers and counselors will earn 6 contact hours.

6 contact hours/$90

20370 F Apr. 8 8:30 a.m.-3:30 p.m.
Regnier Center 181 Jim LeCluyse

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**Staying Safe While Aging in Place**

Do you have clients who want to remain at home as they grow older, but are finding it more difficult to manage their daily tasks? Do you or family members have safety concerns about living at home? This interactive course will provide needed information on home safety recommendations for the elderly. Course content will review adaptive equipment, home safety modifications in/around the home and tips that can make the difference in a senior’s ability to remain independent and safe at home.

RNs, LPNs, social workers, counselors and registered dietitians will earn 3 contact hours. Approval is pending for PTs and OTs.

This course is open to the public.

3 contact hours/$45

20399 F Apr. 1 8:30-11:30 a.m.
Regnier Center 181 Jamie McNally

20401 F Apr. 1 8:30-11:30 a.m.
Regnier Center 181 Jamie McNally
Public: No CEUs/$25
To register by phone, call 913-469-2323.

Put On Your Tennis Shoes
In this class you will explore the evidence of the role of exercise in managing chronic disease including diabetes and CV disease. The role of exercise in the prevention of chronic and acute illness will also be explored, including arthritis, osteoporosis, cancer and infectious disease.

RNs, LPNs, APRNs, social workers, counselors, registered dietitians and respiratory therapists will earn 4 contact hours. ACHAs will earn 4 (RC) hours. Approval is pending for PTs and OTs.

4 contact hours/$60

21212 T Jan. 12 8:30 a.m.-12:30 p.m.
Regnier Center 181 Rene' Russell

To Clot or Not To Clot: Anticoagulants and Antiplatelet Medications
Blood clots are formed to stop blood loss when an injury occurs. Without the formation of blood clots even a minor cut could result in excessive bleeding. Problems can arise when blood clots form unnecessarily. Hemostasis is a complex process that ensures a proper balance of clotting such that bleeding is controlled without inhibiting blood flow within the body. Blood can clot abnormally with unique circumstances as stasis, hypercoagulability and endothelial damage. Anticoagulant medications are foundation therapies used to treat and prevent thrombus formation. Although specific in action with a positive endpoint, these medications can produce serious adverse reactions. This course will review coagulation disorders, anticoagulant medications and associated risks of therapy.

APRNs, RNs, LPNs, social workers, counselors, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for PTs and OTs.

3 contact hours/$45

21208 W Feb. 17 8:30-11:30 a.m.
Regnier Center 181 Rebekah Vandergriff

The Truth About the Role of Alcohol in Disease
According to the CDC, excessive alcohol use led to approximately 88,000 deaths and 2.5 million years of potential life lost (YPLL) each year in the United States from 2006 to 2010. Further, excessive drinking was responsible for one in 10 deaths among working-age adults ages 20 to 64. This program will enlighten you to how excessive alcohol consumption is a biological and chemical disorder and survey the current research into the possible mechanisms of addiction. Discussion will focus on the role that alcohol plays in different disease states such as the development of chronic diseases, accident and injury, cancer, mental health decline, high blood pressure, heart disease, stroke, liver disease and digestive problems. The difference between moderate alcohol usage and its benefits from excessive alcohol consumption and risks will be evaluated. Genetic links to alcohol sensitivity will also be examined.

RNs, LPNs, registered dietitians, respiratory therapists, social workers, LPCs, LCPCs, psychologists and massage therapists will earn 4 contact hours. ACHAs will earn 4 (RC) hours. Approval is pending for PTs and OTs.

4 contact hours/$60

20393 F Apr. 1 9 a.m.-1 p.m.
Regnier Center 183 Elyn Mulcahy

Traumatic Brain Injury: Even If a Person Looks Fine, Are You Asking the Right Questions?
Did you know that Traumatic Brain Injury (TBI) is a leading cause of death and disability in children and adults from ages 1 to 44? Effects of TBI can include impaired thinking or memory, movement, sensation (e.g., vision or hearing), or emotional functioning (e.g., personality changes, depression). These issues not only affect individuals but can have lasting effects on families and communities. This workshop will enlighten you to recognize the signs and symptoms of TBI, potential effects, prevention and rehabilitation for someone with a TBI. Discussion of services provided for them and their families will also be reviewed, including brain injury waivers and private insurance.

RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for PTs and OTs.

3 contact hours/$45

20391 F Mar. 11 9 a.m.-1 p.m.
Regnier Center 181 Elyn Mulcahy

The U.S. Healthcare System – Less Bang for Big Bucks
Did you know that the United States spends twice as much on healthcare, but is ranked dead last compared to 11 of the top advanced industrialized countries? Three issues emerged as top contributing factors: cost of new technologies and prescription drugs, rise of chronic diseases and high administrative costs. The U.S. leads all other industrialized countries in the share of national healthcare expenditures devoted to insurance administration and yet, we have the poorest health indicator outcomes such as life expectancy, morbidity and disability. Come learn how other systems really work and the outcomes for these countries’ citizens from someone who knows from a personal and professional perspective.

RNs, LPNs, social workers, LPCs, LCPCs, registered dietitians and respiratory therapists will earn 4 contact hours. ACHAs will earn 4 (A) hours. Approval is pending for PTs and OTs.

4 contact hours/$60

21101 S Feb. 27 8:30 a.m.-3:30 p.m.
Regnier Center 181 Katie Vena

Understanding Adolescence: Issues, Development and Activities to Help
Adolescence is arguably one of the most difficult times of maturation for many. Issues such as peer pressure, drug and alcohol use, and identity are just some of the many topics that surface during this developmental stage. So what can we do as professionals to help? During this interactive hands-on training you will learn valuable and applicable skills to help your students, loved ones and clients successfully achieve growth into adulthood.

RNs, LPNs, social workers, LPCs and LCPCs will earn 6 contact hours.

6 contact hours/$90

21101 S Feb. 27 8:30 a.m.-3:30 p.m.
Regnier Center 181 Katie Vena

To register by phone, call 913-469-2323.
Using Music for a Better Death Experience
Music can help persons facing the end of life feel more supported, improve self-esteem, express emotions, resolve conflicts, and create a safe, less-threatening environment within the hospital, hospice or home setting. Music can be a beautiful bridge between this life and death and also take over when language/words are no longer effective. In this workshop you will learn ways to use music to help your clients or loved ones use music to make their transition easier and help bring a more blessed death – through music one can die whole and at peace.

RN, LPN, social workers, LPCs, LCPCs, registered dietitians and massage therapists will earn 4 contact hours. ACHAs will earn 4 (RC) hours.

4 contact hours/$60

Who’s Got Time for a Funeral? Grief In a Busy, Multicultural ‘Lite’ Society
Historically we asked, “When is the funeral?” Now we ask, “Will there be a service?” A convergence of factors challenge meaningful memorialization: economics, families spread across the nation or the globe; fragmentation of families; decline in participation in religious communities; the growth of cremation; and the impact of diversity. Tradition says, “This is the way we do memorialization;” others prefer an “I did it my way” approach. Growing numbers choose “lite” or no memorialization. Given familial dysfunction, memorialization can derail or distract from grief work and result in a ritual insult, ritual wound or ritual abuse. Increasingly, ritual aftermath [or splash, backlash] derails meaningful grief work and result in familial dysfunction, memorialization can derail or distract from grief work and result in a ritual insult, ritual wound or ritual abuse. Derail or distract from grief work and result in a ritual insult, ritual wound or ritual abuse. 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Big Rigs. Big Rewards

Commercial Driver’s License – Class A

Prepare for a rewarding trucking career with CDL training in Kansas City.

• Earn your CDL-A at JCCC in just nine weekends.
• Good-paying, high-demand jobs waiting

Funding options are available.

See page 53 for more information about classes and free orientation dates.

Delivering Special Cargo

Commercial Driver’s License – Class B

JCCC quickly trains you to drive Class B commercial motor vehicles.

• Drive motor coach buses, school buses, commercial delivery trucks and dump trucks.
• Master the skills to safely transport passengers or cargo.
• 40-hour program offered on two weekends and one Monday.

See page 53 for more information about classes and free orientation dates.
CDL Class B License
Get prepared and licensed for a career in transportation. Our CDL B course is designed to quickly train students to drive Class B commercial motor vehicles and master the skills to safely transport passengers or cargo. CDL B licensing allows individuals to drive motor coach buses, school buses, commercial delivery trucks, dump trucks and single unit vehicles weighing more than 26,000 pounds. This CDL Class B course is a 40-hour program offered on two weekends and one Monday.

40 contact hours/$1,699

20970 F Feb. 26-Mar. 4 6-10 p.m.
SU Feb. 27-Mar. 6 8 a.m.-5 p.m.
M Mar. 7 8 a.m.-3 p.m.
Regnier Center 144

20971 F Apr. 8-15 6-10 p.m.
SU Apr. 9-17 8 a.m.-5 p.m.
M Apr. 18 8 a.m.-3 p.m.
Regnier Center 144

20972 F May 20-27 6-10 p.m.
SU May 21-29 8 a.m.-5 p.m.
T May 31 To Be Arranged
Regnier Center 144

CDL Refresher Assessment
If your CDL license lapsed and you need to prepare to take the CDL A exam or you need to renew your driving skills before getting back in the cab, this course is for you. Following a hands-on assessment using our truck-driving simulator, we will develop a customized program to prepare you to get back behind the wheel and/or take the CDL exam.

Prerequisite: CDL Class A license or evidence of previous commercial vehicle driving experience and CDL Class A permit if CDL license is no longer current; and DOT physical card and validity background check.

Contact Phil Wegman at 913-469-4446 or Deidre Davidson at 913-469-8500, ext. 4269, to schedule a date and time for your assessment.

1 contact hour/$125

20968 Jan. 5-Dec. 22 To Be Arranged

CDL Retest
If you have completed the CDL Class A truck driver training program at JCCC and need to retest at either the Kansas Department of Motor Vehicles (KDMV) or the Missouri Department of Transportation (MoDOT), sign up for this course. Two hours of test preparation will be provided as well as your CDL retest.

Prerequisite: You must retest within 90 days of your previous testing session at the DMV.

Contact Phil Wegman at 913-469-4446 or Deidre Davidson at 913-469-8500, ext. 4269, to schedule a date and time.

2 contact hours/$299

20969 Jan. 5-Dec. 22 To Be Arranged

Truck Driver Training – CDL Class A
Completion of our weekend truck driver training program, offered in collaboration with Metropolitan Community College, will prepare you for entry-level driving positions within the trucking industry. Our program goes beyond preparing you for the Kansas or Missouri Commercial Driver License Class A performance exam, it readies you for a challenging and rewarding career in the trucking industry. In addition to classroom, testing and directed study up to 60 total hours of range pre-trip and one-on-one (one truck to one student) hands-on training is provided to each student to ensure comprehension and skill development of the operating procedures required by the state. The outcomes of the program are directly aligned to the federal guidelines established for entry-level drivers that can be found in the Federal Motor Carrier Safety Regulation (FMCSR) and the state guidelines for earning the Class A Commercial Driver’s License.

This CDL-A certificate meets all state and federal requirements for truck driver training. This program has been approved for the Workforce Investment Act (WIA) and Full Employment Council (FEC).

This class is not eligible for the Take 3 discount.

160 contact hours/$4,349

20962 F Feb. 12-Apr. 15 6-10 p.m.
Regnier Center 183
S Feb. 13-Apr. 16 8 a.m.-5 p.m.
U Feb. 14-Apr. 17 8 a.m.-5 p.m.

20963 F Mar. 11-May 13 6-10 p.m.
S Mar. 12-May 14 8 a.m.-5 p.m.
U Mar. 13-May 15 8 a.m.-5 p.m.

20964 F Apr. 8-Jun. 8 6-10 p.m.
S Apr. 9-Jun. 9 8 a.m.-5 p.m.
U Apr. 10-Jun. 10 8 a.m.-5 p.m.

20965 F May 13-Jul. 15 6-10 p.m.
Regnier Center 183
S May 14-Jul. 16 8 a.m.-5 p.m.
U May 15-Jul. 17 8 a.m.-5 p.m.

Truck Driver Training Program – CDL Class A Orientation
If you are interested in a career that takes you out on the open road and across the country come to this free information session to learn about the new CDL Class A Truck Driver Training program offered by Johnson County Community College-Continuing Education program. You will learn about JCCC’s weekend program and the qualifications you need to meet in order to be accepted into this important program. Although this information program is free, you will need to register by calling 913-469-2323.

2 contact hours/Free

20956 W Jan. 6 2-4 p.m.
Regnier Center 145 Phil Wegman

20957 M Feb. 22 2-4 p.m.
Regnier Center 145 Phil Wegman

20958 M Mar. 14 2-4 p.m.
Regnier Center 145 Phil Wegman

20959 M Apr. 18 2-4 p.m.
Regnier Center 145 Phil Wegman

20960 M May 9 2-4 p.m.
Regnier Center 145 Phil Wegman

EARLY CHILDHOOD EDUCATION

Authentic Assessment: Watching and Recording
Knowing where children are developmentally is an important step in planning their next activity. You will discover how to capture authentic assessment moments, various methods of recording them and planning for the child’s next step along the learning continuum. Explore various methods of recording observations.

