**Contents**

**Workforce Development**

**Computer Technology**

- 7 Web
- 8 Internet Marketing
- 9 Design & Modeling
- 10 Graphic Design
- 12 Microsoft Office
- 15 Database
- 18 Programming
- 19 Networking
- 19 Security
- 21 Introductory Computing

**Business Skills Development**

- 24 Lean Six Sigma
- 25 Project Management
- 29 Advanced Manufacturing
- 29 Logistics
- 30 HR Management
- 31 Business & Leadership
- 38 Finance
- 39 Communications

**Careers and Trades**

- 42 Healthcare
- 52 Commercial Driver’s License
- 54 Early Childhood Education
- 55 Career Planning
- 56 Mediation
- 58 Construction
- 58 Electrical
- 59 HVAC
- 60 Plumbing
- 60 Welding

**Small Business Development**

- 62 Exporting
- 62 Government Contracting
- 62 Intellectual Property
- 63 QuickBooks®
- 64 Small Business Basics
- 64 Small Business Finance
- 65 Small Business Management
- 66 Small Business Marketing
- 66 Small Business Tax Workshops

---

Advance your career with our business and leadership courses.

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

Start a business with help from the Small Business Development Center.

Earn CEUs in your field of expertise.
Leisure
70 Arts & Crafts
72 Aviation
72 Dance
73 Egyptology
73 Fitness Center
73 Food & Wine
73 Foreign Language
74 Home
75 Garden
76 Music
77 Photography
78 Sports & Rec

Life Skills
80 Adult Basic Education/ GED® Preparation
81 Adult Education
84 ESL Advanced & Professional
84 Driver Education
86 Motorcycle Training
87 Money Management
87 Sign Language
88 Connections
88 Writing Center

Gain valuable skills to enhance the quality of your life.

Do something for yourself and take up a new hobby.
Exciting news!

To serve you better, we’ve made it simple to search and register for courses that either meet your business needs or pique your curiosity with life and leisure subjects.

Online registration has never been easier.

The new system allows you to:
- Create your own account 24 hours a day
- View the history of the classes you’ve taken
- View and print your own invoices
- Create and manage accounts and course registrations for family members or company employees
- Purchase online courses and face-to-face classes in the same easy transaction

Check it out at ce.jccc.edu

Have questions? Give us a call at 913-469-2323. We are happy to help : )

How to Register for Courses

NEW! Online Registration System
Register for a Continuing Education course online, through our Course Search at www.jccc.edu/ce and click “Find a Course.” Search for a course and click “Register.”

By Phone – 913-469-2323
Register by phone using your credit card between 8 a.m. and 5 p.m. Monday through Friday.

By Mail
Complete the registration form in the back of this booklet. Enclose a check or money order made payable to JCCC. 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.

Understanding Course Listings

<table>
<thead>
<tr>
<th>course name</th>
<th>course description</th>
<th>prerequisite</th>
<th>total number of course hours or sessions</th>
<th>course fee</th>
<th>course dates</th>
<th>course time</th>
<th>instructor name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Word Fundamentals</strong></td>
<td>Designed for a one-day training with students new to MS Word, this course introduces the essential uses and features of the program. Learn how to create relevant, mock work examples and document set-up, format text and documents, create and format tables, shapes, WordArt and more. Prerequisite: Comfortable using Windows, keyboard and mouse.</td>
<td>7 contact hours/$199</td>
<td>course registration code</td>
<td></td>
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<tr>
<td><strong>WORD-161-1</strong></td>
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<td></td>
<td>M Aug. 28 Regnier Center 255</td>
<td>8 a.m.-4 p.m.</td>
<td>Jane Smith</td>
</tr>
<tr>
<td><strong>WORD-161-2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MT Oct. 9-10 Regnier Center 255</td>
<td>6-9:30 p.m.</td>
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<td></td>
<td></td>
<td>F Nov. 17 Regnier Center 255</td>
<td>8 a.m.-4 p.m.</td>
<td>Jane Smith</td>
</tr>
</tbody>
</table>

Days of the week key:
M Monday
Tu Tuesday
W Wednesday
Th Thursday
F Friday
Sa Saturday
Su Sunday

(See page 91 for campus map.)
## Computer Technology
- 7 Web
- 8 Internet Marketing
- 9 Design & Modeling
- 10 Graphic Design
- 12 Microsoft Office
- 15 Database
- 18 Programming
- 19 Networking
- 19 Security
- 21 Introductory Computing

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- 58 Construction
- 58 Electrical
- 59 HVAC
- 60 Plumbing
- 60 Welding

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- 62 Exporting
- 62 Government Contracting
- 62 Intellectual Property
- 63 QuickBooks®
- 64 Small Business Basics
- 64 Small Business Finance
- 65 Small Business Management
- 66 Small Business Marketing
- 66 Small Business Tax Workshops
Boost Your Web Development Knowledge

Learn the latest web development applications with an emphasis on scripting languages.

Earn a Web Development Certificate in as few as 14 weeks.

Prove your commitment and expand your skill set.

Register for:
- HTML5 and CSS3 Fundamentals
- HTML5 and CSS3 Advanced
- Introduction to Web Development ←NEW!
- Programming Fundamentals ←NEW!
- JavaScript ←NEW!
- React JavaScript ←NEW!
- Node.js ←NEW!

See pages 7-8 and 18 for upcoming dates.

Visit www.jccc.edu/ce or call 913-469-2323 to register today!
Computer Technology

Web Design Certificate

Complete certificate by taking the following courses within one year. Recommended course sequence:

- HTML5 and CSS3 Fundamentals
- HTML5 and CSS3 Advanced
- Animate
- Dreamweaver
- WordPress
- Web Design Portfolio Project

HTML5 and CSS3 Fundamentals
Examine the basics of foundational web technology and create your own 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.

Prerequisite: Comfortable using Windows, keyboard and mouse.

28 contact hours/$799

WEB-001-2
WTh Aug. 30-Sep. 7 8 a.m.-4 p.m.
Regnier Center 253

WEB-001-3
WTh Oct. 25-Nov. 16 6-9:30 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.

Prerequisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

14 contact hours/$399

WEB-002-2
ThF Sep. 14-15 8 a.m.-4 p.m.
Regnier Center 253

WEB-002-3
WTh Nov. 29-Dec. 7 6-9:30 p.m.
Regnier Center 254

Animate
Animate CC (previously known as Flash Professional) is a platform-agnostic application that allows you to design assets, animation and interactive content of all kinds for a multitude of platforms – and all with the same tools and workflows.

Prerequisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

14 contact hours/$399

WEB-003-2
MTu Sep. 25-Oct. 3 6-9:30 p.m.
Regnier Center 245

WEB-003-3
MTu Nov. 6-7 8 a.m.-4 p.m.
Regnier Center 245

Dreamweaver
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.

Prerequisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

21 contact hours/$599

WEB-004-2
MTuW Sep. 25-27 8 a.m.-4 p.m.
Regnier Center 245

WEB-004-3
MTuW Oct. 9-18 6-9:30 p.m.
Regnier Center 245

WordPress
Get ready to set up, create and customize your own WordPress site, beginning with creating a website and multiple pages. The class will also cover 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.

Prerequisite: HTML5 and CSS3 Fundamentals or comparable knowledge.

14 contact hours/$399

WEB-005-3
WTh Oct. 18-19 8 a.m.-4 p.m.
Regnier Center 253

WEB-005-4
TuW Oct. 24-Nov. 1 6-9:30 p.m.
Regnier Center 254

Web Design Portfolio Project
When you are ready to create your website, this self-directed class is the class for you. Bring website mockups, or assets such as HTML files, Animate CC files, images and code to begin work on building your own site, with the benefit of an instructor to provide feedback and guidance as needed. You will use all tools used during previous Web Design certificate classes, and will have the freedom to focus on a specific component of a website, a specific page, some other element of a website or an entire site.

Prerequisite: Completion of all other requirements for the Web Design Certificate or comparable knowledge. Preparation of checklists and assets is recommended.

14 contact hours/$399

WEB-006-3
MTu Nov. 6-14 6-9:30 p.m.
Regnier Center 245

WEB-006-4
MTu Nov. 27-28 8 a.m.-4 p.m.
Regnier Center 245

Receive a 15% discount when you enroll in three or more courses in a single transaction.
NEW! Introduction to Web Development
Do you want to get into the world of web development, but you don’t know where to start? This class introduces you to the tools, technologies and methodologies used to build websites. The goal of this class is to explain buzz words and techniques that are assumed by people already in the web development world.
Prerequisite: Comfortable using Windows, keyboard and mouse.

NEW! Node.js
Learn how to build asynchronous, event-driven applications using Node.js, a server-side platform built in JavaScript. Cover the basics of Node.js before creating simple services that store and retrieve objects using MongoDB.
Prerequisite: HTML5 and CSS3 Advanced, Programming Fundamentals, and JavaScript Programming (or comparable knowledge).

JavaScript
Get a tour of JavaScript, one of the most important parts of modern web applications. Learn how to respond to user interactions and update web pages dynamically using the Document Object Model. Features from ECMAScript 6 (ES6) will be covered.
Prerequisite: HTML5 and CSS3 Advanced, Programming Fundamentals or comparable knowledge.

Creating WordPress Websites
Learn how to create attractive, sophisticated blogs and websites — without any coding! WordPress is the world’s most popular website publisher, powering more than 25 percent of all sites on the internet, and at a much lower cost than hiring a professional.

Creating Web Pages (HTML)
Create and post your very own website on the internet using HTML in this extensive, hands-on, six-week workshop.

Using Social Media in Business
Whether you consider yourself a social media novice or a seasoned veteran, this course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business.

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.

Internet Marketing Certificate
Complete certificate by taking the following courses within one year. Courses are not required in any specific sequence.
- Email Marketing
- Google Analytics
- Search Engine Optimization
- Social Media Marketing
- YouTube and Video Marketing

Stay on course. Learn online. Stay on course.
For more online courses, visit www.jccc.edu/ce/online
Google Analytics
Improve the ROI of your website marketing efforts by understanding and learning how to use the primary resource available to measure and analyze all the things driving traffic to a website – Google Analytics. You’ll be shown how the science, tools and technologies of web analytics come together to give you a rich picture of visitor trends, traffic channels, characteristics and behavior. By using Google Analytics, you’ll learn all about the measurement, collection, analysis and reporting of Internet data for the purposes of understanding and optimizing web usage and performance.

14 contact hours/$399

**INTMK-005-1**
MTu Sep. 11-12 8 a.m.-4 p.m.
Regnier Center 253

**INTMK-005-2**
WTh Oct. 11-19 6-9:30 p.m.
Regnier Center 254

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.

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

14 contact hours/$399

**INTMK-004-2**
MTu Sep. 25-26 8 a.m.-4 p.m.
Regnier Center 254

**INTMK-004-3**
WTh Oct. 25-Nov. 2 6-9:30 p.m.
Regnier Center 255

**INTMK-004-4**
WTh Nov. 29-Dec. 7 6-9:30 p.m.
Olathe Health Education Center 141

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.

14 contact hours/$399

**INTMK-001-3**
WTh Sep. 13-21 6-9:30 p.m.
Regnier Center 253

**INTMK-001-4**
MTu Oct. 9-10 8 a.m.-4 p.m.
Regnier Center 253

**INTMK-001-5**
WTh Dec. 20-21 8 a.m.-4 p.m.
Olathe Health Education Center 141

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.

14 contact hours/$399

**INTMK-003-2**
WTh Sep. 27-Oct. 5 6-9:30 p.m.
Regnier Center 254

**INTMK-003-3**
MTu Nov. 6-7 8 a.m.-4 p.m.
Regnier Center 254

AutoCAD Fundamentals
An introductory course that enables you to create basic 2-D drawings using AutoCAD. This course covers commands that will allow you to understand how to use AutoCAD for creating, editing, annotating and plotting drawings. Each topic will be explained followed by exercises.

Prerequisite: Comfortable using Windows, keyboard and mouse.

21 contact hours/$599

**ACAD-001-1**
WTh Aug. 30-Sep. 14 6-9:30 p.m.
Regnier Center 250

**ACAD-001-2**
MTu Nov. 13-28 6-9:30 p.m.
Regnier Center 250

NEW! Revit Architecture Fundamentals
An introductory course that enables you to create full 3-D architectural models and include them in working drawings. The class will focus on the basic tools and commands that the majority of users work with while using Revit. Topics include creating floor plans, elevations, adding building components and creating sheets for plotting. Each topic will be explained followed by exercises.