KS/MO Core Content Area III – Level 3, CDA Subject Area 7, Kansas and Missouri approved.

2 contact hours/$19

20668 T Feb. 9 6:30-8:30 p.m.
Regnier Center 175 Mary Thibault
Change is a Catalyst for Greatness
Change can be exhilarating and often creates a better future. So why do we get upset by change? Identify ways to keep the things you love while learning that change is a necessary catalyst for creating excellent programs for young children. Discover how different personalities deal with and adjust to change, and learn ways to succeed in changing times.

Kansas/Missouri Core Content Area VIII – Level 4, CDA Subject Area 6. Kansas and Missouri approved.

2 contact hours/$19

20672 M May 2
Regnier Center 175 Juanita Springate

Intentional Strategies for Helping Children with Trauma
Do children ever come to your classroom stressed about what is happening in their lives at home? What do you do when children hear about violence around the country? Learn strategies for supporting children through these hard times and leave with an arsenal of strategies and resources of things you can do in your classroom.

Kansas/Missouri Core Content Area VI – Level 4, CDA Subject Area 3. Kansas and Missouri approved.

2 contact hours/$19

20670 M Apr. 11
Regnier Center 175 Juanita Springate

NEW! Play with Me: Interactions that Help Children Learn
You will discover that children really do learn best through play. Learn how to design intentional situations for children to solve problems as they explore math, science, literacy and everyday relationships in meaningful ways.

Kansas/Missouri Core Content Area II – Level 3, CDA Subject Area 2. Kansas and Missouri approved.

2 contact hours/$19

20665 T Jan. 19
Regnier Center 175 Juanita Springate

Language and Literacy in the Toddler Years
The development of language is essential within the toddler classroom. You will explore the diversity of language and literacy within these years. Review language development, looking specifically at speaking abilities of young children, emergent literacy, and expression through drawing and writing. In addition, discuss ideas for implementing and supporting these topics within the classroom.

Kansas/Missouri Core Content Area II – Level 3, CDA Subject Area 2. Kansas and Missouri approved.

2 contact hours/$19

20667 R Apr. 7
Regnier Center 175 Mindy Stadler

NEW! Successful Strategies for Communicating with Parents
You are successful in your classroom when you use a variety of communication skills to help children learn. The same is true when communicating with parents. In many ways, you help parents learn as well as children.

Families are encouraged to reinforce the knowledge and skills that children learn in the classroom, and at times, to adopt new guidance techniques. Parents learn ways to model, inductive reasoning and reinforcing desired behaviors.

Kansas/Missouri Core Content Area IV. Level 4, CDA Subject Area 4. Kansas/Missouri approved.

2 contact hours/$19

20674 M Mar. 14
Regnier Center 175 Juanita Springate

Redirecting Children’s Behavior
Do you need to review your discipline techniques? Learn a developmental approach to discipline that promotes positive guidance techniques that emphasize adults’ responsibility for guiding children. Learn how to use modeling, inductive reasoning and reinforcing desired behaviors.

Kansas/Missouri Core Content Area VI – Level 3, CDA Subject Area 3. Kansas/Missouri approved.

2 contact hours/$19

20664 W Feb. 24
Regnier Center 175 Rachel Roothk

NEW! Healthy Sexual Development in Children
When children act out sexually or have questions about bodies, babies and more, many adults are not equipped to respond. Address normal sexual development in children, how to talk with children about their growing bodies and assist them in safety and esteem.

You must attend both sessions to receive credit.

Kansas/Missouri Core Content Area I – Level 2 and 3, CDA Subject Area 8. Kansas and Missouri approved.

4 contact hours/$35

20666 W Jan. 27-Feb. 3
Regnier Center 175 Coco McAtee

Have Fun with Math: Designing Intriguing Math Problems for Preschoolers to Solve
Focus on how young children learn basic mathematical knowledge and problem-solving skills. You will learn the elements of mathematical thinking for children and discover what kinds of materials to include in their classroom environments, as well as what kinds of games challenge children’s thinking. Explore how to help children create mathematical relationships out of real-life problems. Learn ideas for teaching quantification, patterns, seriation, geometry and spatial sense, as well as measurement.

Kansas/Missouri Core Content Area II – Level 4, CDA Subject Area 2. Kansas and Missouri approved.

2 contact hours/$19

20669 M Feb. 15
Regnier Center 175 Juanita Springate

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You must attend both sessions to receive credit.

Kansas/Missouri Core Content Area I – Level 2 and 3, CDA Subject Area 8. Kansas and Missouri approved.

4 contact hours/$35

20666 W Jan. 27-Feb. 3
Regnier Center 175 Coco McAtee

To register by phone, call 913-469-2323.
Understanding Child Development in Infants and Toddlers
Understanding child development is a necessary component in providing an appropriate environment for children to thrive and grow. Review the different educational theories that support “developmentally appropriate practice” as defined by NAEYC. What do you expect from an infant or toddler? Child development in infants and toddlers will be examined, along with implications for teachers and caregivers involved.

2 contact hours/$19

20671 R May 12 6:30-8:30 p.m.
Regnier Center 175 Mindy Studler

MEDIATION

Civil Mediation Practicum
The Civil Mediation Practicum involves co-mediating three actual court cases under the supervision of a state-approved mediator. To become state-approved you must co-mediate all three cases in the content area in which you wish to specialize (core, civil, domestic, juvenile dependency or parent/adolescent).

This practicum will meet the core requirement only.
Contact Continuing Education at 913-469-4420 for more information.
6 contact hours/$349

20680 By appointment

Core Mediation Practicum
The Core Mediation Practicum involves co-mediating three actual court cases under the supervision of a state-approved mediator. To become state-approved you must co-mediate all three cases in the content area in which you wish to specialize (core, civil, domestic, juvenile dependency or parent/adolescent).

This practicum will meet the core requirement only.
Contact Continuing Education at 913-469-4420 for more information.
6 contact hours/$349

20681 RFS Apr. 21-23 8 a.m.-5 p.m.
Regnier Center 157 Elizabeth Mayfield Deborah Medlock

Domestic Relations Mediation Training
You will learn to apply mediation principles to situations involving divorcing parents who are in dispute over their children, disputes pertaining to access to their children or co-parenting matters. Course material includes a review of mediation principles, application to divorce situations, child development, conflict theory, ethics, Kansas laws, resource development and networking. Participate in several role-play activities to practice your skill development.

This course has been approved by the Kansas Supreme Court to meet the educational/classroom requirements for approval as a domestic mediator.
Upon completion of this course and a domestic practicum you can apply with the state of Kansas to be an approved domestic mediator.
Prerequisite: Principles of Core Mediation.
24 contact hours/$449

20680 By appointment

Civil Mediation Training
You will focus your mediation skills to practice resolving disputes between employers and employees, management and labor, businesses and consumers, government and environmental groups, and residents and communities. The training techniques include lecture, video, class discussion, demonstrations and student role-plays. This course has been approved by the Kansas Supreme Court to meet the educational/classroom requirements for approval as a civil mediator. Upon completion of this course and the Civil Practicum you can apply with the state of Kansas to be an approved civil mediator.

Prerequisite: Principles of Core Mediation.
24 contact hours/$449

20684 WRF Mar. 2-4 8 a.m.-5 p.m.
Regnier Center 157 Henry Cox

NEW! Grief and Loss for Mediators
Grief is experienced when a loss occurs around any person, pet, relationship, thing or ideal that a person deems significant. You will identify what grief is and how it might show up in negotiations with clients.
This course is approved for 6 CME.
6 contact hours/$129

21205 W Apr. 6 8 a.m.-3 p.m.
Regnier Center 157 Jonna Templar

NEW! Managing Generational Styles When Mediating
For the first time in American history, we have four different generations working side-by-side in the workplace: the Traditionalists, the Baby Boomers, Gen Xers and the Millennials. Each generation views time management, communication, social media, organizational structure and personal appearance differently. These differences can cause conflict. If we don’t learn to work together we’ll be wasting a lot of time fighting rather than enjoying a friendly and productive workplace. A proven method for creating a learning environment is through the practice of appreciative inquiry (AI). Appreciative inquiry uses the art of asking questions and opinions to strengthen the system as a whole, creating a more positive environment and heightening employee potential.
This course is approved for 6 CMEs.
6 contact hours/$129

20685 W Jan. 21-23 8 a.m.-5 p.m.
Regnier Center 157 Robert Bacic Julia MacLachlan

20675 RFS Mar. 17-19 8 a.m.-5 p.m.
Regnier Center 157 Robert Bacic Julia MacLachlan

Principles of Core Mediation: How to Settle Disputes
You will gain valuable information about the mediation process and how it can be used to effectively settle conflicts. Our instructors are state-approved mediators who will teach you the stages of core mediation, which involves neighbor-to-neighbor disputes, as well as the guidelines for using mediation in your current position.
Upon completion of this course and the practicum you can apply with the state of Kansas to be an approved core mediator.
24 contact hours/$499

20685 W Jan. 21-23 8 a.m.-5 p.m.
Regnier Center 157 Robert Bacic Julia MacLachlan
ELECTRICAL

Code Check: Building a Safe Home
Ideal for builders, remodelers, inspectors and contractors, this course addresses common code violations to help save you time and money. Get the most up-to-date changes in the International Residential Code. It also cross-references the National Electrical Code to arm readers with the most precise information to date. The convenient flip-chart makes it easy to quickly access the most up-to-date residential building codes for foundations, framing, plumbing, wiring, exterior and interior walls, fireplaces and chimneys.
Approved for 4 hours of Code Credit through the Johnson County Contractor Licensing Program.
4 contact hours/$129

21041 S Apr. 2 1-5 p.m. Regnier Center 183 B. Anderson

Code Check: Electrical
Code Check: Electrical is a review of common code issues in residential electrical installations. It references the International Residential Code (IRC) and the National Electrical Code (NEC). The handy flip chart, which includes 23 tables and 65 illustrations, summarizes recent code changes in the IRC and the NEC. This includes tables and illustrations on wire-bending space. Other tables have been added, along with several new illustrations. The book contains sections on grounding, bonding, services, panels, branch circuits, ampacity, wiring methods, boxes, GFCIs and AFCIs, appliances, lighting, switches, receptacles, pools and spas, photovoltaics and much more. The course is crammed with information that makes it an essential tool for electricians, inspectors and designers. You will also receive invaluable flip chart reference for use in the field, with the most up-to-date information perfect for anyone installing or designing electrical systems.
Approved for 4 hours of Code Credit through the Johnson County Contractor Licensing Program.
4 contact hours/$129

21043 S Apr. 2 8 a.m.-noon Regnier Center 183 B. Anderson

Electrical Exam Prep
This course prepares electricians to sit for professional journeyman, master and electrical inspector exams including Experior (Block), IAEI, ICBO, NAIC, SBCCI, as well as regional state exams. You will need to contact your city or county codes office to learn which code book(s) are required for your specific exam.
Bring your books, a calculator and two different colored highlighters to class.
Approved for 42.5 hours of Code Credit through the Johnson County Contractor Licensing Program.
42.5 contact hours/$399

21065 MW Mar. 21-May 16 5:30-8 p.m. Regnier Center 183 Clarence Johnston

Electrical Exam Prep – Accelerated
This fast-paced, four-session course is designed for the experienced electrician to prepare you to sit for professional journeyman, master and electrical inspector exams including Experior (Block), IAEI, ICBO, NAIC, SBCCI, as well as regional state exams. You will need to contact your city or county codes department to learn which code book(s) are required for your specific exam.
Bring your books, a calculator and two different colored highlighters to class.
Approved for 32 hours of Code Credit through the Johnson County Contractor Licensing Program.
32 contact hours/$399

21069 S Jan. 30-Feb. 20 8:30 a.m.-5 p.m. Regnier Center 183 Clarence Johnston

NEC 2014 Updates
Learn about the major NEC changes that will impact your work, whether you’re an electrician, contractor, engineer, designer or plant/facility maintenance professional. Major changes to the 2014 NEC will be covered, including: 1) increase in nominal threshold voltage; 2) new articles concerning; low voltage suspended ceiling power distribution, modular data centers, fire resistive cable systems, 750 energy management systems; 3) the definition of readily accessible has been added to article 100, which may require changes to the installation of receptacles for dishwashers and vending machines; 4) protection for dwelling unit laundry areas and commercial garages; 5) GFCI for kitchen dishwasher branch circuit; 6) AFCI protection for dwelling units now required in kitchen, laundry and dormitories; 7) raceways in wet locations above grade; 8) raceways and cables exposed to sunlight on rooftops.
Students must bring the 2014 NEC Codes book and a yellow highlighter to class.
Approved for 8 hours of Code Credit through the Johnson County Contractor Licensing Program.
8 contact hours/$199

21072 T Mar. 1 8 a.m.-5 p.m. Regnier Center 183 Clarence Johnston

HVAC

Code Check: Mechanical
Get up to speed on essential heating, ventilation and air conditioning codes and the principles behind them. Mechanical Code Check can help you reduce code-violation callbacks, ensure all of your jobs pass inspection and meet the highest safety standards. The easy-to-use job site resource guide includes illustrations and tables perfect for anyone installing or designing mechanical systems. Mechanical Code Check is cross-referenced to the International Residential Code. Ideal for HVAC technicians, license holders, building departments, home inspectors, contractors and handymen.
Approved for 4 hours of Code Credit through the Johnson County Contractor Licensing Program.
4 contact hours/$129

21045 S Apr. 16 1-5 p.m. Regnier Center 183 B. Anderson
Mechanical/HVAC Exam Prep
This course prepares you for the Journeymen or Masters Licensing Exam.
Bring a calculator and a highlighter to class.
You will need to contact your local city or county codes office directly to apply for the exam.
Approved for 25 hours of Code Credit through the Johnson County Contractor Licensing Program.
25 contact hours/$449

Refrigerant Transition and Recovery Review and Exam
This course prepares you to take the EPA-approved test for HVACR technicians and contractors. The exam will be given as part of the course. You can be certified in the following: Type I – Small Appliance; Type II – High Pressure and Very High Pressure; and Type III – Low Pressure (Universal).
8 contact hours/$199

Code Check: Plumbing
Learn to avoid the most common violations and meet strict code requirements. This half-day class will help you save time, money and potential delays. You will receive a handy job site resource guide with the most up-to-date information on residential plumbing codes. The flip chart has detailed reference tables, and more than 100 illustrations to help clarify the complex rules and numerous code changes. Ideal for plumbers, license holders, building departments, home inspectors, contractors and handymen.
Approved for 4 hours of Code Credit through the Johnson County Contractor Licensing Program.
4 contact hours/$129

Cross Connection Control and Backflow Prevention Certification
This course and exam complies with Kansas, Missouri, OSHA/USEPA and ASSE requirements. Topics include cross connection, backflow accidents and preventers, contamination, thermal expansion, pollution and fire protection systems. A study guide is included. A written and hands-on exam will be administered at the end of the course.
This course has been approved for 40 hours of Code Credit through the Johnson County Contractor Licensing Program.
You must have at least five years of experience in a plumbing, pipefitting or related industry field.
40 contact hours/$499

Cross Connection Control and Backflow Prevention Recertification
Kansas and Missouri require recertification every three years. A written and hands-on exam will be administered at the end of the course. Participants must provide a copy of their certification card to be submitted to ASSE upon completion of the course and exam.
Approved for 8 hours of Code Credit through the Johnson County Contractor Licensing Program.
8 contact hours/$299

Plumbing Exam Prep
This course prepares you for the Journeymen or Master Plumber Exam.
Bring a calculator and a highlighter to class. You will need to contact your local city or county codes office directly to apply for the exam.
Approved for 25 hours of Code Credit through the Johnson County Contractor Licensing Program.
25 contact hours/$399

NEW Advanced Manufacturing Training
Improve the productivity of your operation with industrial training from JCCC.
• Basic Machine Operator
• Industrial Automation Maintenance Technician
• Skilled Trades (Welding, Electrical, Mechanical, Plumbing)

Call 913-469-2460 to bring this customized training to your organization.
The Kansas Small Business Development Center offers workshops and classes to help you start, manage and grow your business. The KSBDC provides one-on-one small business consulting by appointment at no charge.

Some of the specific ways the KSBDC can help your business include:

- Develop a business plan
- Analyze financial statements
- Develop cash flow projections
- Prepare for investor presentations
- Explore financing options and sources of capital
- Develop a sales process
- Understand your customer
- Develop a marketing plan
- Incorporate social media into your business
- Understand search engine optimization
- Analyze product cost and pricing
- Determine the feasibility of exporting
- Analyze inventory control procedures
- Buy or sell a business
- Determine the feasibility of government procurement

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- Determine the feasibility of exporting
- Analyze inventory control procedures
- Buy or sell a business
- Determine the feasibility of government procurement

For more information, go to www.jccc.edu/ksbdc, call 913-469-3878 or email ksbdc@jccc.edu.

**ACCOUNTING, FINANCIALS, TAXES**

**IRS Small Business Tax Workshop**

Learn the basics of complying with IRS regulations, including business use of the home, self-employment tax, employee versus independent contractor, payroll taxes and electronic filing (EFTPS). Also learn record keeping requirements for business expenses, including vehicle use.

Presented by an experienced CPA and tax accountant.

4 contact hours/$45

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>21121</td>
<td>Feb. 3</td>
<td>1-5 p.m.</td>
<td>Regnier Center 145</td>
<td>Janet Fanska</td>
</tr>
</tbody>
</table>

21122 R  Apr. 21  1-5 p.m.  Regnier Center 145  Janet Fanska

**Improve Your Company’s Profitability: Understanding Your Financial Statements**

Learn to read and interpret basic financial reports, explore three fundamental ways to increase profitability and identify key financial indicators. Gain a better understanding of how to use financial reports to operate a more profitable business.

3 contact hours/$35

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>21125 W</td>
<td>Mar. 30</td>
<td>8:30-11:30 a.m.</td>
<td>Regnier Center 145</td>
<td>Elisa Waldman</td>
</tr>
</tbody>
</table>

**Kansas Retail Sales and Compensating Use Tax**

This workshop covers the basics of sales and use tax as it applies to retail business, as well as the appropriate uses of the different exemptions that may be encountered. Other topics discussed include record keeping for audit compliance and estimated tax payments.

This information is presented by a tax specialist with the Kansas Department of Revenue.

4 contact hours/$20

<table>
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<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>21138 W</td>
<td>Jan. 20</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>Regnier Center 145</td>
<td>Carl York</td>
</tr>
<tr>
<td>21139 W</td>
<td>Feb. 24</td>
<td>1-5 p.m.</td>
<td>Regnier Center 145</td>
<td>Carl York</td>
</tr>
<tr>
<td>21140 W</td>
<td>Apr. 6</td>
<td>5:30-9:30 p.m.</td>
<td>Regnier Center 145</td>
<td>Carl York</td>
</tr>
<tr>
<td>21141 R</td>
<td>May 19</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>Regnier Center 145</td>
<td>Carl York</td>
</tr>
</tbody>
</table>

**Need customized training for your organization? JCCC can tailor any of our courses for your specific needs.**

www.jccc.edu/ce

To register by phone, call 913-469-2323.
Kansas Sales and Compensating
Use Tax for Construction
Contractors
This presentation by the Kansas Department of
Revenue specifically targets construction
contractors and subcontractors. The workshop
covers how sales tax applies to materials and
labor, project exemption certificates, sales tax
returns and billing.
2.5 contact hours/$15

QuickBooks™ Fundamentals
Learn how to set up your business using this
popular desktop accounting program – the
right way. In this beginning-level seminar,
you will learn how to create your own chart
of accounts; set up customers and vendors;
generate invoices, receive payments and sales
receipts; pay bills and write checks; track
credit card purchases and balances; reconcile
accounts and bank feeds; track and pay sales
taxes; and produce customized financial
statements and reports that will help you
manage your business.
Facilitated by a Certified QuickBooks™ Pro-Advisor.
8 contact hours/$189

QuickBooks™ Intermediate
Designed for persons with a working
knowledge of QuickBooks™ Desktop, this
workshop covers the more advanced features
of the program customized to the needs of
the individuals in the class. Topics could
include: customizing invoices, setting up
budgets, creating 1099s, using form letters,
memorizing financial statement groups and
defining custom fields.
Class size is limited to provide for customized
instruction.
Bring your own QB data files and questions.
Facilitated by a Certified QuickBooks™ Pro-Advisor.
3 contact hours/$79

QuickBooks™ Payroll
Learn how to set up payroll items, enter
employee information, create a payroll
schedule, create paychecks, track and pay
payroll tax liabilities, and print payroll tax
returns and annual W-2s.
Participants should have a working knowledge of
QuickBooks™ Desktop as this course does not cover
any other areas of the software.
Participants should also be familiar with payroll laws
and filing due dates applicable to their business for
federal and state withholdings and unemployment.
Facilitated by a Certified QuickBooks™ Pro-Advisor.
2 contact hours/$59

QuickBooks™: How to Track
Jobs, Time and Mileage
Job profitability is important for construction
contractors and service-based businesses.
Learn to use QuickBooks™ for accurate
estimates and invoicing; tracking time and
expenses; and management and reporting to
monitor the profitability of your jobs.
Participants should have a working knowledge of
QuickBooks™ in order to benefit from this course.
Facilitated by a Certified QuickBooks™ Pro-Advisor.
2 contact hours/$59

QuickBooks™: How to Track
Government Contracting
This introductory seminar is an overview
of the critical first steps associated with
pursuing government contracts. The Kansas
Procurement Technical Assistance Center
(PTAC) presents information on how to get
started in the government contracting arena
including federal, state and local government
registrations and certifications.
The seminar will also cover Kansas PTAC services
available to assist businesses in all aspects of
government contracting.
Not eligible for Take 3 discount.
Class preregistration required.
2.5 contact hours/Free

Looking for a QuickBooks
class? See page 29.
For more accounting class
offerings, see pages 38-39.
MARKETING & SALES

Developing Your Attention-Grabbing 30-Second Introduction
Does your 30-second introduction consistently grab the attention of your best prospects? Get prepared to get your message across in a clear, concise and compelling manner! This interactive workshop will show you how.

2.5 contact hours/$30
21126 W Apr. 27 2-4:30 p.m.
Regnier Center 145 Jerry Smith

Small Business Internet Marketing Basics: Websites, Email, Social Networks, SEO and Ads
Learn how web tools can be used effectively and gain an understanding of issues to consider in creating your digital strategy for promoting and expanding your business. Computer lab time is included for keyword analysis, search engine optimization (SEO) and content creating. An attorney will also discuss the legal issues encountered when doing business via the Internet, including electronic contracts.

5 contact hours/$50
21123 TR Feb. 9-11 2-4:30 p.m.
Regnier Center 255 John Addessi
21124 TR May 10-12 6-8:30 p.m.
Regnier Center 250 John Addessi

Successful Sales and Negotiating Strategies for the Small Business Owner
Selling and negotiating are key to the growth of your small business. By attending this course, you will understand the critical skills to give you a competitive edge that many have to learn “on the job.” It will break down a proven process to enable you and your sales team to create and implement a successful sales strategy. Day 1: Demystify sales as we break down the process, your value position and the key numbers to drive your sales activities. Day 2: Put the process in action with role-play, identifying the phases of effective negotiating, working through objections and practicing presenting in a nonthreatening environment.

7 contact hours/$80
20928 TR Feb. 23-25 1-4:30 p.m.
Regnier Center 145 Stephanie Landis

STRATEGY & LEADERSHIP

Hiring Your First Employee
Are you ready to grow from “a one-person shop” to hiring employees? Find out how to: decide what role to fill; calculate how much you can afford; gain awareness of regulatory issues; find the right talent for your business; and become a first-rate boss.

2.5 contact hours/$30
21137 W Feb. 17 3-5:30 p.m.
Regnier Center 145 Elisa Waldman

Riddle of the Exporter
Do you have a great product or service that you may be able to market internationally? Are you looking to diversify your markets to protect or expand your business? Learn how to sell to the 95 percent of the world’s consumers who are outside the U.S. This day-long seminar will take you through the steps of exporting: readiness, market research, market entry, legal, regulatory compliance, transportation, payments/finance and cultural issues.

Box lunch provided.
8 contact hours/$199
20929 F Jan. 29 8 a.m.-5 p.m.
Regnier Center 255 John Addessi

Trademark and Copyright Basics for the Small Business Owner
This course is for the small business owner wanting to learn how to protect their business name, logo, content and creative works. Focus is on protecting trademarks and copyrights while avoiding infringing upon the rights of others.

2 contact hours/$30
21148 T Mar. 1 3-5 p.m.
Regnier Center 145 Rick Gier
21149 T Apr. 19 3-5 p.m.
Regnier Center 145 Rick Gier

STARTING A BUSINESS

Starting a Business: Small Business Basics in a Day
This day-long seminar will cover the basics of starting a small business, including determining whether your idea is feasible, creating a business plan, choosing a legal entity, forming financial projections, marketing, developing a web presence and bookkeeping.

Guest presenters will include an attorney, a commercial banker, a credit expert and an accountant.
Entrepreneurs will share their stories during a panel discussion with an opportunity for questions.

Box lunch provided.
8 contact hours/$69
21130 W Jan. 27 8 a.m.-4 p.m.
Regnier Center 181 John Addessi
21131 T May 17 8 a.m.-4 p.m.
Regnier Center 181 John Addessi

Starting a Business: Success Right from the Start
Thinking about starting your own business? This seminar provides an overview of useful business information including government requirements and forms of business organization. You will learn how to: objectively evaluate your business concept, products and services; define and analyze the market potential for your business; and begin work on a business plan for managing your business and obtaining financing.

A banker and an attorney who specialize in working with small businesses also participate in this seminar as guest speakers.