Prerequisite: Comfortable using Windows, keyboard and mouse.

21 contact hours/$599

**ACAD-004-2**
WTh Sep. 27-Oct. 12 6-9:30 p.m.
Regnier Center 250

**ACAD-004-3**
WTh Dec. 6-21 6-9:30 p.m.
Regnier Center 250

NEW! Revit Structure Fundamentals
Structure Fundamentals is designed to teach the concepts and principles from building design through construction documentation using the Autodesk Revit Structure software. This class is intended to introduce you to the user interface and the basic building components of the software that makes it a powerful and flexible structural modeling tool. Each topic will be explained followed by exercises.

Prerequisite: Comfortable using Windows, keyboard and mouse.

21 contact hours/$599

**ACAD-003-1**
WTh Oct. 25-Nov. 9 6-9:30 p.m.
Regnier Center 250

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

Exciting news! Continuing Education has a new online registration system.
Learn more on page 4.
Designed to fit your needs: AutoCAD and Revit

Architects, engineers, designers and construction professionals rely on the innovative design tools to create precise 2-D and 3-D drawings.

Draw on the expertise of JCCC Continuing Education instructors.

Visit www.jccc.edu/ce or call 913-469-2323 to register today!

See page 9 for upcoming classes.

Graphical Design

Adobe Design Essentials Certificate

Complete certificate by taking the following courses within one year.

- Acrobat Fundamentals
- Illustrator Fundamentals
- InDesign Fundamentals
- Photoshop Fundamentals

Acrobat Specialist Certificate

Complete certificate by taking the following courses within one year.

- Acrobat Fundamentals
- Acrobat Advanced

Acrobat Fundamentals – Mac or 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.

Prerequisite: Comfortable using OS X, keyboard and mouse.

14 contact hours/$399

ACRB-001-1
ThF Sep. 21-22 8 a.m.-4 p.m.
Regnier Center 245

Acrobat Advanced – Mac or Windows

Build on the information 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.

Prerequisite: Acrobat Fundamentals or comparable knowledge.

14 contact hours/$399

ACRB-003-2
MTu Oct. 30-31 8 a.m.-4 p.m.
Regnier Center 245

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

AutoCAD and Revit

Built for the professional who creates precise 2-D and 3-D drawings with AutoCAD and Revit software.

Civil Engineers, landscape architects, urban planners, interior designers and business professionals rely on the innovative design tools to create precise 2-D and 3-D drawings.

Draw on the expertise of JCCC Continuing Education instructors.

Visit www.jccc.edu/ce or call 913-469-2323 to register today!

See page 9 for upcoming classes.
Computer Technology

Illustrator Specialist Certificate
Complete certificate by taking the following courses within one year.

- Illustrator Fundamentals
- Illustrator Advanced

Illustrator Fundamentals – Mac or Windows
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.

Prerequisite: Comfortable using Windows, keyboard and mouse.

14 contact hours/$399

ILL-001-3
WTh Sep. 13-21 6-9:30 p.m.
Regnier Center 245

ILL-001-4
MTu Oct. 23-24 8 a.m.-4 p.m.
Regnier Center 245

Illustrator Advanced – Mac or Windows
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.

Prerequisite: Illustrator Fundamentals or comparable knowledge.

14 contact hours/$399

ILL-003-3
WTh Oct. 25-Nov. 2 6-9:30 p.m.
Regnier Center 245

ILL-003-4
MTu Dec. 11-12 8 a.m.-4 p.m.
Regnier Center 245

InDesign Specialist Certificate
Complete certificate by taking the following courses within one year.

- InDesign Fundamentals
- InDesign Advanced

InDesign Fundamentals – Mac or 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.

Prerequisite: Illustrator Fundamentals or comparable knowledge.

14 contact hours/$399

IND-001-2
MTu Sep. 18-19 8 a.m.-4 p.m.
Regnier Center 245

IND-002-1 (Windows only)
WTh Oct. 18-26 6-9:30 p.m.
Olathe Health Education Center 141

IND-001-3
MTu Dec. 11-19 6-9:30 p.m.
Regnier Center 245

InDesign Advanced – Mac or 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.

Prerequisite: InDesign Fundamentals or comparable knowledge.

14 contact hours/$399

IND-003-2
WTh Nov. 8-9 8 a.m.-4 p.m.
Regnier Center 245

IND-003-3
WTh Nov. 29-Dec. 7 6-9:30 p.m.
Regnier Center 245

InDesign Fundamentals – Mac or 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.

Prerequisite: Illustrator Fundamentals or comparable knowledge.

14 contact hours/$399

IND-001-2
MTu Sep. 18-19 8 a.m.-4 p.m.
Regnier Center 245

IND-002-1 (Windows only)
WTh Oct. 18-26 6-9:30 p.m.
Olathe Health Education Center 141

IND-001-3
MTu Dec. 11-19 6-9:30 p.m.
Regnier Center 245

InDesign Advanced – Mac or 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.

Prerequisite: InDesign Fundamentals or comparable knowledge.

14 contact hours/$399

IND-003-2
WTh Nov. 8-9 8 a.m.-4 p.m.
Regnier Center 245

IND-003-3
WTh Nov. 29-Dec. 7 6-9:30 p.m.
Regnier Center 245

Introduction to Photoshop CC
Learn how to use Adobe Photoshop CC, the world’s best graphics program, to edit and process photos and create original images. $120

Photoshop CC for the Digital Photographer
In this course, you’ll master techniques to edit and enhance your digital images and add a professional polish to your work. Designed for those with no image-editing experience, this class will take you from novice to accomplished photo editor. $120

Introduction to Lightroom CC
Learn to use the tools in Adobe Photoshop Lightroom for the cloud to organize and edit your images, fine-tune lighting and color, and develop an efficient image-processing workflow. $120

For more online courses, visit www.jccc.edu/ce/online
# Photoshop Specialist Certificate

Complete certificate by taking the following courses within one year.

- Photoshop Fundamentals
- Photoshop Advanced

## Photoshop Fundamentals – Mac or Windows

Explore how to use Adobe Photoshop to create professional-looking images for both print and 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.

Prerequisite: Comfortable using Windows, keyboard and mouse.

14 contact hours/$399

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>PHTSH-001-2</td>
<td>ThF Sep. 7-8</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 245</td>
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<td>6-9:30 p.m.</td>
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<td>8 a.m.-4 p.m.</td>
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<td>PHTSH-001-4</td>
<td>MTu Oct. 23-31</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 245</td>
</tr>
</tbody>
</table>

## Photoshop Advanced – Mac or 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.

Prerequisite: Photoshop Fundamentals or comparable knowledge.

14 contact hours/$399

<table>
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<th>Course Code</th>
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<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>PHTSH-003-3</td>
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<td>Regnier Center 245</td>
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<tr>
<td>PHTSH-003-4</td>
<td>WTh Dec. 13-21</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 245</td>
</tr>
</tbody>
</table>

# Microsoft Office Essentials Certificate

Complete certificate by taking the following courses within one year.

- Access Fundamentals
- Excel Fundamentals
- Outlook Fundamentals
- PowerPoint Fundamentals
- Word Fundamentals

## Access Fundamentals

Designed for students new to MS Access, this course covers beginning level skills. Topics include creating tables in Datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties, queries and more.

Prerequisite: Comfortable using Windows, keyboard and mouse.

7 contact hours/$199

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS-161-1</td>
<td>WTh Sep. 13-14</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 255</td>
</tr>
<tr>
<td>ACCESS-161-2</td>
<td>W Oct. 4</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 255</td>
</tr>
<tr>
<td>ACCESS-161-3</td>
<td>F Oct. 20</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 253</td>
</tr>
<tr>
<td>ACCESS-161-4</td>
<td>Th Nov. 16</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 253</td>
</tr>
<tr>
<td>ACCESS-161-5</td>
<td>WTh Dec. 6-7</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 253</td>
</tr>
<tr>
<td>ACCESS-161-6</td>
<td>Th Dec. 14</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 254</td>
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</table>

## Microsoft Office Essentials

Complete certificate by taking the following courses within one year.

- Access Fundamentals
- Excel Fundamentals
- Outlook Fundamentals
- PowerPoint Fundamentals
- Word Fundamentals

## Access Advanced

Designed for students already knowledgeable in MS Access, this course covers more complex skills. Topics include designing a relational database, split forms, creating and modifying reports, parameter and crosstab queries, customizing input forms and reports.

Prerequisite: Access Fundamentals or comparable knowledge.

7 contact hours/$199

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS-163-1</td>
<td>W Sep. 20</td>
<td>8 a.m.-4 p.m.</td>
<td>Olathe Health Education Center 141</td>
</tr>
<tr>
<td>ACCESS-163-2</td>
<td>W Oct. 11</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 255</td>
</tr>
<tr>
<td>ACCESS-163-3</td>
<td>Sa Nov. 4</td>
<td>8 a.m.-4 p.m.</td>
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<tr>
<td>ACCESS-163-4</td>
<td>WTh Nov. 29-30</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 234</td>
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<tr>
<td>ACCESS-163-5</td>
<td>Tu Dec. 12</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 255</td>
</tr>
</tbody>
</table>

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

Complete certificate by taking the following courses within one year. Recommended course sequence:

- Excel Fundamentals
- Excel Intermediate
- Excel Advanced

Excel Fundamentals
Designed for students new to MS Excel, this course introduces the program and teaches the essential uses, tools and features.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199

<table>
<thead>
<tr>
<th>Course</th>
<th>Date/Time</th>
<th>Location</th>
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<tr>
<td>EXCEL-161-1</td>
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<td>Regnier Center 234</td>
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<td>Lawrence Peaslee Center B</td>
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<tr>
<td>EXCEL-161-3</td>
<td>W, Sep. 13, 8 a.m.-4 p.m.</td>
<td>Regnier Center 255</td>
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<tr>
<td>EXCEL-161-4</td>
<td>Sa, Sep. 16, 8 a.m.-4 p.m.</td>
<td>Regnier Center 234</td>
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<tr>
<td>EXCEL-161-5</td>
<td>TuW, Sep. 26-27, 6-9:30 p.m.</td>
<td>Olathe Health Education Center 141</td>
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<tr>
<td>EXCEL-161-6</td>
<td>M, Oct. 9, 8 a.m.-4 p.m.</td>
<td>Regnier Center 255</td>
</tr>
<tr>
<td>EXCEL-161-7</td>
<td>WTh, Oct. 11-12, 6-9:30 p.m.</td>
<td>Regnier Center 234</td>
</tr>
<tr>
<td>EXCEL-161-8</td>
<td>F, Oct. 20, 8 a.m.-4 p.m.</td>
<td>Lawrence Peaslee Center B</td>
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<td>EXCEL-161-9</td>
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<td>Regnier Center 221</td>
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<td>WTh, Nov. 15-16, 6-9:30 p.m.</td>
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<td>MTu, Nov. 27-28, 6-9:30 p.m.</td>
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<td>EXCEL-161-12</td>
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<td>Regnier Center 255</td>
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<tr>
<td>EXCEL-161-13</td>
<td>M, Dec. 11, 8 a.m.-4 p.m.</td>
<td>Regnier Center 234</td>
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</tbody>
</table>

Excel Intermediate
Designed for students who are already knowledgeable in MS Excel, this course will expand upon the beginner level foundation with an in-depth look at advanced formatting features and the use of functions.
Prerequisite: Excel Fundamentals or comparable knowledge.
7 contact hours/$199

<table>
<thead>
<tr>
<th>Course</th>
<th>Date/Time</th>
<th>Location</th>
</tr>
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<td>EXCEL-162-2</td>
<td>F, Sep. 8, 8 a.m.-4 p.m.</td>
<td>Regnier Center 234</td>
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<td>EXCEL-162-3</td>
<td>M, Sep. 25, 8 a.m.-4 p.m.</td>
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<td>Regnier Center 255</td>
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<td>EXCEL-162-8</td>
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<td>Regnier Center 255</td>
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<td>EXCEL-162-10</td>
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<td>Lawrence Peaslee Center B</td>
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<td>Regnier Center 255</td>
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<td>EXCEL-162-13</td>
<td>F, Dec. 15, 8 a.m.-4 p.m.</td>
<td>Regnier Center 255</td>
</tr>
</tbody>
</table>

Introduction to Microsoft Excel (2010, 2013 and 2016)
Become proficient in using Microsoft Excel. Discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently. $120