3.5 contact hours/$35
21103 W Jan. 13 6-9:30 p.m.
Regnier Center 145 Stephanie Landis
21104 R Feb. 11 6-9:30 p.m.
Regnier Center 145 Elisa Waldman
21105 R Mar. 3 6-9:30 p.m.
Regnier Center 145 John Addessi
21106 T Apr. 5 6-9:30 p.m.
Regnier Center 145 Elisa Waldman
21107 W May 4 6-9:30 p.m.
Regnier Center 145 John Addessi

To register by phone, call 913-469-2323.
ENTREPRENEURIAL STUDIES

Entrepreneurial Mindset
You will study the skills, attitudes and behaviors that successful entrepreneurs have historically possessed, as well as the issues, circumstances and obstacles that shaped their time. You will analyze modern-day successful entrepreneurs who faced hardship and adversity by embracing an entrepreneurial mindset. The characteristics of the entrepreneurial mindset will be dissected and applied to your own mindset and entrepreneurial potential.

This course is offered in conjunction with the Credit Entrepreneurship Program.

It is required that the book for this class is bought in the JCCC Bookstore as it has access codes that are needed for assignments related to course completion. Fees for this course are based on residency. Out of state $428; Kansas resident $318; Johnson County resident $273.

Not eligible for Take 3 discount.

42 contact hours/Free

Introduction to Entrepreneurship
You will learn the role of entrepreneurial businesses in the United States and the impact on our national and global economy. You will analyze the skills, commitment, challenges and rewards necessary to successfully operate an entrepreneurial venture, as well as entrance strategies to accomplish such a choice.

This eight-week course is offered in conjunction with the Credit Entrepreneurship Program.

Textbooks available at the JCCC Bookstore.

Fees for this course are based on residency: Out of state $428 Kansas resident $212 and Johnson County resident $182.

Not eligible for Take 3 discount.

28 contact hours/Free

Opportunity Analysis
This workshop is designed to overcome the barrier that keeps many individuals from starting a business – the lack of a workable idea. Using a three-step approach for identifying and evaluating business ideas, participants will learn to identify a business opportunity that fits their own unique needs and goals.

This eight-week course is offered in conjunction with the Credit Entrepreneurship Program.

Textbook available at JCCC Bookstore.

Fees for this course are based on residency: Out of state $428 Kansas resident $212 and Johnson County resident $182.

Not eligible for Take 3 discount.

28 contact hours/Free

Legal Issues for Small Business
You will learn about forms of business ownership, contracts, business owner’s liability, agency, bankruptcies, business crimes, intellectual property, labor and employment laws; and the regulation of business, civil court procedures and alternate dispute resolution.

This eight-week course is offered in conjunction with the Credit Entrepreneurship Program.

Textbook available at the JCCC Bookstore.

Fees for this course are based on residency: Out of state $428 Kansas resident $212 and Johnson County resident $182.

Not eligible for Take 3 discount.

28 contact hours/Free

Entrepreneurial Mindset

FastTrac Business Plan
In this course you will learn to assess the strengths and weaknesses of a business concept and write a sound business plan. You will collect, analyze and organize market research data into a marketing plan; and prepare the financial projections for your business concept.

Textbook available at JCCC Bookstore.

Fees for this course are based on residency: Out of state $428; Kansas resident $318; Johnson County resident $273.

Not eligible for Take 3 discount.

42 contact hours/Free

Opportunity Analysis

Learn to use QuickBooks™
the right way

One-stop, valuable QuickBooks™
training in a computer lab
setting with small class sizes.

• QuickBooks™ Fundamentals
• Intermediate QuickBooks™
• QuickBooks™ How to Track
Jobs, Time and Mileage
• QuickBooks™ Payroll

Kansas Small Business
Development Center at JCCC

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Visit www.jccc.edu/ce to search for our courses.
Life and Leisure

Leisure
64  Arts and Crafts
65  Aviation
66  Dance
66  Exercise
67  Food
67  Foreign Language
68  House & Garden
68  Lifestyle
69  Music
70  Photography
70  Sports & Recreation
70  Travel

Life Skills
72  Adult Basic Education
    GED® Preparation
73  English as a Second Language
74  Adult Basic Education
    GED®
74  College Readiness Classes
75  ESL Advanced & Professional
76  Driver Education
    & Motorcycle Training
77  Personal Finance
78  Sign Language
78  Social Skills
78  Writing Center
79  Sports Clinics
**Basic Drawing, Beginning and Intermediate**
Class goals are to train your eyes to observe, think and express their vision in charcoal or pencil using form, light, value and space. Emphasis will be placed on development of your observational skills and hand-eye coordination.
A supply list will be emailed before the first class session.
24 contact hours/$129

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>21299</td>
<td>Mar. 16-May 4</td>
<td>1-4 p.m.</td>
<td>Regnier Center 175</td>
<td>Chun Wang</td>
</tr>
<tr>
<td>20692</td>
<td>Mar. 16-May 4</td>
<td>6-9 p.m.</td>
<td>Regnier Center 175</td>
<td>Chun Wang</td>
</tr>
</tbody>
</table>

**Egyptian Art II**
This course is a chronological exploration of the history and developments in Egyptian Art with a focus on form, context, symbolism, changes over time and museum exhibits.
Prior enrollment in Egyptian Art I is strongly encouraged but not required.
The instructor has a graduate degree in Egyptology and is dedicated to making Egyptology accessible to the general public.
Class textbook available at the JCCC Bookstore.
16 contact hours/$119

<table>
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<tr>
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<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>20704</td>
<td>Mar. 7-Apr. 25</td>
<td>7-9 p.m.</td>
<td>Carlsen Center 124</td>
<td>Stacy Davidson</td>
</tr>
</tbody>
</table>

**Explore Abstract Watercolor**
Discuss contemporary painting styles and watercolor painting techniques while, of course, having plenty of time to paint.
Bring to the first session at least two watercolor sketchbooks, a few basic watercolor brushes to meet your needs, a small watercolor set and a pencil for sketching.
This is a class for all skill levels.
21 contact hours/$119

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<tr>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>20699</td>
<td>Mar. 29-May 10</td>
<td>6-9 p.m.</td>
<td>Carlsen Center 212</td>
<td>Mary Coonrod</td>
</tr>
</tbody>
</table>

**Jewelry Making I, Beginning**
Use a variety of tools, materials (silver, gold, copper), chemicals and stones to make a project of your choice, such as a ring, pendant or bracelet. Bring your ideas to the first session and the instructor will discuss your project ideas with you. Then choose your project materials and tools.
Materials cost, including tools, will vary depending on the project selected. A tool kit, approximately $200 (optional) can be purchased.
The classroom may not have all the tools necessary for your project.
15 contact hours/$79

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<th>Location</th>
<th>Instructor</th>
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<td>20776</td>
<td>Jan. 9-Feb. 6</td>
<td>8:30-11:30 a.m.</td>
<td>Arts and Technology Building 115</td>
<td>Pamela Miller</td>
</tr>
<tr>
<td>20777</td>
<td>Apr. 2-30</td>
<td>8:30-11:30 a.m.</td>
<td>Arts and Technology Building 115</td>
<td>Pamela Miller</td>
</tr>
</tbody>
</table>

**Jewelry Making II, Beginning**
For students who have completed JCCC’s Beginning Jewelry I. You will have another opportunity to work on a project of your choice.
18 contact hours/$99

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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>20780</td>
<td>Feb. 20-Mar. 26</td>
<td>8:30-11:30 a.m.</td>
<td>Arts and Technology Building 115</td>
<td>Pamela Miller</td>
</tr>
</tbody>
</table>

**Learn to Crochet**
Learn to chain, single and double crochet, and much more in this four session class. Start with really easy scarves, hats, and functional items for the home and see where your creativity takes you!
Patterns will be provided by instructor.
Bring the following supplies: one ball of worsted wool yarn and crochet hook size H, I or J.
12 contact hours/$89

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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>20697</td>
<td>Feb. 22-Mar. 14</td>
<td>6-9 p.m.</td>
<td>Carlsen Center 130</td>
<td>Julie Wallace</td>
</tr>
</tbody>
</table>

**Learn to Knit**
Each student will learn the basic techniques of knitting in easy beginner projects like scarves, hats and purses. Individual attention allows each knitter to work at their own pace.
Bring the following supplies: 300 yards worsted wool yarn and #9 knitting needles.
12 contact hours/$89

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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>20689</td>
<td>Jan. 25-Feb. 15</td>
<td>6-9 p.m.</td>
<td>Carlsen Center 130</td>
<td>Julie Wallace</td>
</tr>
</tbody>
</table>

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To register by phone, call 913-469-2323.
Make Keepsake and Ornamental Boxes from Holiday and Greeting Cards
Looking for a creative avenue for enjoying beloved memories from family and friends? Your use of the boxes as displays, holiday ornaments and garlands provides a beautiful means of sharing your memories. Additionally, the process is an environmentally friendly re-use of existing materials that creates a low-cost – even free – crafts experience that can be repeated year after year.

Bring the following to class: holiday/greeting cards, ruler, cutting pad, scissors, transparent tape, X-Acto knife and pencil or pen.

2 contact hours/$29

Oil Painting I, Classical
Even if you have some painting experience in oils, this class is for you. Instruction will begin with composition, value study, use of medium, materials and preparation of canvas. You will choose subject for first painting.

Bring your own tabletop easel and any oil painting supplies you have.

Additional supplies will be discussed at first class.

24 contact hours/$129

Oil Painting II and III, Classical
Class will continue color mixing and value studies along with encouraging students to develop their own style. Demonstrations will include landscapes, still life and portraits.

Bring your own tabletop easel.

Prerequisite: Oil Painting I or comparable knowledge

24 contact hours/$129

Oil Painting, Beginning and Intermediate
Ever want to try oil painting? We'll explore the basics of oil painting while painting still life and flowers. Learn to observe objects/settings with a painter's eyes. Lessons include color, value, drawing and composition.

All levels of skill are welcome.

Bring a portable easel to the first class.

A supply list will be emailed before the first class meets.

24 contact hours/$129

NEW! The Path to Pop: Jasper Johns and Robert Rauschenberg
Jasper Johns and Robert Rauschenberg redefined the boundaries of art in the 1950s and 1960s. Theirs is a unique tale of collaboration and sharing of ideas in utterly new and profound ways. From John's American flags and targets to Rauschenberg's stuffed goat, the art world would never be the same.

5 contact hours/$59

Watercolor, Beginning to Intermediate
You will explore many techniques such as water control, brushstroke movement, washes, wet-in-wet, dry brush, lift out and glaze. Using still life, flowers and photographs, each class will include a painting demonstration followed by opportunities to practice with instructor guidance.

A supply list will be emailed before the start of the first session.

24 contact hours/$129

Sculptural Welding Workshop
Design an art piece by welding and cutting using electric and gas-welding equipment. We will also use a metal bender, grinders, saws, drills and more.

Wear shoes that cover your feet, and clothes that you don’t mind getting dirty.

No prior experience necessary.

18 contact hours/$179

Signs of Spring Stepping Stone
The painted tulip flowers will light up a garden or patio with their multi-colors.

The stepping stone and patio paints are furnished by the instructor.

Bring to class: #6 shader brush, #4 angular shader brush, #1 liner brush.

3 contact hours/$39

NEW! Stone Carving Workshop
In this introduction to stone carving, you will learn to chip, tear and shear stone. Each student in the class will receive a piece of limestone from a local quarry. Traditional and contemporary carving methods as well as the history of stone carving, will be addressed and applied to the work at hand.

This workshop is open to everyone; prior experience is not necessary.

Wear shoes that cover your feet and clothes that you don’t mind getting dirty.

18 contact hours/$229

Light Sport/Private Ground School Training
Learn-to-Fly ground school taught by FAA-certified flight instructor. Airplane systems, instruments, aerodynamics, weather, safety, procedures, navigation and regulations. Your first step to becoming a pilot. “Someday” is here! Realize your dream!

Class attendance required.

Class materials – JCCC Bookstore.

36 contact hours/$286
DANCE

Ballet I
Designed for students with minimal to no ballet experience. You will be introduced to the basic elements of ballet, including barre exercises and center work, and will develop body awareness, strength, flexibility, alignment, coordination, and an appreciation for ballet in a fun, safe environment.
8 contact hours/$79

Country Two-Step/ Night Club Two-Step
Have fun learning the steps to Country Two-Step and Night Club Two-Step.
Shoes worn for class must be nonscuffing, soft-soled shoes. Leather soled shoes preferred.
This class is for couples only. Couples must register together/concurrently; however, listed fee is per person.
8 contact hours/$79

Latin Dancing, Beginning: Salsa/Merengue
Have fun learning the steps to merengue and salsa.
Shoes worn for class must be nonscuffing, soft-soled shoes. Leather-soled shoes preferred.
This class is for couples only. Couples must register together/concurrently; however, listed fee is per person.
8 contact hours/$79

Ballroom Dancing, Beginning
Have fun learning the steps to traditional ballroom dances, including the Foxtrot, Waltz, Swing and Rumba.
Shoes worn for class must be nonscuffing, soft-soled shoes. Leather-soled shoes preferred.
This class is for couples only. Couples must register together/concurrently; however, listed fee is per person.
8 contact hours/$79

Latin Dancing, Beginning: Salsa/Tango
Have fun learning the steps to American-style tango and salsa.
Shoes worn for class must be nonscuffing, soft-soled shoes. Leather-soled shoes preferred.
This class is for couples only. Couples must register together/concurrently; however, listed fee is per person.
8 contact hours/$79

Ballroom Dancing, Intermediate
If you’ve taken Beginning Ballroom Dancing at JCCC, you are ready to learn the more advanced steps.
Shoes worn for class must be nonscuffing, soft-soled shoes. Leather-soled shoes preferred.
This class is for couples only. Couples must register together/concurrently; however, the listed fee is per person.
8 contact hours/$79

West Coast Swing and Four Count Swing, Beginning
Whether it’s to blues, rock, techno, disco, or country; you and your partner will love dancing together using these easy to learn styles of swing. These exciting and timeless swing dance styles require little area and are especially suitable for night clubs, weddings and social events.
This class is for couples only. Couples must register together/concurrently; however, listed fee is per person.
20 contact hours/$79

EXERCISE

Lifetime Fitness Center
JCCC’s Lifetime Fitness and Wellness Center is designed to improve fitness levels through physical activity. The center has cardiovascular and strength-training equipment and a circuit consisting of steppers and resistance machines. A professional physical educator is on duty at all times to assist you and answer your questions. First-time participants must attend an initial hour and a half orientation and purchase the Lifetime Fitness Manual available at the JCCC Bookstore. If you have attended the Fitness Center in the last three years, an orientation is not necessary.
Bring your manual to the orientation.
After the orientation is completed, you may then attend the center at your own pace during any of our open hours.
Orientations will begin Monday, Jan. 11, and end Friday, Jan. 29. To schedule your orientation, check hours of operation, or for more information, call 913-469-4432.
Hours of operation change when credit classes are not in session.
24 contact hours/$149

Tap Dance I
This class is the perfect introduction to tap dance for students with minimal to no dance experience. Learn the basic elements of tap, including exploration of rhythmic movement and technique, in a fun, safe environment.
Tap shoes are required for this class.
8 contact hours/$79

To register by phone, call 913-469-2323.
FOOD

Uncorking the World of Wine
Take your wine knowledge to a new level with a wine lover’s course! Two certified wine professionals will show you how to recognize the components of wine and experience the connection between aroma, taste and flavor. They’ll help you navigate varietals, regions, labels, tasting techniques, food pairing concepts, restaurant wine lists, glassware, organic agriculture and more. You’ll get an insider’s look at the best strategies for exploring Napa and Sonoma Valleys, as well as tips for purchasing, storing and serving wine. This is not a tasting class, but you’ll love the homework assignments! There’s never been a more exciting time to learn about wine.

7.5 contact hours/$59

20705 R  Feb. 11-25
Regnier Center 175  6:30-9 p.m.
Frank Bramwell
Maria Bramwell

FOREIGN LANGUAGE

Chinese, Beginning I
Learn the basic elements of spoken and some written Chinese (Mandarin) in an informal and fun environment. Students will regularly engage in asking questions, word pronunciation, sentence patterns and practicing conversations. The course will focus on the appropriate and everyday use of Chinese in different cultural contexts.

Required textbook available at the JCCC Bookstore.

14 contact hours/$119

20719 M  Jan. 25-Mar. 7  7-9 p.m.
Carlsen Center 128  Jackie Shao

Egyptian Hieroglyphs I
Learn how to read and write in the hieroglyphic language of the ancient Egyptians. Topics include the alphabet, pronunciation, vocabulary and simple grammar. The instructor has a graduate degree in Egyptology with a specialty in ancient Egyptian language and literature.

Class textbook available at the JCCC Bookstore.

16 contact hours/$119

20717 T  Mar. 8-Apr. 26  7-9 p.m.
Carlsen Center 124  Stacy Davidson

French 1a
This course is an introduction to the fundamentals of the French language taught in an informal and fun environment. It is based on the study and use of basic French grammar, vocabulary development, word pronunciation and common phrases. Students will be able to read, write and speak in simple French sentences and learn about Francophone culture.

14 contact hours/$119

21202 T  Jan. 19-Mar. 8  6:15-8 p.m.
Regnier Center 157  Helene Perriguey-Keene

French 1b
This follow-up course continues to focus on the study and use of basic French grammar, vocabulary development, word pronunciation and common phrases.

14 contact hours/$119

21203 T  Mar. 22-May 10  6:15-8 p.m.
Regnier Center 183  Helene Perriguey-Keene

French for Travelers
This class will teach “survival” French for travelers in French speaking countries. Students will learn handy phrases to use when greeting people, ordering a meal, shopping or asking directions. They will also learn about French culture.

No prior knowledge of French necessary.

Class textbook available at JCCC Bookstore.

20 contact hours/$119

21201 S  Jan. 16-Mar. 12  10 a.m.-12:15 p.m.
Regnier Center 145  Helene Perriguey-Keene

French for Travelers I
Learn basic Italian phrases and conversation with emphasis on practical usage while traveling. Topics will include how to get around, cuisine, shopping, culture and regions of Italy.

Required textbook available at the JCCC Bookstore.

13.5 contact hours/$119

20716 W  Feb. 3-Apr. 6  6:30-8 p.m.
Class will not meet Mar. 16.
Carlsen Center 128  Mary Hammond

Spanish Immersion Program I
Learn Spanish faster and more effectively using daily life Spanish phrases and idiomatic expressions. You will be immersed in a truly authentic Spanish conversation, including functional grammar, using an original and motivational method and easy-to-learn updated strategies and techniques.

No prior knowledge of Spanish necessary.

16 contact hours/$129

20720 TR  Mar. 15-Apr. 7  6:30-8:30 p.m.
Carlsen Center 232  Jose Guerra

Spanish Immersion Program II
This class is a continuation of Spanish Immersion Program I. You will be immersed in the Spanish language, learning and using functional grammar, vocabulary development, word pronunciation and common phrases.

16 contact hours/$129

20721 TR  Apr. 12-May 5  6:30-8:30 p.m.
Carlsen Center 232  Jose Guerra

Spanish Immersion Program III
This class is a continuation of Spanish Immersion Program II. You will be immersed in the Spanish language learning and using advanced grammar, vocabulary, pronunciation, and common phrases and idioms.

16 contact hours/$129

20724 TR  May 10-Jun. 2  6:30-8:30 p.m.
Carlsen Center 232  Jose Guerra

NEW! Spanish Immersion Program IV
This class is a continuation of Spanish Immersion Program III. You will be immersed in the Spanish language learning and using advanced grammar, vocabulary, pronunciation, and common phrases and idioms.

16 contact hours/$129

20725 TR  Jun. 9-Jul. 18  6:30-8:30 p.m.
Carlsen Center 232  Jose Guerra

German for Travelers
This basic conversational class is intended for those preparing to travel to German-speaking countries in Europe. Simple phrases will be introduced and practiced each class period. By the end of the course, students should be able to understand and participate in everyday conversations in German. There will be an emphasis on pronunciation, intonation and vocabulary acquisition. Additionally, cultural differences and customs in German-speaking European countries will be discussed.

20 contact hours/$119

21204 R  Mar. 3-May 23  6:30-8:30 p.m.
Carlsen Center 232  Mary Hammond

Class will not meet Mar. 17.

Spanish for Travelers
Planning a trip to a Spanish speaking country? You will learn useful vocabulary, phrases, and cultural tips to aid you in socializing and communicating, which will make your trip even more enjoyable. No prior knowledge of Spanish necessary. Required textbook available at the JCCC Bookstore.
16 contact hours/$119

NEW! Easy to Grow ‘Superfoods’
Growing your own “superfoods,” those considered to be powerhouses of antioxidants, polyphenols, vitamins and minerals, can offer you super health benefits. Discover which plants are the easiest and hardest to grow in our Midwest climate. Learn which garden choices are highly nutrient dense and even medicinal. Discuss methods to preserve them for year-round health benefits.
2.5 contact hours/$39

Edible Landscaping
Discover the benefits to your health, environmental diversity and the unique beauty when incorporating edibles into your landscape. Discuss design, use of specific plants, seasonal considerations, nutrient value and expectations. Learn which edibles thrive in our KC area. You will come away challenged to grow something tasty and beautiful.
2.5 contact hours/$39

Keeping Backyard Chickens
An animal-lover’s guide to sustainable agriculture on a small scale. Chickens provide natural bug control as well as breakfast. Learn the how and why and what in order to avoid the perils of raising chickens on a domestic scale.
3 contact hours/$39

Pest-Proofing Your Home
Learn how you can achieve a pest-free home. Topics include identifying common pests found in and around the home, how you can prevent, reduce or eliminate those pests, and understanding when you need to call a professional.
2.5 contact hours/$29

NEW! Ancient Egyptian Literature
Uncover the challenges, triumphs, religious beliefs, philosophical ideas and daily experiences of the ancient Egyptians from the writings they left behind. Class readings include myths, adventure stories, autobiographies, historical accounts, love songs and more; all texts are in English, and the instructor will provide cultural and historical information to enhance understanding of the literary works. Required textbook available at the JCCC Bookstore.
12 contact hours/$79

NEW! Feng Shui: The Art of Living Space
Looking for something different in your life? Couldn’t we all use a little prosperity or a little peace between our walls? Learn the what, where, why and (most importantly) how of feng shui.
3 contact hours/$39
**Keys to Successful Relationships**  
Participants will learn exercises to improve communication, master conflicts and deepen their connections with others. We will explore the various types of relationships, the six major types of conflicts, and strategies to overcome them. We will explore toxic behaviors and how to end unhealthy relationships. Knowledge of the principals of timing and the law of attraction will show how we can attract the types of people we desire.

6.75 contact hours/$79

**20734**  
**R** Apr. 14-28  
6:45-9 p.m.  
Carlson Center 130  
Kathryn Andries

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**Ready or Not? It’s Up to You**  
Are you prepared for a widespread emergency or natural disaster? Professional first responders may not reach you quickly, so it is up to you to prepare yourself and your family. The things we take for granted on a daily basis are the most challenging to do without in a crisis. Being prepared doesn’t have to be difficult or expensive. Learn simple tips, including how to start an emergency action plan for your family; prepare for extended loss of power, water and utilities; anticipate special needs for children, the elderly and pets; and know what is essential for your emergency supply kit.

1.5 contact hours/$15

**21304**  
**T** Apr. 12  
2:30-4 p.m.  
Regnier Center 146  
Kathy Wing

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**Guitar: Intermediate**  
This class is a continuation of Guitar: Beginning with Harvey Fitzer, JCCC music professor. Continue to learn the art of guitar playing, reading music, playing melodies, playing basic chords, strumming patterns and finger picking. Students should know basic open chords and have an elementary knowledge of reading music.

Students need to bring a guitar to class.  
Required textbook available at the JCCC Bookstore.

8 contact hours/$109

**20650**  
**M** Jan. 25-Mar. 21  
7-8 p.m.  
Office and Classroom Building 192  
Harvey Fitzer

**20651**  
**M** Mar. 28-May 16  
7-8 p.m.  
Office and Classroom Building 192  
Harvey Fitzer

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**Johnson County Chorus**  
If you enjoy singing in a mixed chorus, this is the group for you. The chorus sings a wide variety of choral literature, from master works to popular. Enrollment fees include most music. Performances require concert dress: men will wear tuxedos; women will purchase concert dress. To become a member of the Johnson County Chorus, you need to interview with the director, Anita Cyrier, on Jan. 26, between 7 and 9 p.m. Full rehearsal begins Feb. 12, from 7:30 to 9:30 p.m. Auditions for the select ensemble will be held on Jan. 19, 6:30 to 9:30 p.m.

For more information, contact Anita at acyrier@jccc.edu.

To participate in the JC Chorus activities, you must be enrolled before the second class session.

30 contact hours/$99

**20646**  
**T** Feb. 2-May 10  
7:30-9:30 p.m.  
Office and Classroom Building 192  
Anita Cyrier

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**MUSIC**

**Guitar: Beginning**  
Learn how to play the guitar with JCCC music professor, Harvey Fitzer. This class is intended to provide an introduction to the art of guitar playing, basic skills such as reading music, playing melodies, playing basic chords, using different strumming patterns, tuning the guitar and finger picking.

Students need to bring a guitar to class.  
Required textbook available at the JCCC Bookstore.

8 contact hours/$109

**20648**  
**M** Jan. 25-Mar. 21  
6-7 p.m.  
Office and Classroom Building 192  
Harvey Fitzer

**20649**  
**M** Mar. 28-May 16  
6-7 p.m.  
Office and Classroom Building 192  
Harvey Fitzer

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**Cooking Classes at the Culinary Center**

Impress your friends with tips from the pros!

JCCC's state-of-the-art Hospitality and Culinary Academy kitchens are the perfect place to learn new skills, experiment without regrets, and build your confidence. Classes are taught by award-winning chefs who are excited to share their secrets.

Visit [www.jccc.edu/ce](http://www.jccc.edu/ce) to search class listings.