Stay on course. Learn online.
For more online courses, visit www.jccc.edu/ce/online
Excel Advanced
Designed for students looking to further their MS Excel proficiency, this course covers tables and pivot charts, financial functions, macros and workbook protection.
Prerequisite: Excel Intermediate or comparable knowledge.
7 contact hours/$199
EXCEL-163-1  M  Sep. 11  8 a.m.-4 p.m.
Regnier Center 255
EXCEL-163-2  MTu  Sep. 18-19  6-9:30 p.m.
Regnier Center 255
EXCEL-163-10  F  Oct. 6  8 a.m.-4 p.m.
Regnier Center 255
EXCEL-163-3  Th  Oct. 19  8 a.m.-4 p.m.
Regnier Center 255
EXCEL-163-4  Th  Oct. 26  8 a.m.-4 p.m.
Regnier Center 255
EXCEL-163-5  WTh  Nov. 15-16  6-9:30 p.m.
Olathe Health Education Center 141
EXCEL-163-6  M  Nov. 20  8 a.m.-4 p.m.
Regnier Center 234
EXCEL-163-7  Sa  Dec. 9  8 a.m.-4 p.m.
Regnier Center 234
EXCEL-163-8  MTu  Dec. 11-12  6-9:30 p.m.
Regnier Center 254
EXCEL-163-9  M  Dec. 18  8 a.m.-4 p.m.
Regnier Center 255

Outlook Fundamentals
Designed for students new to Outlook, this course introduces the program and teaches all of the essential skills; working with email, organizing contacts, managing folders and calendars, notes, tasks and mobile device integration.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
OUTL-161-1  Th  Sep. 7  8 a.m.-4 p.m.
Regnier Center 254
OUTL-161-2  MTh  Oct. 16-17  6-9:30 p.m.
Regnier Center 253
OUTL-161-3  M  Nov. 20  8 a.m.-4 p.m.
Regnier Center 255
OUTL-161-4  MTu  Dec. 18-19  6-9:30 p.m.
Regnier Center 254

PowerPoint Specialist Certificate
Complete certificate by taking the following courses within one year.
Recommended course sequence:
• PowerPoint Fundamentals
• PowerPoint Advanced

PowerPoint Fundamentals
Designed for students new to MS PowerPoint, this course introduces the program and teaches the essential skills; formatting slides, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery and more.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
PPT-161-1  M  Aug. 28  8 a.m.-4 p.m.
Regnier Center 234
PPT-161-2  MTu  Oct. 2-3  6-9:30 p.m.
Regnier Center 255
PPT-161-3  F  Nov. 3  8 a.m.-4 p.m.
Regnier Center 255

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.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
SHPOINT-131-1  MTu  Aug. 28-29  6-9:30 p.m.
Regnier Center 254
SHPOINT-131-2  Sa  Sep. 16  8 a.m.-4 p.m.
Regnier Center 254

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.
Prerequisite: Comfortable using Windows, keyboard and mouse.
7 contact hours/$199
SHPOINT-132-1  MTu  Oct. 4-5  6-9:30 p.m.
Regnier Center 253
SHPOINT-132-3  Sa  Oct. 28  8 a.m.-4 p.m.
Regnier Center 254

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

To register by phone, call 913-469-2323.
Computer Technology

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. 
Prerequisite: SharePoint 2013 Site Owner or comparable knowledge.
7 contact hours/$199
SHPOINT-133-3
WTh Nov. 8-9 6-9:30 p.m.
Regnier Center 255
SHPOINT-133-4
Sa Dec. 2 8 a.m.-4 p.m.
Regnier Center 254

Word Intermediate
Designed for those looking to expand their MS Word skill set, this course will teach special text effects, mail merging and the tools essential to long documents. Apply learned concepts to create relevant, mock work examples such as a newsletter, table of contents and more.
Prerequisite: Word Fundamentals or comparable knowledge.
7 contact hours/$199
WORD-162-1
F Sep. 8 8 a.m.-4 p.m.
Regnier Center 255
WORD-162-2
F Oct. 27 8 a.m.-4 p.m.
Regnier Center 255
WORD-162-3
F Dec. 8 8 a.m.-4 p.m.
Regnier Center 254

Word Advanced
Designed for those looking to further their MS Word proficiency, this course covers sharing and securing documents, working with macros and integrating Word with Excel, PowerPoint and the web.
Prerequisite: Word Intermediate or comparable knowledge.
7 contact hours/$199
WORD-163-1
WTh Sep. 20-21 6-9:30 p.m.
Regnier Center 234
WORD-163-2
W Nov. 1 8 a.m.-4 p.m.
Regnier Center 255
WORD-163-3
MTu Dec. 11-12 6-9:30 p.m.
Regnier Center 255

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 have 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. In this course, you’ll study Big Data concepts, technologies, and the new set of techniques to manage them. Topics include Hadoop as well as emerging tools like Mongo DB and other NoSQL databases.
Prerequisites: There are no prerequisites for this class, but prior relational database experience is recommended.
7 contact hours/$399
BIGDATA-005-1
Th Sep. 7 8 a.m.-4 p.m.
Regnier Center 232

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.
Prerequisites: Prior relational database experience is recommended.
7 contact hours/$399
BIGDATA-006-1
F Sep. 8 8 a.m.-4 p.m.
Regnier Center 232

DATABASE

Big Data Certificate
Complete certificate by taking the following courses within one year.
Recommended course sequence:
• Big Data: NoSQL Database Essentials
• Essentials for Apache Hadoop
• Data Analyst Training: Using Pig and Hive

Exciting news!
Continuing Education has a new online registration system.
Learn more on page 4.
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 allows the management and manipulation of data in a Hadoop cluster without Java programming experience. Apache Pig applies the fundamentals of familiar scripting languages to the Hadoop cluster. In this hands-on course, you’ll learn how Apache Pig and Apache Hive enable data transformations and analyses via filters, joins, and user-defined functions. Participants learn 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.
Prerequisites: Essentials for Apache Hadoop class or comparable knowledge in addition to familiarity with SQL, including joins and subqueries.
21 contact hours/$1299
BIGDATA-007-2
MTuW Oct. 16-18 8 a.m.-4 p.m.
Regnier Center 232

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.
Prerequisite: Proficient with Microsoft Access and database concepts.
7 contact hours/$299
CRYSTAL-001-1
W Oct. 18 8 a.m.-4 p.m.
Regnier Center 255

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, cross-tabs, charts and running totals.
Prerequisite: Crystal Reports Fundamentals or comparable knowledge.
7 contact hours/$299
CRYSTAL-002-2
W Nov. 8 8 a.m.-4 p.m.
Regnier Center 255

Data Visualization with Tableau Certificate
Complete certificate by taking the following courses within one year. Recommended course sequence:

• 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 visualizations that can be easily understood. Tableau’s Data Engine translates actions into ad hoc queries and builds the visualization quickly. In this course, you’ll learn to connect to data, navigate the Tableau interface, build and format visualizations and build interactive dashboards. The course also covers Tableau architecture, filters, graphs, maps, table calculations and aggregating data.
Prerequisite: Understanding of databases.
21 contact hours/$1299
BIGDATA-003-1
MTuW Sep. 11-13 8 a.m.-4 p.m.
Regnier Center 232
BIGDATA-003-2
MTuW Dec. 11-13 8 a.m.-4 p.m.
Regnier Center 232

Advanced Data Visualization with Tableau
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.
Prerequisites: Introduction to Data Visualization with Tableau or comparable knowledge.
14 contact hours/$799
BIGDATA-004-2
ThF Sep. 14-15 8 a.m.-4 p.m.
Regnier Center 232
BIGDATA-004-3
ThF Dec. 14-15 8 a.m.-4 p.m.
Regnier Center 232

For more online courses, visit www.jccc.edu/ce/online
Learn online. Stay on course.

To register by phone, call 913-469-2323.
Data Analysis with Excel Certificate

Complete certificate by taking the following courses within one year. Recommended course sequence:

- PowerPivot with Excel 2013
- Power BI with Excel 2013

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.

Prerequisites: PowerPivot with Excel 2013 or comparable knowledge.

14 contact hours/$799

BI901F-002  MTu  Sep. 11-12  8 a.m.-4 p.m.  Regnier Center 254

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.

Prerequisites: Excel Advanced or comparable knowledge.

14 contact hours/$799

BI904F-003  MTu  Oct. 9-10  8 a.m.-4 p.m.  Regnier Center 254

SQL Server Developer Certificate

Complete certificate by taking the following courses within one year. Recommended course sequence:

- Introduction to SQL Server
- 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.

Prerequisite: Access Advanced or Crystal Reports 2011 Fundamentals or comparable knowledge. Programming Fundamentals is recommended but not required.

14 contact hours/$399

SQL-001-F  WTh  Oct. 4-5  8 a.m.-4 p.m.  Regnier Center 253

SQL Server T-SQL Programming
Transact-SQL (T-SQL) is a full-featured programming language that extends the power of SQL. You’ll learn to use T-SQL syntax and statements to write effective code for querying and modifying data in SQL Server. Topics include how to code scripts, as well as T-SQL modules including stored procedures, functions and triggers. Other topics include cursors, transactions and locking. This course is designed for developers or database administrators.

This course applies to SQL Server 2016.

Prerequisites: Introduction to SQL Server or comparable knowledge.

21 contact hours/$1299

SQL-003-F  MTuW  Aug. 21-23  8 a.m.-4 p.m.  Regnier Center 252

SQL-004-F  MTu  Oct. 30-Nov. 7  6-9:30 p.m.  Regnier Center 253

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. It provides an enterprise-level reporting platform that allows the creation of reports and BI solutions.

You’ll learn to author, deploy and manage reports using Microsoft SSRS. Microsoft Report Builder is also introduced.

This course applies to SQL Server 2016.

Prerequisites: Introduction to SQL Server or comparable knowledge.

14 contact hours/$799

SQL-004-F  MTu  Oct. 30-Nov. 7  6-9:30 p.m.  Regnier Center 253

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

Save time! Enroll online: www.jccc.edu/ce
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 SSIS. 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, you’ll 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 course applies to SQL Server 2016.
Prerequisites: Introduction to SQL Server or comparable knowledge.
14 contact hours/$799
SQL-005-3
MTu Nov. 13-14 8 a.m.-4 p.m.
Regnier Center 250
SQL-005-4
WTh Nov. 29-Dec. 7 6-9:30 p.m.
Regnier Center 255

Programming Fundamentals
Ready to become a programmer, or just want an introduction to object-oriented skills? Receive an introduction to fundamental programming skills, with a focus on object-oriented topics such as classes, objects, methods and properties. While this class uses JavaScript (ES6) as the language, the primary focus is on building programming skills.
Prerequisite: Comfortable using Windows, keyboard and mouse.
28 contact hours/$799
PRGM-003-2
ThF Sep. 28-Oct. 6 8 a.m.-4 p.m.
Regnier Center 254

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.
Prerequisite: Excel Advanced or comparable knowledge.
7 contact hours/$199
PRGM-001-3
Th Nov. 9 8 a.m.-4 p.m.
Regnier Center 255
PRGM-001-4
WTh Dec. 13-14 6-9:30 p.m.
Regnier Center 254

Advanced Python Programming
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 with Python will find this course to be valuable.
Prerequisite: Introduction to Python Programming or comparable knowledge.
14 contact hours/$799
PRGM-011-2
ThF Oct. 26-27 8 a.m.-4 p.m.
Regnier Center 232

Python Programming Certificate
Complete certificate by taking the following courses within one year. Recommended course sequence:
• 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. The course then moves into Python's approach and handling of typical programming tools and frameworks such as file operations, regular expressions and working with binary data and modules.
Prerequisite: Programming Fundamentals or comparable knowledge.
21 contact hours/$1299
PRGM-010-1
MTuW Oct. 23-25 8 a.m.-4 p.m.
Regnier Center 232

Python Programming Certificate
Learn more on page 4.
Computer Technology

NETWORKING

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.
Prerequisite: Comfortable with Windows and basic computer hardware.
56 contact hours/$1699
NETSEC-001-2
Sa  Sep. 23-Nov. 11  8 a.m.-4 p.m.
Regnier Center 236
NETSEC-001-3
MTu  Oct. 23-Dec. 12  6-9:30 p.m.
Regnier Center 236

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.
Prerequisite: A+ Certification or comparable knowledge.
35 contact hours/$999
NETSEC-002-2
WTh  Sep. 20-Oct. 19  6-9:30 p.m.
Regnier Center 255
NETSEC-002-3
Sa  Nov. 11-Dec. 16  8 a.m.-4 p.m.
Regnier Center 255

Cisco Certified Entry Network Technician (CCENT) ICND1
A Cisco Certified Entry Network Technician (CCENT) certification opens the doors to a career in networking. The Interconnecting Cisco Networking Devices Part 1 (ICND1) exam is associated with the CCENT certification and is the first step towards your CCNA. Having your CCENT means you have what it takes to manage a small, enterprise branch network. This first step will help you stand out from the crowd for an entry-level networking job.
Prerequisite: Network+ Certification or comparable knowledge.
49 contact hours/$1499
NETSEC-004-1
MTu  Sep. 11-Oct. 24  6-9:30 p.m.
Regnier Center 238

NETWORKING & Security Online

Cisco Certified Network Associate (CCNA) Routing and Switching ICND2
Cisco Certified Network Associate (CCNA) Routing and Switching is a certification program for entry-level network engineers that helps maximize your investment in foundational networking knowledge and increase the value of your employer’s network. CCNA Routing and Switching is for network specialists, network administrators, and network support engineers with one to three years of experience. The CCNA Routing and Switching course validates the ability to install, configure, operate and troubleshoot medium-size routed and switched networks.
The Interconnecting Cisco Networking Devices, Part 2 (ICND2) exam is associated with the CCNA certification.
Prerequisite: Cisco Certified Entry Network Technician (CCENT) ICND1 or comparable knowledge.
49 contact hours/$1499
NETSEC-005-2
MTu  Nov. 6-Dec. 19  6-9:30 p.m.
Regnier Center 238

SECURITY

Cyber Security Certificate
Complete certificate by taking the following courses within one year. Recommended course sequence:
• Information Security Essentials
• Security Architecture and Design
• Introduction to Hacking, Defense and Response

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

Introduction to Networking
Introduction to Networking explains computer networking basics in terms that you can easily understand using concepts common to everyday non-computing experience. The course stresses understanding how and why networks work rather than focusing on memorization of terms or numbers. $120

Introduction to PC Security
Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. $120

CompTIA Security+ Certification Prep
CompTIA’s Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. This course covers the key terminology and concepts you need to know to ace the CompTIA SY0-401 exam, all in a condensed format for rapid reading. $170

Learn online. Stay on course.
For more online courses, visit www.jccc.edu/ce/online

Save time! Enroll online: www.jccc.edu/ce
Information Security Essentials
This two-day course is a comprehensive overview of Information Security covering the most relevant practices in information security today. In this class, you’ll explore the techniques and methodologies used to configure, build, deliver, and troubleshoot network security. Topics include the role of information security in the enterprise, formal data classification, enterprise identity management, the components of comprehensive and layered security architecture, and the threat of viruses, worms, Trojans and improper configurations.
Prerequisites: There are no prerequisites for this class.
14 contact hours/$799
NETSEC-006-1
WTh Sep. 6-7 8 a.m.-4 p.m.
Regnier Center 250

Introduction to Hacking, Defense and Response
This two-day course provides a comprehensive overview of hacking and cyber security defense and response tools and techniques. It incorporates several hands-on exercises using the same attack methods used by hackers and cyber security professionals. The course starts with a discussion of why people hack and how they hack. It then focuses on the methods used, including the initial footprinting of the target, scanning the network and finally enumerating target host machines. The second day focuses on the measures necessary to protect your network from the threat. Topics include understanding your network traffic, firewalls, host hardening, intrusion detection systems and network design. Tools used for this class include: Nessus, Nmap, SuperScan, Snort, Fport, John the Ripper and many others.
Prerequisites: Security Architecture and Design or comparable knowledge.
14 contact hours/$799
NETSEC-008-2
WTh Nov. 1-2 8 a.m.-4 p.m.
Regnier Center 250

Security Architecture and Design
This two-day course provides a comprehensive overview of cyber-security control technologies. The course starts with a discussion of security policies and perimeter security fundamentals and then moves to a discussion on how to design network borders for maximum security and how to monitor them for unauthorized activity. Then after an introduction to firewalls, packet filtering and access lists, the course discusses how to set up routers, special-purpose firewalls and general-purpose hosts with security in mind. Much of the class centers on security-conscious design, both for green field projects and existing networks that need expansion or improvement.
Prerequisites: Information Security Essentials or comparable knowledge.
14 contact hours/$799
NETSEC-007-1
WTh Oct. 4-5 8 a.m.-4 p.m.
Regnier Center 252

Security+ Review and Test Prep
This five-day course provides a review of topics and exam preparation for the CompTIA Security+ Exam. The Security+ exam validates knowledge and understanding of foundation level security standards. It is an international vendor-neutral security certification widely used to demonstrate both compliance and competence in the security industry. The course reviews all areas of the Security+ exam including systems security, network infrastructure, access control, assessments and audits, cryptography and organizational security. In addition, the application and testing process as well as key test topics and practice questions.
Prerequisite: Information Security Essentials, Security Architecture and Design or Introduction to Hacking, Defense and Response or comparable knowledge.
35 contact hours/$2595
NETSEC-003-3
Sa Oct. 7-Nov. 4 8 a.m.-4 p.m.
Regnier Center 234
NETSEC-003-4
MTuWThF Nov. 27-Dec. 1 8 a.m.-4 p.m.
Regnier Center 232

EC-Council Certified Ethical Hacker (CEH)
Review and Test Prep
This five-day course provides a review of topics and exam preparation for the Certified Ethical Hacker (CEH) exam. Discuss and learn how to look for the weaknesses and vulnerabilities in a target. It covers the standards and language involved in attempting to penetrate a network or computer system. This knowledge or certification applies to security officers, auditors, security professionals, and site administrators concerned about the integrity of the network infrastructure. Preparation for the CEH exam is achieved through lectures and hands-on lab exercises. The (CEH) certification is a vendor neutral certification in the network security discipline of Ethical Hacking. In addition, the application and testing process for the CEH as well as key topics on the exam are covered. Current exam preparation is for CEH v9.
Prerequisite: Information Security Essentials, Security Architecture and Design and Introduction to Hacking, Defense and Response or comparable knowledge.
35 contact hours/$2595
NETSEC-009-2
MTuWThF Nov. 13-17 8 a.m.-4 p.m.
Regnier Center 252

Certified Information Systems Security Professional (CISSP)
Review and Test Prep
This five-day course provides a comprehensive review of security topics and exam preparation for the Certified Information Systems Security Professional (CISSP) certification. The CISSP is globally recognized as an objective measure of competence and achievement for information security professionals. In this course, you’ll review the eight domains of the information security practice or common body of knowledge (CBK). Some of the topics include security models, distributed access control methods, DBMS architectures, key cryptography algorithms, intrusion detection systems, and data network components and technologies. Other topics include the application and testing process as well as key test topics and practice questions.
Prerequisite: Information Security Essentials, Security Architecture and Design and Introduction to Hacking, Defense and Response or comparable knowledge.
35 contact hours/$2595
NETSEC-010-2
MTuWThF Oct. 30-Nov. 3 8 a.m.-4 p.m.
Regnier Center 253
Introduction to Microsoft Office
This 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, you’ll enter and edit text, values, formulas and pictures and save workbooks in various formats. The session will wrap up with learning how to create a presentation in PowerPoint.

6 contact hours/$99

INTCOM-002-3
MTu Sep. 25-26 1-4 p.m.
Regnier Center 255

INTCOM-002-4
MTu Nov. 13-14 1-4 p.m.
Regnier Center 253

INTCOM-002-5
M Dec. 18 9 a.m.-4 p.m.
Lawrence Peaslee Center B

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. See and post pictures. 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.

Prerequisite: Active email account.

6 contact hours/$99

INTCOM-003-4
ThF Aug. 31-Sep. 1 1-4 p.m.
Regnier Center 252

INTCOM-003-2
MTu Oct. 23-24 6-9 p.m.
Regnier Center 253

INTCOM-003-3
M Dec. 4 9 a.m.-4 p.m.
Lawrence Peaslee Center B

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.

6 contact hours/$99

INTCOM-001-2
MTu Oct. 2-3 1-4 p.m.
Regnier Center 252

INTCOM-001-3
MTu Nov. 27-28 1-4 p.m.
Regnier Center 252

Introduction to Windows 10
This course covers the basic functions of Windows 10, including browsing the internet safely, sending and receiving email, organizing files and folders, viewing photos and videos, and listening to music. You will also learn how to configure the desktop and start menu to make your computer more user-friendly.

6 contact hours/$99

WINOP-001-2
Wt Sep. 13 9 a.m.-4 p.m.
Lawrence Peaslee Center B

WINOP-001-3
MTu Oct. 9-10 1-4 p.m.
Regnier Center 252

What’s New in Microsoft Office 2016
Have you upgraded to Office 2016 or are considering the move? Are you or your company interested in enhanced features of the Office 2016 suite of products including Word, Excel, PowerPoint, Access and Outlook? Use your foundational knowledge of Office 2007/2010/2013 to bridge the gap from the version you already know to the latest release of Microsoft’s productivity suite.

7 contact hours/$199

WINOP-003-1
WtTh Sep. 13-14 6-9:30 p.m.
Regnier Center 254

WINOP-003-2
F Dec. 1 8 a.m.-4 p.m.
Regnier Center 253
To register by phone, call 913-469-2323.
Facilitating Quality
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. When it comes to quality, 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 take away from it. Learn about the essential facilitation aptitudes; good meeting practices; a variety of listening skills including ability to paraphrase; stacking a conversation; drawing people out; balancing participation; and making space for more reticent group members, and how all of these relate to improving quality.

4 contact hours/$149

LSS-100-1
Tu  Sep. 19  8 a.m.–noon
Regnier Center 155  Jeanie Lauer

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 a problem to quickly drive toward a solution. Black Belts often manage Lean Six Sigma projects and are the liaison between the staff and the project sponsors and managers. Participants in this 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).

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/$2875

LSS-210-1
Th  Aug. 24-Dec. 21  6-9 p.m.
Regnier Center 155  Brad Snyder

NEW! Lean Six Sigma
Green Belt – 1. Define
Green Belts are professionals well versed in the Lean and Six Sigma methodologies, and understand the application of process improvements that eliminate non-value 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. This module covers an introduction to Lean Six Sigma concepts, including lean operations, project management, team development and management, and design for six sigma. It focuses on the define phase, which establishes the project goals, customer requirements and project deliverables and expectations.

12 contact hours/$588

LSS-110-1
M  Aug. 21-Sep. 18  6-9 p.m.
Regnier Center 155  Brad Snyder

LSS-110-2
W  Oct. 18-Nov. 8  6-9 p.m.
Regnier Center 155  Debra Denavs

NEW! Lean Six Sigma
Green Belt – 2. Measure
In this module, you will learn to identify key measures, create and execute data collection plans, examine process variation and establish performance baselines. These abilities will be enhanced by learning how to calculate sigma levels throughout the process.

Prerequisite: Lean Six Sigma Green Belt – 1. Define.

15 contact hours/$735

LSS-111-1
M  Sep. 25-Oct. 30  6-9 p.m.
Regnier Center 155  Brad Snyder

LSS-111-2
W  Nov. 15-Dec. 20  6-9 p.m.
Regnier Center 155  Debra Denavs

NEW! Lean Six Sigma
Green Belt – 3. Analyze
In this module, you will learn how to analyze the data collected from the Lean Six Sigma process to look for root causes, as well as quantify the gap between “current state” and the “desired state.” Additionally, you will learn how to search for improvement opportunities in the process.

Prerequisite: Lean Six Sigma Green Belt – 2. Measure.