*Take a taste – you'll love it.*
Piano: Beginning for Adults
It is never too late to become a piano player. Join JCCC music professor, Victor Olvera, for a solid introduction into the world of piano playing. This class is intended to provide an introduction to the art of keyboard playing. Basic skills such as reading music, basic notation, keyboard techniques and beginning piano repertoire will be covered. Required textbook available at the JCCC Bookstore.
8 contact hours/$109

Piano: Intermediate for Adults
This course is intended as a review and tune-up for adults with prior piano keyboard experience. Keyboard skills, technique and repertoire will be tailored to the individual student’s skill level. Following an informal assessment you’ll explore additional techniques and improvisational methods. Recommended textbook available at the JCCC Bookstore.
8 contact hours/$109

Creative Photography
This course emphasizes the art and creativity in the medium of photography. Through a series of topical assignments, you will be challenged to create interesting and unique images which are then viewed and critiqued by the class. Often, you will be asked to share with the class how you went about creating an image. This is all done in a friendly and supportive fashion.
Open to everyone who enjoys photography in either film or digital format. Class meets every other week.
21 contact hours/$129

Digital Photography Basics
Learn about the world of digital photography. Topics will include: digital vs. film, digital workflow, white balance, different kinds of digital cameras, composition and using various shooting modes.
If you have a digital camera, bring it to class along with your manual.
2.5 contact hours/$39

NEW! Floral Photography
Learn how to photograph stunning flowers in outdoor and indoor settings. Emphasis will be on composition and creative use of color to produce amazing and dynamic images.
3 contact hours/$39

How to Use Your Phone to Take Breathtaking Photos
Want to use your phone or a point-and-shoot camera without all the technical confusion? Join us as we work on understanding these cameras, learn a bit of technical knowledge and gain a lot of aesthetic exploration. Review composition, lighting, zoom settings and more, to help you enjoy the creative spirit within you.
Students should bring their phone or camera to class. No DSLR cameras.
6 contact hours/$59

Portrait Photography
This nonstudio course will provide an introduction to some basic aspects of portrait photography. Information will be provided to help the student take better photographs of friends and family. Topics covered will be lens selection, camera settings, posing subjects, white balance and simple lighting.
6 contact hours/$59

European Travel Planning: Italy
Planning a vacation to Italy? The two most important decisions are where to go and what to see. Whatever your focus, this class is designed to help you plan the perfect trip. We will share firsthand accounts, inside tips, cost-saving ideas and photos to help you design the perfect itinerary.
2.5 contact hours/$29

To register by phone, call 913-469-2323.
European Travel Planning: Paris and London
Planning a vacation to Paris and/or London? The two most important decisions are where to go and what to see. Whatever your focus, this class is designed to help you plan the perfect trip. We will share firsthand accounts, inside tips, cost-saving ideas and photos to help you design the perfect itinerary.

2.5 contact hours/$29
20655  W  Feb. 17  6:30-9 p.m.
         Regnier Center 175  Robert Pearson

How to Plan a Group Destination Trip Without Losing Your Family, Friends or Sanity
Learn how to plan an enjoyable domestic or overseas trip with your family and/or friends via the Progress Report method. Topics include getting started, making an itinerary and budget, keeping the group involved and interested, finding information and making decisions.

4 contact hours/$39
20658  TR  Feb. 9-11  6:30-8:30 p.m.
         Regnier Center 146  Deb Nickelson

National Parks Travel Planning: Northwest United States
The beauty and diversity of the National Parks in the Western United States is unmatched. Come tour many of the major parks in the Northwest (Yellowstone, Teton, Mount Rainier, Redwoods, Badlands and Mount Rushmore). For each of these parks we will share photos and stories, plus discuss how to make the most of your limited time by covering many of the must see attractions, lodging options and suggested hikes/scenic drives.

2.5 contact hours/$29
20656  W  Feb. 24  6:30-9 p.m.
         Regnier Center 146  Robert Pearson

National Parks Travel Planning: Southwest United States
Come tour many of the major parks in the Southwest (Grand Canyon, Arches, Zion, Bryce Canyon, Mesa Verde and Yosemite). For each of these parks we will share photos and stories, plus discuss how to make the most of your limited time by covering many of the must see attractions, lodging options and suggested hikes/scenic drives.

2.5 contact hours/$29
20657  W  Mar. 2  6:30-9 p.m.
         Regnier Center 175  Robert Pearson
ADULT BASIC EDUCATION/ GED® PREPARATION

Johnson County Adult Education Adult Basic Education/GED® Program
Sponsored by JCCC and the Johnson County Library

Improve reading, writing and math skills. Study for the GED® test and earn a Kansas high school diploma. Students must register in advance and attend orientation before beginning classes. A $50 materials fee must be paid by check or money order or to pay by debit or credit card, call 913-469-2323. You will need the class reference number (CRN) listed. Students attending at the Antioch Library, Olathe Center or West Park Center must pay at the time of registration. Registration must be completed 24 hours before orientation.

GED® Testing
For GED test information, go to www.jccc.edu/adulteducation or call 913-469-7621.

GED® Graduation
Students who pass the GED® examination are invited to participate in the annual GED® graduation ceremony to be held May 10, 2016. Call 913-469-7621 or go to jccc.edu/adulteducation for more information.

If you are under 18 years old
Due to the passage of the Kansas Compulsory School Attendance Law, if you are 16 or 17, you must obtain a Compulsory Attendance Disclaimer and Compulsory Attendance Exemption form from your local public high school to attend Johnson County Adult Education classes. Bring both forms with you when you come to register.

Emancipated minors
You will need to bring your court-ordered document with you when you come to orientation and testing.

Married 16- and 17-year-olds
You will need to bring your marriage certificate with you when you come to orientation and testing.

It's never too late to complete your high school education with JCCC GED® classes. Then, we'll help you move on to a technical credential or a college degree and a rewarding career.

913-469-7621  jccc.edu/adulteducation
Convenient locations • Flexible schedules • Caring coaches

Let JCAE help you earn your Kansas high school diploma.
preparing for success
ENGLISH AS A SECOND LANGUAGE  
(LIFE SKILLS CLASSES)

ESL Life Skills classes are available for permanent residents, 16 years and older, who are not enrolled in school. Placement testing is required during the two-day orientation.

New Student Orientations begin January 2016.

Follow these three steps:

1. Sign up IN PERSON at one of the centers for the next scheduled orientation and testing. Registration is done on a walk-in basis. No phone sign-ups at the centers will be accepted. Daytime and evening for all days.

   MTWR Jan. 11 or 12 9:30 a.m.-12:30 p.m. 5:30-7:30 p.m.

2. Attend your assigned orientation and testing.
   - Orientations are two days; three hours each day.
   - You MUST attend both days.
   - Arrive five minutes before scheduled time.
   - Late arrivals are rescheduled for the next available time.
   - Test results determine class level.

   Orientation and Testing Schedule

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
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</thead>
<tbody>
<tr>
<td>WR</td>
<td>Jan. 13 and 14</td>
<td>9 a.m.-noon and 5:30-9 p.m.</td>
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<tr>
<td>MT</td>
<td>Jan. 19 and 20</td>
<td>9 a.m.-noon and 5:30-9 p.m.</td>
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</tbody>
</table>

3. Start Class
   - Class size is limited.
   - Class days and times are selected during orientation.
   - Regular attendance is expected.
   - A $100 material fee is due the first class session. Information about buying textbooks is given during orientation.

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<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>MTWR</td>
<td>Jan. 25-May 26</td>
<td>9 a.m.-noon</td>
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<tr>
<td>MW</td>
<td>Jan. 25-May 26</td>
<td>6-9 p.m.</td>
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<tr>
<td>TR</td>
<td>Jan. 26-May 26</td>
<td>6-9 p.m.</td>
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Level Beginning
The Life Skills Pre-Beginning English class is for adult learners who cannot speak or understand English and may have no reading or writing skills in any language.

Level 1
Level 1 learners can understand frequently used words when spoken slowly but speak very little English. Writing or reading is limited to individual words and simple phrases. Conversation is difficult.

Level 2
Level 2 learners understand simple phrases. They also ask and respond to questions using single words or simple phrases. They are in the beginning stages of conversing in social situations with hesitations and broken English. They can read simple material on familiar subjects and are beginning to use basic grammar when writing simple sentences.

Level 3
Level 3 learners are more able to speak about and understand topics that are familiar and unfamiliar but may still need repetition. They read simple narratives and directions and write short descriptions or essays.

U.S. Citizenship
One of the requirements to become a citizen of the United States is the ability to read, write, understand and speak English. Enrollment in Johnson County Adult Education English as a Second Language classes is often the first step on the path to becoming a U.S. citizen.

Individuals with an advanced ability to read, write, understand and speak English can refer to the United States Citizenship and Immigration Services website, www.uscis.gov, for information about the U.S. naturalization process, requirements and procedures.

Call 913-469-7621 for more information.

Locations

<table>
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<tr>
<th>Center of Grace</th>
<th>West Park Adult Education Center</th>
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<tbody>
<tr>
<td>520 S. Harrison</td>
<td>9780 W. 87th St.</td>
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<tr>
<td>Olathe, Kansas</td>
<td>Overland Park, Kansas</td>
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<tr>
<td>913-469-8500, ext. 3200</td>
<td>913-469-7687</td>
</tr>
</tbody>
</table>

Save time! Enroll online: www.jccc.edu/ce
Adult Basic Education and GED® Preparation Orientations

Improve reading, writing and math skills. Study for the GED® test and earn a Kansas High School Diploma. Students must register 24 hours in advance and attend orientation before beginning classes. The following items are needed at the time of registration: 1) a government-issued identification document with photograph such as a current passport or driver’s license; 2) if students are 16 or 17, they must provide a high school attendance disclaimer form; and 3) a $50 materials fee paid by check, money order, debit or credit card.

Register in person at your chosen center. Note that no cash is accepted.

For more information, call 913-469-7621 or visit www.jccc.edu/adulteducation.

21079 WR Jan. 6-7 6-9 p.m. Olathe Health Education Center
21080 WR Jan. 20-21 2-5 p.m. Olathe Health Education Center
21081 MT Feb. 8-9 6-9 p.m. Olathe Health Education Center
21082 TW Feb. 23-24 2-5 p.m. Olathe Health Education Center
21083 TW Mar. 8-9 6-9 p.m. Olathe Health Education Center
21084 TW Apr. 5-6 2-5 p.m. Olathe Health Education Center
21085 MT Apr. 25-26 6-9 p.m. Olathe Health Education Center

Orientation to Literacy Volunteering

If you're interested in working as a literacy volunteer or as a General Educational Development (GED®) or English as a Second Language (ESL) tutor in Johnson County Adult Education, this orientation session is for you. Handout material will be provided.

2 contact hours/Free

21077 U Jan. 10 2-4 p.m. Carlsen Center 234 Keila Ferree

College Readiness – Math Refresher – Bridge

Do you want to go to college, but need to boost your math skills first? This course will include whole number review, ratio proportion, decimals, percents and problem solving, algebra and geometry.

Students currently enrolled in high school are ineligible.

For more information, call 913-469-7621.

96 contact hours/$100

21086 MW Jan. 20-May 18 9-11 a.m. Regnier Center 142 Leslie Dykstra

College Readiness – Reading Improvement – Bridge

Do you want to go to college, but need to boost your reading skills first? In this class you will develop vocabulary, comprehension and written communication skills. Pre- and post-testing will measure your progress.

Students currently enrolled in high school are ineligible.

For more information, call 913-469-7621.

48 contact hours/$50

21091 TR Jan. 19-May 19 8:30-10 a.m. Regnier Center 142 Nancy Brandt

Like to learn at home?
See our online course options at www.jccc.edu/ce
**College Readiness – Writing Improvement – Bridge**

Do you want to go to college, but need to boost your writing skills first? In this class you will develop vocabulary, comprehension and written communication skills. Pre- and post-testing will measure your progress. Students currently enrolled in high school are ineligible.

For more information, call 913-469-7621.

48 contact hours/$50

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<tr>
<th>TR</th>
<th>Jan. 19-May 19</th>
<th>10-11:30 a.m.</th>
<th>Carlsen Center 128</th>
<th>Kaye Thompson</th>
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</thead>
</table>

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**ESL ADVANCED AND PROFESSIONAL**

**Conversational English A**

Speak and be understood with greater confidence, using correct pronunciation, vocabulary, grammar and idiomatic expressions. Students will practice speaking in groups about everyday American life.

Intermediate to Advanced knowledge of English required.

Required textbook available at the JCCC Bookstore.

20 contact hours/$109

20773 W Jan. 20-Mar. 9 6-8:30 p.m. Carlsen Center 130 Kaye Thompson

**Conversational English B**

Speak and be understood with greater confidence, using correct pronunciation, vocabulary, grammar and idiomatic expressions. Students will practice speaking in groups about everyday American life.

Conversational English A and B may be taken in any order.

Intermediate to Advanced knowledge of English required.

Required textbook available at the JCCC Bookstore.