12 contact hours/$588

LSS-112-1
M  Nov. 6-27  6-9 p.m.
Regnier Center 155  Brad Snyder
Lean Six Sigma Green Belt – 4. Improve and Control
In the Improve Phase, you will learn how to generate and test possible solutions, select the best solutions, and design implementation tests. The Control Phase focuses on documenting and implementing the tools identified in the implementation plan, including the monitoring plan, creating and updating standardized processes, documenting procedures, creating and deploying response plans, and transferring ownership of the updated process.
Prerequisite: Lean Six Sigma Green Belt – 3. Analyze.
9 contact hours/$441
LSS-113-1
M Dec. 4-18 6-9 p.m.
Regnier Center 155 Brad Snyder

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 tools and processes.
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).
This course is a prerequisite to Lean Six Sigma Black Belt.
45 contact hours/$1725
LSS-120-1
Tu Oct. 17-Feb. 13 6-9 p.m.
Regnier Center 155 Alan Huxman

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 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 such as project authority, leadership skills and stakeholder communication strategies will also be covered.
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 21 Technical PMI Talent Triangle PDUs (21 PDUs).
21 contact hours/$1299
PM-001-4
WTh Aug. 23-Sep. 7 6-9:30 p.m.
Regnier Center 252
PM-001-2
MTuW Sep. 25-Sep. 27 8 a.m.-4 p.m.
Regnier Center 232
PM-001-3
WThF Nov. 8-10 8 a.m.-4 p.m.
Regnier Center 232

PMP® Certification Prep I
Learn how to prepare for the Project Management Institute’s PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK® Guide). Explore the 10 project management knowledge areas, five process groups and 47 project management processes. $160
Introduction to Microsoft Project 2013
Discover how to effectively plan, implement and control projects using Microsoft Project 2013. From sequencing tasks, producing a baseline and assigning resources and costs, to tracking progress, analyzing variances and revising your project plan, Microsoft Project organizes all your project’s details quickly and effectively. $120

Project Management Certificate
Complete certificate by taking the following courses within one year. Project Management Essentials recommended prerequisite within this certificate.
- Project Management Essentials
- Effective Communication for Project Managers
- Effective Project Scheduling and Control
- Estimating and Managing Project Costs
- Project Quality Management
- Project Risk Management
**Estimating and Managing Project Costs**

Cost management is one of the key knowledge areas in Project Management. For many projects, completing a project on time and within budget will determine its success. When developing the project plan, realistic estimates are necessary in making key decisions about project funding and selection. This course addresses the cost management area, developing project estimates, determining budget and practicing earned value management.

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 7 Technical PMI Talent Triangle PDUs (7 PDUs).

**Prerequisite:** Project Management Essentials or comparable knowledge, PMBOK Guide and PMP are registered marks of Project Management Institute.

7 contact hours/$399

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<th>Course Code</th>
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<tr>
<td>PM-002-2</td>
<td>Sep. 27-Sep. 28</td>
<td>6-9:30 p.m.</td>
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<td>PM-002-3</td>
<td>Oct. 31</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 232</td>
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<td>PM-002-4</td>
<td>Dec. 12</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 254</td>
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**Effective Communication for Project Managers**

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. 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 non-technical 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. It 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 Leadership PMI Talent Triangle PDUs (14 PDUs).

**Prerequisite:** Project Management Essentials or comparable knowledge, PMP is a registered mark of Project Management Institute.

14 contact hours/$799

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<td>PM-003-2</td>
<td>Nov. 6-7</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 253</td>
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<td>PM-003-3</td>
<td>Nov. 20-21</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 254</td>
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<td>PM-003-4</td>
<td>Dec. 11-19</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 232</td>
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**Effective Project Scheduling and Control**

Time management is one of the key knowledge areas in project management. Project managers need to understand time management as well as how scheduling software can help in creating and tracking a project plan. This hands-on course addresses time management using Microsoft Project as the scheduling tool. Topics include the PMBOK time management processes, scheduling concepts, developing and analyzing schedules, creating and tracking a project plan using project, managing float, critical path method (CPM), resource management and reporting the project plan.

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).

**Prerequisite:** Project Management Essentials or comparable knowledge, PMP is a registered mark of Project Management Institute.

14 contact hours/$799

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<td>Sep. 11-Sep. 19</td>
<td>6-9:30 p.m.</td>
<td>Regnier Center 254</td>
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<td>PM-006-3</td>
<td>Oct. 19-20</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 232</td>
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<td>PM-006-4</td>
<td>Nov. 15-16</td>
<td>8 a.m.-4 p.m.</td>
<td>Regnier Center 232</td>
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Receive a 15% discount when you enroll in three or more courses in a single transaction.

Need customized training for your organization?

Call 913-469-2750 or visit www.jccc.edu/ce
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, you 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.
Prerequisite: Project Management Essentials or comparable knowledge.
21 contact hours/$1299

Project Leadership and Team Motivation
Effective leadership and team motivation are critical for the success of any project. In this course, you 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 course has been approved for 14 Leadership PMI Talent Triangle PDUs (14 PDUs).
Prerequisite: Project Management Essentials or comparable knowledge. PMP is a registered mark of Project Management Institute.
14 contact hours/$799

Project Quality Management
Project Quality Management focuses on overseeing product quality and ensuring process quality when creating project deliverables. In this course, you’ll 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 course has been approved for 7 Technical PMI Talent Triangle PDUs (7 PDUs).
Prerequisite: Project Management Essentials or comparable knowledge. PMP is a registered mark of Project Management Institute.
7 contact hours/$399

Lead Complex Projects with Confidence
Build a strong foundation in knowledge and interpersonal skills with the Project Management certificate.

JCCC Project Management certificate offers:
• 10-day or 20-night format to complete a certificate
• 70 hours of project management education (PDUs)

The Project Management Body of Knowledge (PMBOK® Guide) serves as the fundamental knowledge base for the project management certificate courses.

Start on your path to prepare for the CAPM or PMP certification – register at jccc.edu/ce or call 913-469-2323.
*The cost of the certificate series does not include the CAPM or PMP exam. Additional requirements must be met in order to take the exams with the PMI® and can be found at www.pmi.org.

See pages 25 to 28 for course information.
**Business Skills Development**

**Project Risk Management**
Identifying, analyzing and responding to risk are crucial elements for the successful management of projects. In this course, you 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 course has been approved for 7 Technical PMI Talent Triangle PDUs (7 PDUs).

Prerequisite: Project Management Essentials or comparable knowledge. PMP® is a registered mark of Project Management Institute.

7 contact hours/$399

**PMI-PBA® Test Prep**
This course provides a comprehensive review of the Project Management Institute Professional in Business Analysis (PMI-PBA®) five domains and certification process. You will find this helpful in preparing for the PMI-PBA® certification examination or in the solidification of their knowledge and understanding of the role requirements play in project success. Other topics include the application and testing process, as well as key test topics such as analysis, planning, and needs assessment. All topics are aligned to the Business Analysis for Practitioners: A Practice Guide.

The project management classes offer PDUs and satisfy the Project Management Institute’s (PMI) classroom requirements for the PMI-PBA® certification. This course has been approved by PMI.

Prerequisite: Industry experience with Project Management or Business Analysis. PMI-PBA is a registered mark of Project Management Institute.

35 contact hours/$1699

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**Supply Chain Online**

**Supply Chain Management Fundamentals**
This course covers the formal supply chain cycle starting with long-range production, sales and capacity plans and ending with planning, implementing and controlling daily manufacturing schedules. It includes the fundamentals of customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning and production activity control (PAC). $119

Session start date: Sep. 13
6-week course / 24 contact hours

**Purchasing Fundamentals**
Learn to define customer needs, purchase requisitions and orders, expedite, trace and receive supplier deliveries, maintain effective purchasing records and create and manage various purchasing budgets. Business law and contracts are also covered. $119

Session start date: Sep. 13
6-week course / 24 contact hours

**Distribution and Logistics Management**
Learn about physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, inventory management, receiving, production stores and returned goods. Course addresses technology issues such as enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce) and distribution resource planning (DRP). $119

Session start date: Sep. 13
6-week course / 24 contact hours

Learn online. Stay on course.

For more online courses, visit www.jccc.edu/ce/online

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**To register by phone, call 913-469-2323.**
Business Skills Development

ADVANCED MANUFACTURING

Industrial Automation Systems (Level I)
The objective of this workshop is to expose you 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 down time and improve communication between operators and maintenance staff.

32 contact hours/$1299

AMN-100-1
MtTuWThF Sep. 11-15 8 a.m.-5 p.m.
Industrial Training Center 191A
Edward L Keating

Industrial Automation Systems (Level II)
The objective of this workshop is to expose you 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.

64 contact hours/$2499

AMN-101-2
MtTuWThF Sep. 18-29 8 a.m.-5 p.m.
Industrial Training Center 191A
Edward L Keating

LOGISTICS

OSHA 30-Hour Forklift Certification
This five-day course includes classroom (five hours) and hands-on (23 hours) training in forklift and pallet jack operation. Attendance is required at all five class sessions to earn the certificate.

This class meets the OSHA requirements for classroom and practical training. Completers will be authorized to operate a counter-balance forklift, reach truck or order picker and powered pallet jack (in accordance with OSHA CERT-29 CFR 1910.178). Applicants must be at least 18 years of age.

30 contact hours/$395

SC-200-1
MtTuWThF Sep. 11-15 8 a.m.-2:30 p.m.
Kansas City Kansas Area Technical School

SC-200-2
MtTuWThF Oct. 16-20 8 a.m.-2:30 p.m.
Kansas City Kansas Area Technical School

SC-200-3
MtTuWThF Nov. 13-17 8 a.m.-2:30 p.m.
Kansas City Kansas Area Technical School

SC-200-4
MtTuWThF Dec. 11-15 8 a.m.-2:30 p.m.
Kansas City Kansas Area Technical School

Industrial Automation Systems
Prepare your staff to safely service, maintain, repair and install the latest industrial automation equipment.

Your company will achieve:
• Reduced equipment and personnel downtime
• Reduced maintenance expenses
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Classes can be tailored to your company’s needs. Call 913-469-3919 to learn more.

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

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• Keirsey Temperament Sorter®
• Leadership Mirror 360
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• 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 they can provide phone counseling for individual participants.

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Human Resource Management

We offer courses to help those who want 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.

For more information, call 913-469-2386.

Human Resource Certification Preparation Program

This course prepares you for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification exams. Course material includes business management and strategy, workforce planning, HR development, compensation and benefits, employee relations and risk management.

39 contact hours/$1199

HR-050-1
M  Sep. 11-Dec. 4  6-9 p.m.
Carlsen Center 234  Loretta Summers

SHRM Essentials of Human Resources Management

This course will provide you with an overview of the human resource function and covers real-life HR issues and today’s most vital and timely topics including employment law, recruiting and selecting qualified employees, compensation and benefits, orientation and training, and the employee performance process. If you are new to human resources or simply want to strengthen your employee management skills, this course is for you.

Knowledge of the essentials can make you a better manager, protect your company from needless litigation and help advance your career.

16 contact hours/$449

HR-001-2
WTh  Sep. 13-14  8 a.m.-5 p.m.
Regnier Center 157  Loretta Summers

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 & 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.

39 contact hours/$1199

HR-005-1
Tu  Sep. 12-Dec. 5  6-9 p.m.
Carlsen Center 234  Loretta Summers

Enroll today!

To register by phone, call 913-469-2323.
BUSINESS & LEADERSHIP

Accelerating Business Decisions
This course helps you learn how to accelerate the decision-making process, yet still make quality decisions in fast-paced environments with limited time and information. It also teaches you to identify your own and others’ decision-making tendencies and understand how to balance situations requiring accelerated decisions.

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

4 contact hours/$174

BUS-106-3
W Sep. 27 5:30-9:30 p.m.
Regnier Center 142 Tracie Glasscock

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 DDI course is approved by HRCI and SHRM for 3.5 hours.

4 contact hours/$174

BUS-104-3
W Aug. 23 8 a.m.–noon
Regnier Center 146 Simon Casas

BUS-104-4
Tu Oct. 10 8 a.m.–noon
Logistics Park Kansas City Classroom
Susan Stevens

Advanced Coaching
You will advance your coaching skills through “active coaching” and understand the importance of seeing the daily opportunities that exist, even when those opportunities do not offer the chance to have a detailed discussion. This course will focus on the moments that we, as leaders, sometimes miss as opportunities to bring out the very best in all direct reports and empower our employees to get things done. This course allows you to share your challenges with others.

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

4 contact hours/$174

BUS-121-2
Tu Oct. 10 1-5 p.m.
Regnier Center 146 Gordon Billingsley

BUS-121-3
M Dec. 11 8 a.m.–noon
Regnier Center 146 Gayle Hopkins

Building a Service Culture
Creating a service culture is not a one-time, skills-training event. It’s an ongoing organizational commitment driven by effective service leaders. Once the strategic focus is defined, service leaders need to know exactly how to make the service vision a reality. This course helps leaders identify barriers to service excellence and provides them with five leader practices to create a service culture.

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

4 contact hours/$174

BUS-155-1
F Oct. 20 8 a.m.–noon
Regnier Center 146 Chrysanthemum Crawford

Business Leadership Certificate

Complete certificate by taking the following courses:

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

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For more online courses, visit www.jccc.edu/ce/online

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

Save time! Enroll online: www.jccc.edu/ce
Building and Sustaining Trust
What does trust have to do with business success? Everything. Trust is directly linked to employee engagement, retention, productivity and innovation. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and organizational commitment. This course introduces the Trust Builders, actions leaders can take to build and sustain trusting relationships, as well as common trust breakers that can quickly erode or break trust. Applying these skills to build trusting relationships enables people to take risks, identify and solve problems, and collaborate to achieve business results.

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

4 contact hours/$174

BUS-126-4
W Oct. 4 Regnier Center 146 1-5 p.m. Susan Stevens

BUS-126-3
Tu Nov. 14 Logistics Park Kansas City Classroom 8 a.m.-noon Susan Stevens

BUS-126-5
Th Dec. 14 Regnier Center 145 5:30-9:30 p.m. George Ferguson

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

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

4 contact hours/$174

BUS-133-1
W Aug. 30 Regnier Center 146 8 a.m.-noon George Ferguson

BUS-133-2
W Oct. 11 Regnier Center 146 8 a.m.-noon Simon Casas

BUS-133-3
W Dec. 13 Regnier Center 145 5:30-9:30 p.m. Simon Casas

Confusion to Clarity: How Millennial Perspective on Work/Life Balance Will Change Your Organization
Millennials ... they’re numerous, they’re the future, and they know it. Their preferences, values and needs matter and will increasingly impact talent decisions and business outcomes. Can the millennial “work/life perspective” and an organization’s “business balance” be compatible? Can you adapt company culture, managerial roles and your own mindset? This session will use an experiential approach to bring clarity to these issues. You will be engaged in discussions, collaborative activities and quick, fun interactive challenges designed to:

1) understand generational differences on life experiences; 2) envision possibilities of the new “work/life blend” world; 3) take the risk to make crucial changes for the continued success of your organization.

4 contact hours/$139

BUS-138-1
W Sep. 20 Regnier Center 146 1-5 p.m. Cathy Newton

Effective Business Writing
If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

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

4 contact hours/$199

BUS-134-1
Tu Oct. 10 Regnier Center 146 Gordon Billingsley

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.

4 contact hours/$129

BUS-126-4
W Oct. 4 Regnier Center 146 1-5 p.m. Susan Stevens

BUS-126-3
Tu Nov. 14 Logistics Park Kansas City Classroom 8 a.m.-noon Susan Stevens

BUS-126-5
Th Dec. 14 Regnier Center 145 5:30-9:30 p.m. George Ferguson

NEW! Bullying in the Workplace
Bullying is called the silent epidemic. Although half of workers have experienced or witnessed bullying, policies and laws dealing with it are far less prevalent. This is, in part, because bullying can be hard to identify and address. People wonder, what does bullying look like? How can we discourage it in our workplace? What can I do to protect my staff and co-workers? All of these questions (and more) will be answered.

4 contact hours/$154

BUS-143-1
Tu Oct. 24 Regnier Center 146 Cheryl Wright

行政助理基础
这门课程将帮助您发现和掌握管理职位和客户服务的关键点，并向您介绍行政助理的职责和活动。学习管理，了解业务法、合同和首席-代理关系；了解伦理和组织基础；了解会计学和业务法。学习具有高效率的办公室机器。$119

参谋助理应用
了解时间管理、会计、业务法、组织行为和管理政策的影响；了解行政助理的职责和活动。学习管理，了解业务法、合同和首席-代理关系；了解伦理和组织基础；了解会计学和业务法。学习具有高效率的办公室机器。$119

商业技能发展
访问www.jccc.edu/ce/online查看更多在线课程。

... To register by phone, call 913-469-2323.
NEW! Creating Successful Staff Retreats
A staff retreat can evoke some pretty strong emotions. Dread of a week hanging around with people you would never invite home for dinner. Queasy thinking about throwing yourself backward hoping your “new friends” will catch you. However, staff retreats still continue even in hard times. Why? Many of the things we really need to get done take longer than the two hours you have in meeting time. As well, the retreat itself can bring about a change in approach not possible sitting in your boardroom for a meeting. This course will give you tools to be able to create staff retreats that are successful and help bolster productivity, sales and positive workplace culture.

4 contact hours/$154

**BUS-148-1**
F Oct. 6
Regnier Center 146 Victoria Nicometo

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. Learn to identify the tasks needed 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.

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

4 contact hours/$174

**BUS-127-2**
W Aug. 30
Regnier Center 146 Mary Jean Billingsley
**BUS-127-3**
W Oct. 11
Regnier Center 146 Simon Casas
**BUS-127-4**
Th Nov. 9
Regnier Center 146 Jennifer Olberding

NEW! Developing Your Training Program
Training is an essential element of development in any organization. Being knowledgeable and continuing to learn throughout your career can make you a very valuable asset. We also know that training and orientation (or boarding) for newly hired employees is a key factor in retention. This course is designed for a trainer who wants to develop training programs that are meaningful, practical and will benefit both trainees and organizations.

4 contact hours/$154

**BUS-149-1**
F Nov. 3
8 a.m.-noon
Regnier Center 146 Victoria Nicometo

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.

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

4 contact hours/$174

**BUS-110-3**
W Aug. 23
5:30-9:30 p.m.
Regnier Center 145 George Ferguson
**BUS-110-4**
Th Oct. 26
8 a.m.-noon
Regnier Center 181 Gayle Hopkins
**BUS-110-2**
Tu Dec. 12
8 a.m.-noon
Regnier Center 146 Chrysanthemum Crawford

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.

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

4 contact hours/$174

**BUS-113-2**
M Aug. 21
5:30-9:30 p.m.
Regnier Center 145 Tracie Glasscock
**BUS-113-3**
Th Oct. 26
1-5 p.m.
Regnier Center 181 Gayle Hopkins

Effective Supervisory Skills
As a supervisor, you are asked to empower your workforce using a team approach for greater productivity. Learn how to provide leadership for groups and hold them accountable for their own productivity, how to involve employees in their own appraisals and strategies for training new employees.

7 contact hours/$195

**BUS-131-2**
Tu Aug. 29
8 a.m.-4 p.m.
Logistics Park Kansas City Classroom Donnie Simpson
**BUS-131-3**
Th Sep. 21
8 a.m.-4 p.m.
Regnier Center 146 Donnie Simpson
**BUS-131-4**
W Nov. 1
8 a.m.-4 p.m.
Regnier Center 146 Donnie Simpson
**BUS-131-5**
M Dec. 18
8 a.m.-4 p.m.
Regnier Center 146 Donnie Simpson

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

Exciting news! Continuing Education has a new online registration system.

Learn more on page 4.
Embracing Change
If there’s one thing all organizations in today’s economy have in common, it’s that they are undergoing change. But change can only be effective if the employees impacting your bottom line embrace it. Their ability to adapt will determine the competitiveness and success of your organization. This course focuses on the role of individual performers in implementing change in the workplace. Participants discover their Change IQ, learn about the phases of change that many people experience and are introduced to best practices that will enable them to tackle and overcome the new business challenges of today and tomorrow.
4 contact hours/$174

BUS-108-2
W Aug. 23 1-5 p.m.
Regnier Center 146 Simon Casas

BUS-108-3
M Nov. 6 1-5 p.m.
Regnier Center 146 George Ferguson

Fostering Innovation
Leaders are the major influencers of innovation for every organization. Frontline leaders manage individual contributors and are the conduit for up-to-date knowledge, business challenges, and information about customers. This course provides a practical approach, and tools and techniques, to help you and your teams think differently about how they work and to help them generate new ideas that add value to your organization and your customers. Leaders also learn what they can say and do to foster innovation with their teams.
4 contact hours/$174

BUS-123-2
Th Nov. 30 1-5 p.m.
Regnier Center 146 Gayle Hopkins

Engaging and Retaining Talent
This course helps leaders to conduct the types of ongoing discussions needed to ensure that the organization retains key players regardless of whether these key players are satisfied and motivated or have one foot out the door. It builds on core leadership skills and helps leaders (with or without direct reports) understand motivation, have discussions with direct reports about their motivations, motivate a group, and avoid de-motivating people. The on-campus course is approved by HRCI for 3.5 hours.
4 contact hours/$174

BUS-117-2
W Sep. 6 1-5 p.m.
Regnier Center 146 Jennifer Obierding

Get it Right: Find Work that You LOVE!
We all want to be happy but what are we doing to make that happen? You spend 40+ hours at work and if you are not happy there, it’s heavily influencing the quality of your evenings and weekends. Come to this workshop if you want to be able to say, “I get to go to work” instead of “I have to go to work.” In this workshop, you can learn about readily available tools to guide you to the right work for you. You will also learn how to make your brain chemistry work for you instead of against you as you begin your journey to the right work for you. This workshop will help you to develop a concrete plan for identifying what you want and exactly how to get it.
4 contact hours/$139

BUS-105-2
Tu Nov. 7 6-10 p.m.
Regnier Center 145 Paula Daoust

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

BUS-151-1
F Oct. 13 8 a.m.-noon
Regnier Center 155 Barbara Wright

BUS-151-2
Tu Dec. 19 1-5 p.m.
Regnier Center 155 Barbara Wright

High Impact Feedback and Listening
When sharing feedback is part of an organization’s culture, it is an effective business tool that reaches across all levels. In this course, you will learn how to effectively deliver both positive and developmental feedback. Also learn how to be receptive to feedback and listen to accurately understand the speaker’s intended message. In the workplace, these skills help you optimize and sustain your own and your coworkers’ performance.
4 contact hours/$174

BUS-125-2
W Dec. 6 8 a.m.-noon
Regnier Center 146 Tracie Glasscock

EXCITING NEWS!
Continuing Education has a new online registration system.
Learn more on page 4.
Hiring Heroes: Building A Better Veteran Recruitment Strategy
With more than 12 million military veterans in the U.S. today and more than 200,000 leaving the military and entering the civilian workforce every year, veterans remain one of the best sources for skilled, experienced talent in the marketplace. This course will provide a solid foundation on which to build your company’s veteran recruitment strategy. Whether you currently have a plan in place to recruit veterans, or if you’re just getting started recruiting veterans, this course will give you the tools and strategies necessary to position your company as an employer of choice for veterans. Here you’ll gain an understanding of veterans’ skills and how they translate to your roles, information on how to effectively source veteran talent, and how to ensure cultural fit— all of which will help your company hire more heroes.

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Investigative Interviewing
Learn interviewing and investigative techniques that have been effective in investigations ranging from auto accidents to complex white collar crimes. Taught by a retired FBI Agent and former police officer, this class helps you understand how to gather pertinent facts, assess credibility and prepare cogent and effective reports.

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Managing Managers
Why a program about managing managers?
What is it that is difficult: 1) Balancing daily tasks with long-term strategic thinking – if you have managers reporting to you, lots of their “stuff” ends up being “fires” for you to put out; 2) Your direct reports may manage a wide variety of functions, and it’s difficult for you to create a sense of unity and cohesiveness for your entire group; 3) Ignore sticky situations such as dealing with difficult people. In fact, you may even back away. Managing managers takes courage, and in this course we give you a simple, but effective two-pronged approach focused on developing your business strategy while also improving your leadership skills.

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Navigating Beyond Conflict
The differences people bring to the workplace can promote tremendous creativity and innovation. Those same differences also can contribute to misunderstandings, which can lead to discord and, if left unresolved, dispute. Individual performers need to know how to effectively navigate beyond conflict to prevent damage from occurring. In this course, you will learn how to recognize the warning signs of conflict and take action to prevent situations from escalating or to work out the conflict if it does escalate. Learn to mitigate any negative impact, thus reducing the cost of conflict and improving business results.

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Need customized training for your organization?
Call 913-469-2750 or visit www.jccc.edu/ce

Receive a 15% discount when you enroll in three or more courses in a single transaction.
Positively Smart
People set goals or at least have an idea in their heads about what it means to be successful. When they encounter setbacks or barriers, they frequently respond in one of two ways: they get discouraged and give up; or, they push themselves harder to achieve their goals or move toward their vision of success. In either case, the way they talk to themselves makes progress even less likely. This workshop will help you understand how you are unintentionally getting in your own way and how your own brain can be working against you. You'll get the tools to turn this situation around and use the natural brain processes to your advantage. If you regularly apply these strategies, you will quickly find that achieving your vision of success is easier and your quality of life is improved.