20 contact hours/$109

20774 W Mar. 23-May 18 6-8:30 p.m. Carlsen Center 130 Kaye Thompson

**ESL Grammar Development I**

Grammar I and Grammar II are ongoing classes for intermediate/advanced English Language Learners that can be taken in any order. The instructor integrates reading, listening, speaking, and writing exercises with formal instruction.

Students work alone, in pairs and in groups.

Required textbook available at the JCCC Bookstore.

20 contact hours/$109

20563 T Jan. 19-Mar. 8 6-8:30 p.m. Carlsen Center 128 Margaret Turner

**ESL Grammar Development II**

Grammar I and Grammar II are ongoing classes for intermediate/advanced English Language Learners that can be taken in any order. The instructor integrates reading, listening, speaking, and writing exercises with formal instruction. Students work alone, in pairs and in groups.

Required textbook available at the JCCC Bookstore.

17.5 contact hours/$109

20564 T Mar. 22-May 3 6-8:30 p.m. Carlsen Center 128 Margaret Turner

**ESL Professional Writing**

This course is for non-native English speakers with intermediate/advanced English speaking skills who need to improve workplace writing skills. Students must have prior knowledge of writing and receiving emails, basic knowledge of MS Word, and be familiar with the U.S. keyboard. Course content includes writing clear, concise emails on a variety of topics, memos, short reports and letters.

Required textbook available at the JCCC Bookstore.

16 contact hours/$109

20565 R Jan. 14-Mar. 3 6-8 p.m. Regnier Center 142 Margaret Turner

**Pronunciation Improvement I**

You will practice correct use of individual vowel and consonant sounds, rhythms, word stress and intonation. Increase your self-confidence on the job and in social situations by improving your pronunciation, clarity of speech, use of idioms, slang and fluency.

Required textbook available at the JCCC Bookstore.

17.5 contact hours/$189

20560 W Jan. 20-Mar. 9 6-8:30 p.m. Regnier Center 142 Annie Gray

**Pronunciation Improvement II**

Advanced individuals will practice correct use of individual vowel and consonant sounds, rhythms, word stress and intonation. Put into practice high levels of pronunciation skills, idioms and phrasal verbs.

Prerequisite: Pronunciation Improvement I or equivalent.

Required textbook available at the JCCC Bookstore.

17.5 contact hours/$189

20561 W Mar. 23-May 4 6-8:30 p.m. Regnier Center 142 Annie Gray

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**JCCC Motorcycle Training**

Get ready to ride with JCCC’s Motorcycle Training.

- Flexible course schedules
- MSF certified rider coaches
- Hands-on course in a controlled off-street environment
- Bikes provided
- It’s fun

Visit www.jccc.edu/ce or call 913-469-3836 for more information.

See pages 76-77 for information.
BRC 2, Experienced Motorcycle Rider Training
Experienced Rider Course training is offered to the newer rider wanting to better their riding skills or the veteran riders interested in advanced riding techniques. Students must provide their own helmet and motorcycle, proof of insurance, valid motorcycle registration and motorcycle endorsement on their driver’s license.

All motorcycles must be street legal.

6 contact hours/$119
21026 S Mar. 26 1-7 p.m. Industrial Training Center 181

Driver Education Review
If you hold an international driver’s license and have relocated to the United States, or simply want some behind-the-wheel practice, this review course will acquaint you with the rules of the road with specific tips for driving in the metropolitan Kansas City area. In addition, actual driving time behind the wheel in one of our JCCC driver education vehicles will help you check out your driving skills and improve in any area needed.

The instructor is a certified state of Kansas Driver Education professional who will teach safe and effective driving skills and behaviors.

For more information or to schedule a class time, call 913-469-3836.

1 contact hour/$500
20974 Jan. 5-Dec. 21 To Be Arranged Gary Scott

Driving Review (Class and Driving)
Are you interested in having your driving skills evaluated or need a review before having your license renewed? Then this class is for you. Obtain a behind-the-wheel driving assessment and professional evaluation from a JCCC state of Kansas certified driving instructor. You will receive an evaluation of your driving skills, identify your strengths and weaknesses and correct any bad habits you may have picked up.

Class time and drive time will be arranged with the instructor.

2 contact hours/$149
20953 Jan. 5-Dec. 21 To Be Arranged Gary Scott

JCCC Defensive Driving (Class Only)
Improve driving techniques and fulfill the state of Kansas requirement for a discount on your car insurance through this systematic and standardized training program. This course consists of classroom training in driving skills that help prevent traffic accidents. You will learn techniques to avoid collisions and violations, how driving safely and responsibly can reward you financially, how drugs, alcohol, and physical and emotional conditions affect driving and why vehicle maintenance is necessary. You will also learn the principles of vehicle dynamics and how vehicle positioning contributes to crashes, and how the right attitude can help prevent both collisions and poor decision-making.

A valid learner’s permit or driver’s license is required.

8 contact hours/$89
20939 S Jan. 9 Carlsson Center 232 Cindy Galle
20940 S Feb. 13 Carlsson Center 232 Cindy Galle
20941 S Mar. 12 Carlsson Center 232 Cindy Galle
20942 S Apr. 9 Carlsson Center 232 Cindy Galle
20943 S May 14 Carlsson Center 232 Cindy Galle

JCCC Driver Education (Class and Driving)
Achieve the goal of attaining a driver’s license and becoming a safe and defensive driver through JCCC’s high quality driver education program. Students must be 14 years old and have a current learner’s permit. Our program and instructors are licensed by the state of Kansas. This class includes six hours of behind-the-wheel training and up to six hours of observation with another student. The behind-the-wheel and observation training are scheduled outside of the classroom time.

Class textbook (Drive Right 11th edition) can be purchased in the JCCC Bookstore or at the publishers website (Pearson School Publisher).

For students under 18: We strongly recommend that a parent/guardian attend the first class to meet the instructor and complete forms.

30 contact hours/$369
20951 R Jan. 7-Mar. 10 Carlsson Center 211 Gary Scott
20952 S Feb. 20-Apr. 30 Carlsson Center 211 Dick Tatro

Motorcycle Maintenance
This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; changing bulbs and dealer relations. In addition, instruction will cover engine fundamentals, ignition systems and electrical circuits, frame, steering, suspensions and brakes.

If available, bring your motorcycle owner’s manual to class.

12 contact hours/$149
21031 T Feb. 16-Mar. 8 6-9 p.m. Arts and Technology Building 181

Motorcycle Training
Are you ready to ride? Develop judgment and technical skills to safely handle a motorcycle. This is a physically active class. Students must be in condition to handle a motorcycle and have balance and coordination. This three-day course allows you to quickly qualify for your license.

Attention: Motorcycle forms need to be completed prior to class in Regnier Center 175.

Driver license or valid learner’s permit is required.

20 contact hours/$239
20976 F Apr. 8 6-10 p.m. Regnier Center 181
SU Apr. 9-10 10 a.m.-7 p.m. Industrial Training Center 181
20974 F Apr. 1 6-10 p.m. Regnier Center 181
SU Apr. 2-3 10 a.m.-7 p.m. Industrial Training Center 181
20975 F Apr. 1 6-10 p.m. Regnier Center 181
SU Apr. 2-3 7 a.m.-4 p.m. Industrial Training Center 181
20977 F Apr. 8 6-10 p.m. Regnier Center 181
SU Apr. 9-10 7 a.m.-4 p.m. Industrial Training Center 181
20978 F Apr. 15 6-10 p.m. Regnier Center 181
SU Apr. 16-17 10 a.m.-7 p.m. Industrial Training Center 181
20979 F Apr. 15 6-10 p.m. Regnier Center 181
SU Apr. 16-17 7 a.m.-4 p.m. Industrial Training Center 181
**PERSONAL FINANCE**

### Advanced Investing
Five full hours over two sessions, this course is for investors already familiar with the basics and wanting to understand a professional’s perspective. Learn how to evaluate bonds, stocks or mutual funds and manage risks in its many forms.

Workbooks are provided.

5 contact hours/$49

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<td>20733</td>
<td>Apr. 5-12</td>
<td>6-8:30 p.m.</td>
<td>Regnier Center 146</td>
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<td>Joanna Bramlett</td>
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### Alphabet Soup of Medicare Insurance
Are you turning 65 or eligible for Medicare due to disability? What are Plan C, Plan F and/or Part D prescription drug plans? Learn about Medicare PPOs and HMOs. This fun two-hour class will help you master the ABCs of Medicare insurance.

2 contact hours/$39

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<td>20737</td>
<td>Feb. 27</td>
<td>10 a.m.-noon</td>
<td>Regnier Center 146</td>
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### Basic Investments
Have you ever wished that someone would explain how investments work in such a way that anyone could understand? This class is for the novice investor who needs finance explained on a basic level. Try it, you’ll like it!

10 contact hours/$59

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<td>20732</td>
<td>Feb. 17-Mar. 16</td>
<td>6:30-8:30 p.m.</td>
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<td>Kevin Casey</td>
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### Long-Term Wealth
Your retirement success will be fueled by your habits, your mindset and your behavior. Learn the timeless truisms that will strengthen your financial plans and make you a better investor. Topics will be on financial planning, not specific investments.

1.5 contact hours/$29

### Social Security – Disability
A representative from the Social Security Administration will provide you with the tools necessary to make informed decisions about filing for and receiving disability benefits.

There is no fee for this class but registration is required.

There will be no walk-ins allowed into this class.

2 contact hours/Free

### Social Security – Retirement
A representative from the Social Security Administration will provide you with the tools necessary to make informed decisions about filing for retirement, survivor, auxiliary or spouse benefits.

There is no fee for this class but registration is required.

There will be no walk-ins allowed into this class.

2 contact hours/Free

### Social Security – What Couples Need to Know
A representative from the Social Security Administration will provide information necessary for couples to make informed decisions about filing for retirement, survivor and other family benefits.

There is no fee for this class but registration is required.

There will be no walk-ins allowed into this class.

2 contact hours/Free

### Motorcycle Training, Women Only
Women Only! Are you ready to ride? This course prepares you to properly and safely handle a motorcycle. This is a physically active class. Students must be in condition to handle a motorcycle and have balance and coordination. This weekend course – Friday evening, Saturday and Sunday – allows you to quickly qualify for your license.

Attention: Motorcycle forms need to be completed prior to class in Regnier Center 173.

20 contact hours/$239

### Home Buying 101
Get the latest information on purchasing a home. Understand the local market conditions, the home buying process, title insurance, inspections, time lines, financing, how much you can afford, closing costs, what it takes to get prequalified and more.

4 contact hours/$49

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<td>Feb. 13</td>
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Social Security – What Every Woman Should Know
A representative from the Social Security Administration will provide the tools necessary for women to make informed decisions about filing for retirement, spouse or survivor benefits.
There is no fee for this class but registration is required.
There will be no walk-ins allowed into this class.
2 contact hours/Free

Successful Landlordng
Avoid being plagued with runaway costs and time spent managing rental properties. Learn proven solutions for individual rental property owners, professional real estate investors and property managers alike. Start managing your properties more profitably by learning how to screen and qualify tenants, enforce penalties and evictions, collect rents, save cash getting your property ready to market, and write an effective and enforceable lease agreement. Walk away with the tools to manage investment properties with less effort and more profit.
Required textbook available at the JCCC Bookstore.
3 contact hours/$49

ABC, 123 and Finger Spelling
This very basic sign language course, which teaches participants the manual alphabet, number signs and finger spelling, provides an excellent preparation for Sign Language I. In addition, it provides some basic information and details about the Deaf culture.
2 contact hours/$29

Command Spanish®
Learn applicable Spanish skills for your workplace
Learn Spanish that can be used in day-to-day interactions with your clients and coworkers. The interactive, online teaching format is used to focus language learning on achieving attainable goals. Pronunciation, work-specific language and listening activities are part of each lesson. No prior knowledge of Spanish is necessary.

Spanish for:
• School Teachers
• The Community
• The Workforce
• Travel
• Retail

For more information, call 913-469-4420.

SOCIAL SKILLS
Connections
This social skills course is designed for young adults with mild to moderate special needs. Classes alternate between in-class instructional sessions and social outings. The instructional sessions emphasize social skills practice, social interaction, and how to plan, organize and access community activities. Various topics related to self-awareness, developing relationships and pursuing a social life are discussed. Role-playing, open forums, speakers and small group interaction keep students engaged. In addition, participants attend a group-planned social outing in the community called Community Connections, every other week.
Students new to Connections must complete an application. For a “Connections” application form, call 913-469-4420.
At the first class session, a special activities fee of $50 will be due.
21 contact hours/$199

SIGN LANGUAGE
ABC, 123 and Finger Spelling
This very basic sign language course, which teaches participants the manual alphabet, number signs and finger spelling, provides an excellent preparation for Sign Language I. In addition, it provides some basic information and details about the Deaf culture.
2 contact hours/$29

Sign Language I
This basic course in sign language will acquaint you with the manual alphabet and the most commonly used signs, leading toward the development of conversational skills.
Required textbook available at the JCCC Bookstore.
16 contact hours/$109

Sign Language II
This course will offer continued development in the language of signs with emphasis on building vocabulary, and developing expressive and receptive signing skills.
Required textbook available at the JCCC Bookstore.
14 contact hours/$109

WRITING CENTER
Effective writing skills are some of the keys to academic and professional success. In the Writing Center, you will work at your own pace on proofreading, researching, writing sentences, composing paragraphs and improving other writing skills.
Call the Grammar Hotline at 913-469-4413 for quick, correct answers to your immediate usage and grammar questions.
For more information, call 913-469-8500, ext. 3439, or stop by Lib 308.
$91 / LIB 308

Writing Center hours:
M-R/8 a.m.-8 p.m.
F/S/9 a.m.-2 p.m.
U/noon-4 p.m.