4 contact hours/$139

BUS-139-1
Th Dec. 7 8 a.m.-noon
Regnier Center 146 Paula Daoust

NEW! Reinforcing Leadership Development
There is a significant gap between the time and money spent on leadership development and on-the-job application of new skills. The breakdown is often the result of managers not investing the time with leaders before training to set up expectations or supporting them afterwards. This course, designed for managers of leaders, presents research managers can’t ignore – they can make or break the training initiative. Managers walk away with the skills and resources they need to support their leaders before, during and after training, so that your organization realizes a return on their investment in leadership development.

4 contact hours/$174

BUS-147-1
M Nov. 6 5:30-9:30 p.m.
Regnier Center 145 Susan Stevens

Resolving Workplace Conflict
Today’s business environment presents new and growing challenges forcing organizations to continually increase productivity, improve quality, shorten cycle time, and reduce costs. Survey after survey confirms that people who work longer and harder at jobs that are more complex and have a wider range of responsibilities. At the same time, the way people work and communicate with one another is changing, creating added stress and complexity. The homogenous, single-function, co-located group is being replaced by dispersed, cross-functional teams with diverse areas of expertise. An unfortunate but natural by-product of these challenges is conflict. This course teaches leaders how to recognize the signs of escalating conflict and take appropriate action to minimize damage.

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

4 contact hours/$174

BUS-147-1
M Dec. 11 1-5 p.m.
Regnier Center 146 Gayle Hopkins

The A.R.T. of Interviewing
Research shows that how an interview is conducted has a huge impact on an organization in terms of its reputation as an employer of choice and the quality of hires. However, the vast majority of resources on the topic are aimed only at the job seeker, while advice to interviewers is hard to find. This course focuses on the responsibility of the interviewer to provide the job candidate with a quality experience and explores the consequences of interviewer behaviors. It raises learners’ awareness of the important role that they play, and equips them with skills to run an effective interview that yields meaningful behavioral data.

4 contact hours/$174

BUS-114-2
M Sep. 25 8 a.m.-noon
Regnier Center 146 Mary Jean Billingsley

BUS-114-3
Tu Oct. 24 8 a.m.-noon
Logistics Park Kansas City Classroom
Mary Jean Billingsley

BUS-114-4
Tu Dec. 12 1-5 p.m.
Regnier Center 146 Chrysanthemum Crawford
Time Management
Time is money, and a lot of it gets lost in disorganization and disruption. Review ways you can organize and prioritize for greater workplace efficiency. Learn to get a grip on your office space, organize your workflow, learn how to use your planner effectively, say “no” without guilt, and delegate some of your work to other people.

4 contact hours/$129

BUS-136-1
M Sep. 11 5:30-9:30 p.m.
Regnier Center 145 Susan Stevens

BUS-136-2
F Nov. 10 8 a.m.-noon
Regnier Center 146 Susan Stevens

NEW! Tough Topics on Employee Hygiene
As a manager, you’re probably used to dealing with tough situations: employees who insist on being late, team members who miss deadlines, and staff members who can’t get along. But conversations about an employee’s personal appearance are a whole different ball game. It’s something that we often avoid talking about, or worse, make light of. This course has two major themes. First, we’ll give you a framework for having those tough conversations. We’ll also give you some guidelines for customizing that framework for your organization. Then, we’ll look at some common tough conversations that come up, including body odor, flatulence, poor clothing and hair decisions, and bad breath. At the end of the workshop participants will have a chance to role play a tough situation. You’ll walk away well prepared for any kind of challenging conversation.

4 contact hours/$154

BUS-144-1
Tu Nov. 7 1-5 p.m.
Regnier Center 146 Cheryl Wright

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

BUS-137-1
TuW Sep. 26-27 8 a.m.-4 p.m.
Regnier Center 146 Gayle Hopkins

Valuing Differences
Today, the organizations with the greatest competitive advantage are those that create an inclusive environment that makes the most of their people’s diverse experiences, ideas, and talents. Valuing Differences gives people effective skills and tools for exploring others’ unique perspectives, understanding and leveraging people’s inherent differences, challenging devaluing behavior, and creating an environment in which people’s differences are respected and used.

4 contact hours/$174

BUS-112-2
W Sep. 6 8 a.m.-noon
Regnier Center 146 Jennifer Olberding

BUS-112-3
W Oct. 25 8 a.m.-noon
Regnier Center 146 Loretta Summers

Working as a High Performance Team
For a team to achieve peak performance, its members must involve, support and trust one another, and they must share information and commit to a process that will lead to success. This course will enhance team effectiveness and maximize not only performance, but also impact on the organization as a whole. You will learn the personal, interpersonal and business advantages of working together as a unit and be introduced to a set of best practices for optimal results.

4 contact hours/$174

BUS-150-1
F Sep. 8 8 a.m.-noon
Regnier Center 146 Jeanie Lauer

BUS-150-2
M Oct. 4 8 a.m.-noon
Regnier Center 146 Susan Stevens

Your Leadership Journey
This course guides you in determining whether your teams’ priorities align with your organization’s objectives. You’ll be introduced to three leadership differentiators that are most important in building a positive reputation as well as contributing to the organization’s success.

4 contact hours/$174

BUS-141-1
M Sep. 18 5:30-9:30 p.m.
Regnier Center 142 Chrysanthemum Crawford

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.
Business Accounting Certificate

A selection of any four of the courses will complete the certificate.

- Accounting Basics
- Analyzing Financial Statements
- Budgeting Fundamentals
- Cost Accounting
- Managerial Accounting

Accounting Basics
You will learn the essential language, concepts and processes of accounting, presented in a practical, non-technical 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.

12 contact hours/$295

**FIN-104-1**  
MTuTh  Oct. 9-11  5:30-9:30 p.m.  
Regnier Center 145  Constance Farmer

**FIN-104-2**  
MTuTh  Oct. 9-11  5:30-9:30 p.m.  
Regnier Center 145  Constance Farmer

Analyzing Financial Statements
Learn the accounting terms and concepts that will help you interpret your company’s true financial performance by taking an in-depth look at what statements can tell you. You will cover the information required for accurate financial statements, what such statements reveal, and the ratios used in their analysis.

Those without an accounting background are strongly encouraged to start with Accounting Basics before enrolling in the other courses.

8 contact hours/$209

**FIN-105-1**  
MTuTh  Oct. 2-3  8 a.m.-noon  
Regnier Center 155  Constance Farmer

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, etc.). 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.

Note: Those without an accounting background are strongly encouraged to start with Accounting Basics before enrolling in the other courses.

12 contact hours/$295

**FIN-103-2**  
MTuTh  Oct. 16-17  8 a.m.-3 p.m.  
Regnier Center 155  Bob Henn

Managerial Accounting
Learn the necessary information to make better business decisions. Find out how 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.

Note: Those without an accounting background are strongly encouraged to start with Accounting Basics before enrolling in the other courses.

12 contact hours/$295

**FIN-101-2**  
Th  Sep. 7  8-10 a.m.  
Regnier Center 146  Michael Tabman

**FIN-101-3**  
Th  Dec. 7  8-10 a.m.  
Regnier Center 155  Michael Tabman

Finance for Non-Financial Managers
Learn the language of finance and accounting including how to: read balance sheets and income statements; analyze retained earnings and cash flow statements and calculate key financial ratios. This information-packed workshop includes interactive exercises, relevant examples and attendee participation.

8 contact hours/$209

**FIN-106-1**  
Tu  Oct. 10  8 a.m.-5 p.m.  
Regnier Center 155  Bill Kay

PCI and GLBA Compliance Training
Understand the threats to credit card security and theft of personal identifying data. Learn security practices and principles as required by the Payment Card Industry Data Security Standard (PCI DSS) for all employees who process credit card transactions. Safeguarding personal information as required by the Gramm-Leach-Bliley Act (GLBA) is also covered. Includes Walking the Corporate Beat book written by the instructor, which explains business processes and practices that reduce the risk of fraud, theft and destructive behavior in the workplace.

2 contact hours/$79

**FIN-101-2**  
Th  Sep. 7  8-10 a.m.  
Regnier Center 146  Michael Tabman

Interested in QuickBooks™ classes? See page 63.
**Business Skills Development**

### COMMUNICATIONS

#### 7 Tips for Writing Awesome Marketing Content That Gets a Response

Writing has changed dramatically over the past 5 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 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/$199

**COM-112-1**
- **Th**
- Oct. 12
- 8 a.m.-5 p.m.
- Regnier Center 146
- Paula Peters

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#### Business Communication Certificate*

Complete certificate by taking the following three full-day required courses plus three other half-day Communications courses as electives:

- Building a Team Even If You Aren’t the Leader
- Speaking/Presenting for Business Meetings
- Writing for Business Results

*Completion of this certificate can be transferred as 3 credit hours toward BUS 150 Business Communications.

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#### 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.

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

4 contact hours/$174

**COM-100-3**
- **Th**
- Aug. 31
- 5:30-9:30 p.m.
- Regnier Center 145
- Susan Stevens

**COM-100-2**
- **Tu**
- Sep. 12
- 8 a.m.-noon
- Logistics Park Kansas City Classroom
- Susan Stevens

**COM-100-4**
- **Th**
- Nov. 9
- 8 a.m.-noon
- Regnier Center 146
- Jennifer Oblerding

**COM-100-5**
- **F**
- Dec. 8
- 8 a.m.-noon
- Regnier Center 146
- Mary Jean Billingsley

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#### Communicating With Impact

Many organizations focus on technical skills as all-important to success in the workplace. Yet strong interpersonal skills are equally essential in transforming individual contributors into exceptional performers who have a greater impact in their roles. This foundational course provides individuals with a powerful set of interaction skills that enables them to communicate more effectively with colleagues and customers, and, in the process, build trust, strengthen partnerships and achieve desired results.

4 contact hours/$174

**COM-110-1**
- **Tu**
- Nov. 14
- 1-5 p.m.
- Regnier Center 146
- Karen Anderson

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#### Conversations to Inspire Performance

Performance management can often be approached as a top-down, evaluative process involving a stack of paperwork that’s forced upon leaders and their direct reports – with little payoff for either person. This course provides a new uncomplicated approach to performance management. Instead of semiannual reviews driven by managers, this new process is about having regular, meaningful dialog. In these everyday conversations, leaders coach and develop, making the time they invest reap better performance and stronger relationships with their direct reports.

4 contact hours/$174

**COM-115-1**
- **W**
- Nov. 15
- 8 a.m.-noon
- Regnier Center 146
- Jeanie Lauer

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#### 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.

4 contact hours/$129

**COM-107-1**
- **Th**
- Aug. 31
- 8 a.m.-noon
- Regnier Center 146
- Karen Anderson

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#### 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.

4 contact hours/$129

**COM-105-2**
- **Th**
- Dec. 12
- 1-5 p.m.
- Regnier Center 155
- Karen Anderson
Business Skills Development

Fundamentals of Crisis Communication: A Short Course in Public Relations Messaging
When things go wrong is when your employees, customers and community need you most; and when it comes to crisis communications, every second counts. A well-designed crisis communication plan can determine your company’s reputation and even its survival. In this one-day workshop learn how to prepare for your own worst-case scenario by 1) identifying and developing resources; 2) outlining procedures including the identification of your team and third-party partner; 3) developing an assessment and response protocol that includes the impact of social media; 4) identifying internal and external needs; 5) and developing an education plan for management and employees. Crisis communication is best planned when cooler heads can prevail, and this step-by-step course will help you do just that.

7 contact hours/$199

COM-114-1
W Sep. 13 8 a.m.-4 p.m.
Regnier Center 146 Gordon Billingsley

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.

4 contact hours/$129

COM-103-2
M Aug. 28 1-5 p.m.
Regnier Center 146 Karen Anderson

How to Transform Disagreement in Meetings
Meetings can dissolve into a mess of entangled opinions and injured feelings or sensitivities. Whether you are the meeting leader or a participant, you can use techniques that will defuse the confusion. Teams that function well embrace dispute and conflict as a way to uncover the best decisions and plans of action. Once the team has navigated through the disagreement, members find commitment and trust on the other side. Learn strategies for transforming disagreement into agreement.

4 contact hours/$129

COM-106-1
Tu Dec. 5 8 a.m.-noon
Regnier Center 146 Karen Anderson

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.

4 contact hours/$129

COM-101-2
Th Nov. 9 8 a.m.-noon
Regnier Center 155 Karen Anderson

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.

4 contact hours/$129

COM-111-1
Tu Sep. 19 1-5 p.m.
Regnier Center 146 Gordon Billingsley

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.