Courses Offered:
20568 Composing Skills
20630 English Grammar Review
20566 Practical Writing Skills
20629 Proofreading Skills
20631 Research Skills
20632 Revising Skills
20567 Sentence Pattern Skills
20633 Writing in the Disciplines
JCCC Continuing Education > Life Skills

**SPORTS CLINICS**

**Indoor Baseball League**
*(Ages 10-18)*

JCCC live indoor league is set up to help young baseball players improve their skills during a Kansas winter. Live pitching and hitting will help players see game-like competition to help them prepare for the upcoming season. Games will take place in a batting cage with a live catcher, hitter and pitcher. Different areas of the cage will be designated for singles and homeruns. Games will be as game-like as possible, except for base running and defense.

What better way to improve your skills than to play a simulated game in an indoor cage against some of the best players in the Kansas City area. Pitchers can fine-tune their mechanics and improve their arm strength by throwing year-round. Hitters can work on their techniques while developing a better eye seeing opposing live pitching.

Divisions will be based on the player’s grade-level. There must be at least six players per team. Each team will get a one-hour and 20-minute game time between the hours of 2 and 10 p.m. each Sunday.

8 contact hours/$100

| 20001 | Jan. 3-31 2-10 p.m. | David Canary  
|       | U Feb. 7 Teams will meet in the morning due to airing of the Super Bowl. Gym  
|       | U Feb. 14-21 2-10 p.m. | Gym  
|       | David Canary  
|       | Eric Horner |

**Spring Break Skills Camp**
*(Ages 7-14)*

Campers will go through a drill series at the beginning of camp that will cover the offensive and defensive side of baseball. Drills will cover the fundamentals of swinging, bunting, base running, pitching, fielding and throwing. These are the same drills that allowed JCCC to finish in the top 10 in the country the last two seasons. Campers will be placed in positional groups to go through defensive drill work with JCCC baseball players. Following the drill work, campers will play in a scrimmage game that will allow them to put their newly learned skills to use in a game situation.

Due to Kansas high school baseball rules, no player that is a member of a high school baseball team may attend an organized camp.

4 contact hours/$65

| 20004 | Mar. 21 8:30 a.m.-12:30 p.m. | David Canary  
|       | M | Gym  
|       | David Canary  
|       | Eric Horner |

**Winter Showcase: Pitcher and Position Player (Freshman-Senior)**

This is an advanced clinic that will allow players to showcase their skills in front of pro scouts, community college coaches and four-year universities from the Midwest. This clinic will be a pro-style workout for all high-school-age players. This camp will be used to help kids from around the Midwest gain exposure, and allow JCCC to see players that are not in the recruiting base. This is a great way to get your name into the baseball community. Last year we had more than 50 colleges, universities and professional scouts attend.

10 contact hours/$155

| 20002 | S Jan. 23 7 a.m.-6 p.m. | David Canary  
|       | S Jan. 23 7 a.m.-6 p.m. | Eric Horner  
|       | S Jan. 23 7 a.m.-6 p.m. | Kent Shelley |

**Winter Showcase Pitcher or Player High School (Freshman-Senior)**

This advanced clinic will allow players to showcase their skills in front of pro scouts, community college and four-year university coaches. Players will go through a pro-style workout that will allow them to show their abilities.

10 contact hours/$95

| 20003 | S Jan. 23 7 a.m.-6 p.m. | David Canary  
|       | S Jan. 23 7 a.m.-6 p.m. | Eric Horner  
|       | S Jan. 23 7 a.m.-6 p.m. | Kent Shelley |

**JCCC’s Defensive Driving Course**

Are you an experienced driver but want to improve your driving skills?

JCCC’s nationally recognized Defensive Driving course will put you on the road to safer driving. This classroom-based course is taught by professional, certified instructors.

Upon successful completion you are eligible to receive a discount on your auto insurance. This course also meets the requirements for court order mandate.

A valid learner’s permit or driver’s license is required.

See page 76 for course information.

For more information, call 913-469-3836.

Receive a 15% discount when you enroll in three or more courses in a single transaction.
How to Register for Classes

Ways to Register

By Web
You can register for a Continuing Education class online in two ways, through our Class Search or via EASI. Both methods require payment at time of registration. To be added to a wait list of a full class, call 913-469-2323. This function is not available online.

Class Search
Enrolling via Class Search does not require your JCCC username or password. This method allows you to search our classes and click the “enroll” button for the class you want. Visit www.jccc.edu and click on Find a class to access the online search, where you will find all course details, including descriptions, locations, fees and more.

If a class is not yet available for online enrollment via the class search, please call a registration specialist at 913-469-2323.

Our registration specialists will process your request within one college business day, and you will receive an email confirmation of your enrollment at that time. Your enrollment is not complete until you receive confirmation. You may apply Take 3 and other promotional discounts when registering via the class search.

EASI
Enrolling via EASI requires your JCCC username and password. Select “add/drop classes.” This method provides direct enrollment into our student information system. Select the My Finance tab to enter payment. If you don’t have a username for the student registering, call 913-469-2323 and ask the registration specialist to assist you. If you wish to redeem promotional discounts or apply Take 3 savings, call 913-469-2323.

Use version 6.0 or higher of Internet Explorer, or 3.0 or higher of Firefox or Safari to access Web registration.

By Phone – 913-469-2323
Register by phone using your Visa, MasterCard, Discover or American Express card. Registration is open between 8 a.m. and 5 p.m. Monday through Friday. Call any time up to the day of the first class meeting. Registrations are accepted on a first-come, first-served basis. The registration specialist will need your name, address, email address, phone number, class information, credit card information and date of birth for verification purposes.

By Mail
Complete the registration form in the back of this booklet. Enclose a check or money order made payable to Johnson County Community College. Write the student’s legal name in the bottom left corner of your check. Sign the form and return to:
Continuing Education Registration, Box 62
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299

In Person
Register in person at the Continuing Education Registration office, Regnier Center 173 on the JCCC campus. Registration is open 8 a.m. to 5 p.m. Monday through Friday. You may pay by check, cash or credit card. Write the student’s legal name in the bottom left corner of your check. If you are unable to register and pay during office hours, use the after-hours depository located in the hallway outside the registration office. Only checks are accepted in after-hours depository.

Payment Information

Confirmation and Cancellations
When registration is completed you will receive an email confirmation. This email will also include further information about your class and instructions to access your student account.

Formation of all classes depends upon sufficient enrollment. JCCC reserves the right to cancel, combine or divide classes, to change the time, date or place they meet. The information in the schedule is based on conditions at the time of publication and is subject to change. If a class is changed or cancelled, you will be notified. Please be sure CE Registration has your current address, phone numbers and email address.

Payment by the Web
If you register online, your credit card payment is due the day you register. If you fail to complete the fee payment process, your registration will be deleted.

Third-Party Billing
Third-party billing authorization will hold your classes and bill your employer, the military, educational trust or government agency provided we receive the appropriate authorization by your payment deadline. JCCC cannot defer tuition payments for students who receive reimbursement directly from an employer or other party. For more information, go to www.jccc.edu/third-party, or call 913-469-7696. Fax registrations (913-469-4414) are allowed for third-party company purchase orders. Complete and sign a registration form located in the back of this schedule and include company authorization.

Refunds
A full refund will be made for non-credit classes if the college exercises its right to cancel a class or if the class is full when a registration is received. A request for refund will be honored if a phone or email request is received at the JCCC Continuing Education office four (4) business days before the class begins. For purposes of this policy, a business day is defined as a day of the week from Monday through Friday, excluding such days the college is officially closed. Otherwise, a Continuing Education Refund Appeal Form may be submitted for administrative consideration on a case-by-case basis. Payment made by check will be refunded to the student registrar.

Students who are directed to report for active military duty during an academic term shall be entitled to a full refund of tuition and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military services are subject to the college’s Refund Policy. Exceptions to this policy may be authorized by the director of operations for Continuing Education.

Returned Checks
If a check made payable to the college is returned by a bank for any reason, the student’s records will be placed on hold, and the student will be charged a returned check fee for each returned check.

Other Important Information

Abbreviations
Days of the week are abbreviated as follows:
M = Monday
T = Tuesday
W = Wednesday
R = Thursday
F = Friday
S = Saturday
U = Sunday
CEON = Online class

Admissions
Courses usually are open to anyone 18 or older. Activities designed for younger students will have the age range indicated in the course description.

Books and Supplies
All books, materials and supplies are included in the registration fee unless otherwise indicated. Books are available at the JCCC Bookstore on campus. Call the bookstore at 913-469-3822 for hours of operation, or order your books on the web. Visit the JCCC Bookstore home page at http://bookstore.jccc.edu and click on “textbooks.”

Change of Address
Notify the Continuing Education Registration office at 913-469-2323 if your address, phone number or email has changed since your last registration.

Holiday Closure
Classes will not meet on college holidays. JCCC will be closed Jan. 18.

Inclement Weather Policy
Whenever the college’s regular credit classes are canceled, all continuing education classes also will be canceled. If your class meets in local school district facilities that have been closed, classes at those sites will not meet even though JCCC on-campus classes may still be scheduled. College and district cancellations are announced on local radio and television stations. College closures will also be listed on our home page at www.jccc.edu. All canceled classes will be made up at a later date, if possible.

Transcripts
Select courses in this schedule are transcripted. JCCC transcripts may be sent to other institutions, employers or individuals by completing a transcript request form. These forms are available online at www.jccc.edu. Type “continuing education transcript” into the Search box.

All transcript requests must have the student’s signature. There is no fee for transcript requests. Request a transcript approximately one month after you have completed a class.

Send faxed requests to 913-469-4414. Send requests by mail to:
Continuing Education Registration, Box 62
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299

Register today!
jccc.edu/ce
JCCC Continuing Education Registration Form

- Use this form to enroll in Continuing Education courses.
- Use a separate form for each individual enrolling.
- Copies of the form are acceptable.
- When registration is completed you will receive an email confirmation. This email will also include more information about your class and instruction to access your student account.

Have you enrolled previously at JCCC? Yes □ No □

JCCC ID # (if known)

________________________ Male □ Female □

Date of birth

Legal first name ___________________________ Middle name ___________________________ Last name ___________________________

Address: personal □ business □

Business name (if applicable)

City

State

ZIP

Home phone ___________________________ Cell phone ___________________________

Work phone _______________ ext.

Email address

If you are enrolling in healthcare classes and you are a healthcare professional, complete the following:

Professional category ___________________________ License # ___________________________ State ___________________________

Course# Course title Fee

Total fee enclosed $

To enroll by mail:

Enclose a check or money order made payable to Johnson County Community College (JCCC).

Write the student’s legal name in the bottom left corner of your check.

Sign this form and return to:

Continuing Education Registration, Box 62

Johnson County Community College

12345 College Blvd.

Overland Park, KS 66210-1299

Check # ___________________________

Signature ___________________________ Date ___________________________

I have read and understand the refund and returned check policies found in the CE catalog. These policies are also viewable on our website at www.jccc.edu by searching for policy 312.

JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you desire support services, contact the office of Access Services for Students with Disabilities 913-469-8500, ext. 3521, or TDD 913-469-3885. The Access Services office is located in the Success Center on the second floor of the Student Center.
### Off-Campus Locations

**Antioch Library**  

**Grace Covenant Presbyterian**  
11100 College Blvd., Overland Park, Kan.

**KCKCC Area Technical School**  
6565 State Ave., Kansas City, Kan.

**Olathe Health Education Center (OHEC)**  
21201 W. 152nd St., Olathe, Kan.

**Overland Park Fire Training Center**  
12401 Hemlock, Overland Park, Kan.

**Sykes/Lady OP Golf Course**  
12600 Quivira Road, Overland Park, Kan.

**West Park Center**  
9780 W. 87th St., Overland Park, Kan.

**Yarn Shop and More**  
7212 W. 80th St., Overland Park, Kan.
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• Two 1-hour-long online chat session discussions per week (these are live and include all students and the instructor)
• Experience through a real-world project
• Online module quizzes
• JCCC Black Belt Certification Exam

$3,299 fee includes all materials except any needed for the real-world project.

See page 26 for course information.

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JCCC is proud to be part of the Learning & Career Center (LCC) at Logistics Park Kansas City (LPKC). The center is a collaborative partnership between private industry, educational institutions, community and workforce partners focused on developing a highly trained workforce for the logistics and supply chain industry in and around LPKC.

JCCC now offers transportation, warehousing, logistics and basic job skills classes at LCC.

Visit www.jccc.edu/lpkc or call 913-469-3836, for more information.