7 contact hours/$195

COM-109-1
Th Sep. 28 8 a.m.-4 p.m.
Regnier Center 146 Karen Anderson

Speaking to Influence Decisions and Actions
Have you attended a meeting, listened to the speakers, and then later fail to remember even the main points? Most of us have. Yet, speakers can learn techniques that embed content into the collective memory of their audiences. Analyze effective communication for oratory techniques that are designed to capture an audience’s attention and imagination. In an interactive, experiential learning environment, you will apply and practice effective techniques that drive the speaker’s or presenter’s content into the memory of audience members so they can digest content, retrieve information, and act on convictions effectively and efficiently.

4 contact hours/$129

COM-102-2
Th Dec. 14 1-5 p.m.
Regnier Center 146 Karen Anderson

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

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.”
8 contact hours/$199
COM-113-1
Th Oct. 26 8 a.m.-5 p.m.
Regnier Center 146 Paula Peters

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.
7 contact hours/$195
COM-104-2
Th Oct. 19 8 a.m.-4 p.m.
Regnier Center 146 Karen Anderson

JCCC Business Leadership offers live online courses – options are expanding each term.
Interact with your instructor and learn the latest tips in leadership and human resource management from these courses:
• Leading Virtually, Sep. 20
• Addressing Poor Performance, Nov. 16

Courses are not recorded. Attendance is required. High-speed internet connection needed. Eligible for SHRM and HRCI credit.

Engage in class and earn CEUs with the comforts of home.

Visit www.jccc.edu/ce or call 913-469-2323 to register today!

Exciting news! Continuing Education has a new online registration system. Learn more on page 4.
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 on the Kansas Nursing Facility Regulations, the Kansas Assisted Living/Residential Care 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. With this course, the program coordinator will assist you with practicum placement. No refunds after the course has started.
This class is not eligible for the Take 3 Discount. 

HCAGE-100-1

Sa Sep. 9-Dec. 9 9 a.m.-5 p.m.
Regnier Center 144
Candace Webb-Cohen

HCSEM-108-1

Tu Th 9 a.m.-4 p.m.
Regnier Center 144

Advanced Cardiac Life Support (ACLS)
This Advanced Cardiovascular Life Support (ACLS) course provides the knowledge and skills needed to evaluate and manage adults experiencing cardiac dysrhythmias and cardiac arrest. This course is based on simulated clinical scenarios with hands-on participation through learning stations where you’ll practice essential skills individually and as part of a team. You must take and print out results of the pre-test found on the CD in your text and bring it to the first day of class. You also need to be prepared to test Adult CPR/AED skills as well as passing an ACLS written exam and skills test in order to receive an ACLS Provider Course Completion Cards.

RN and LPNs will earn 12 contact hours. This course requires the 2015 ACLS Provider Manual available at the JCCC Bookstore.
12 contact hours/$250

HCSEM-109-1

F Nov. 17 9 a.m.-5 p.m.
Regnier Center 144

Advanced Cardiac Life Support (ACLS) Update
This is an UPDATE class. Participants must be currently certified as ACLS Providers to participate. This Advanced Cardiovascular Life Support (ACLS) update course provides the knowledge and skills needed to evaluate and manage adults experiencing cardiac dysrhythmias and cardiac arrest. This course is based on simulated clinical scenarios with hands-on participation through learning stations where you can practice essential skills individually and as part of a team. You must print out results of the pretest found on page ii in your student text and bring it to the first day of class.

Textbook is not included in the price of the course, but is available at the JCCC Bookstore. Students also need to be prepared to test Adult CPR/AED and Respiratory Arrest skills as well as passing an ACLS written exam and skills test in order to receive an ACLS Provider Course Completion Cards. No Healthcare CE is awarded for this course. EMS Providers may submit to KSBEMS for retroactive approval for Healthcare CE Hours.
7 contact hours/$150

HCSEM-138-1

Tu Nov. 14 5:30-8:30 p.m.
Regnier Center 181
Terry Rehder

Antibiotics: Use, Misuse, Resistance, and What Now?
Antibiotics revolutionized medicine in the 20th century and have been successfully used to treat a variety of life-threatening infections throughout the world. Over-prescribing by medical personnel and excessive use in food-producing animals are creating a bacterial resistance phenomena that may lead to dire healthcare problems in the near future. The World Health Organization now classifies antimicrobial resistance as a “serious” threat that is happening right now in every region of the world and has the potential to affect anyone, of any age, in any country. Learn the latest on the use and misuse of current antibiotic classes and what we can all do to ensure their proper use to protect public safety.
APRNs, RNs, LPNs, social workers, registered dietitians and respiratory therapists will earn 3 contact hours. ACHAs will earn 3 (RC) hours. Approval is pending for PTs.
3 contact hours/$48

HCSEM-110-1

M Tu 6-9 p.m.
Regnier Center 144
Faculty

Anatomy and Physiology
This 45-hour course is the prerequisite for the current Medical Coding Certification course and Pharmacy Technician. The course will cover gross anatomy, basic physiology and common disease processes. Course content will be specifically structured to address your needs for understanding of human anatomy and disease processes.

45 contact hours/$579

Receive a 15% discount when you enroll in three or more courses in a single transaction.
Asthma: Chasing the Wheezes Away
The number of people with asthma is growing. Every day 10 Americans die from asthma or its complications, incurring an annual cost of more than $50 billion dollars. It is one of the top reasons for missing school and work with more than 10 million school days lost and 14 million work days lost. There remains no cure for asthma, but there has been breakthroughs in managing the disease, reducing the emergency room visits, hospitalization and death from this illness. Learn how you can improve your clients' health through these innovations in asthma care.
RNs, LPNs, social workers, respiratory therapists and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC).
3 contact hours/$48

Basic Life Support (CPR) for Healthcare Provider
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. You 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.
Upon successful completion of all American Heart Association standards, you will receive affirmation at the Basic Rescuer level (Healthcare Provider).
No healthcare CE available.
8 contact hours/$65

Certificate in Gerontology
This course covers the physiology of aging, mental health and aging, pain assessment and management, elder abuse, Alzheimer’s disease and other pertinent topics related to aging.
RNs, LPNs and massage therapists will earn 16 contact hours.
6-week course
Certificate start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13
16 contact hours.

Certificate in Food, Nutrition and Health
Current issues in nutrition including food labels, botanicals, natural sweeteners, probiotics, and nutrition and stress are covered.
RNs, LPNs and massage therapists will earn 16 contact hours.
6-week course
Certificate start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13
16 contact hours.

Spanish for Medical Professionals
This course provides the foundation for asking questions regarding patient identification, symptoms, diets, medical care and treatment.
RNs, LPNs and massage therapists will earn 16 contact hours.
6-week course
Certificate start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13
16 contact hours.

Becoming the Leader Others Will Follow
If you work in an organization, you most likely have or have had a “boss.” Some bosses get the tasks completed but the employees are left unhappy. Some bosses make their employees “feel good” but the quality of the completed task is lacking. Most of us want to work for someone who leads his/her employees to complete the task and “feel good” at the same time. These are the leaders people want to follow. Learn how to develop the qualities of a good leader – one who gets quality work from your employees/reports and who also allows them to remain motivated and experience personal growth in the workplace.
RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 6 contact hours. ACHAs will earn 6 (A) hours.
6 contact hours/$96

Building and Sustaining Trust with Patients and Peers
What does trust have to do with your professional success, both as a leader and a clinician? Everything. Trust is directly linked to employee engagement, retention, productivity innovation and healthcare outcomes for your patients. Leaders who demonstrate trust and trustworthiness inspire higher levels of performance and commitment to their teams. Learn trust-building actions you can take to build and sustain trusting relationships as well as common trust-breaker actions that can erode or quickly break trust with those you supervise or care for.
RNs, LPNs, social workers, LPCs, LCPCs, and registered dietitians will earn 4 contact hours. ACHAs will earn 4 (A) hours.
4 contact hours/$110

Exciting news! Continuing Education has a new online registration system.
Learn more on page 4.
Leader vs. Manager

You’ve most likely had a “boss” but were they a leader? Head back to your office with tips on how to lead the players on your team and make them feel valued.

**Becoming the Leader Others Will Follow** will reveal your leadership qualities and show you how to motivate and encourage personal growth in the workplace.

**8:30 a.m.-3:30 p.m. | Thursday, Oct. 5**

For more information, call 913-469-3811.

*See page 43 for course information.*
CMS Emergency Preparedness Planning: Are You Ready?
Will you be ready to comply with the new emergency preparedness rules effective Nov. 15, 2017? The Centers for Medicare and Medicaid’s (CMS) new rulings will require 17 Provider and Facility types to have an all-hazard emergency preparedness plan. Even those that do have an existing plan will be affected by these changes. You need to be ready for these changes and this course will help you do so while maximizing your ability to maintain operational resiliency should a major incident occur.

RNs, LPNs, social workers, registered dietitians, respiratory therapists, massage therapists and counselors will earn 2 contact hours. ACHAs will earn 2 (A) hours. Approval is pending for OTs and PTs.
2 contact hours/$32
HCSEM-140-1
Th  Sep. 14  6-8 p.m.
Regnier Center 144  Janet Lockridge

Coaching for Peak Performance for Improved Healthcare Delivery
Effective coaching is one of the most important drivers of team member performance. Whether you are guiding people toward success in new or challenging situations or helping people improve or enhance their work performance, your ability to coach and provide feedback makes the difference between mediocrity and high performance. You will learn three coaching techniques and how to effectively handle both proactive and reactive coaching discussions.

RNs, LPNs, LMHTs, social workers, LPCs, LCPCs and registered dietitians will earn 4 contact hours. ACHAs will earn 4 (A) hours.
4 contact hours/$110
HCSEM-144-1
W  Nov. 15  8:30 a.m.-12:30 p.m.
Regnier Center 181  Mary Jean Billingsley

Codependency – Learning to Let Go
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.” Learn how to best help clients who are busy trying to please others, who overextend or overinvest in others’ lives, 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/$48
HCSEM-113-1
F  Oct. 20  8:30-11:30 a.m.
Regnier Center 181  Diane Schmidt

Cognitive and Psychological Changes Associated with Aging
Successful aging refers to physical, mental and social well-being in older age. The concept of successful aging can be traced back to the 1950s and was popularized in the 1980s. It reflects changing views on aging in Western countries where a stigma associated with old age has led to considering older people a burden on society. Research on successful aging, however, acknowledges that there is a growing number of older adults functioning at a high level and contributing to society. In this course we will seek to define what differentiates successful from problematic aging with memory and cognition in order to design effective strategies and medical interventions to protect health and well-being as we age.

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/$48
HCSEM-107-1
F  Sep. 8  8:30-11:30 a.m.
Regnier Center 181  Sally King

Communicating for Leadership Success in Healthcare
Healthcare organizations need you to be a leader who can do more and be more in order to succeed in today’s complex environment. Strong interpersonal skills are needed to mobilize and engage others whether you are in a formal or informal leadership position. Join us and learn the interaction essentials to handle the variety of challenges and opportunities you encounter every day with patients, clients, peers and families.

RNs, LPNs, LMHTs, social workers and registered dietitians will earn 4 contact hours. ACHAs will earn 4 (A) hours.
4 contact hours/$110
HCSEM-143-1
W  Oct. 18  8:30 a.m.-12:30 p.m.
Regnier Center 181  Mary Jean Billingsley

Communication Excellence: Awareness, Cues and Dialogue
Communication is the foundation upon which human relationships are built. Excellent communication begins when we develop an awareness of our communication strengths. Understand how to use your strengths in the midst of family members, professionals and members of a work team. Gain insight in ways to deploy your strengths with greater success. Combining personal awareness with the careful interpretation of cues from others is the pathway to effective dialogue. If you’re searching for more effective ways to manage communication challenges, join us to discover the secrets of first-rate interpersonal communication.

RNs, LPNs, social workers and counselors will earn 6 contact hours. ACHAs will earn 6 (A) hours.
6 contact hours/$96
HCSEM-114-1
F  Dec. 8  8:30 a.m.-3:30 p.m.
Regnier Center 181  Judy Zinn

Receive a 15% discount when you enroll in three or more courses in a single transaction.
Complicated Grief: Navigating the Challenges of Aging
Aging has changed greatly in the past 100 years. When Social Security was enacted, the average person who hit retirement at age 65 lived seven more years. Now, the average person who hits retirement will live 20 more years. These years often bring many challenges which can include the loss of friends and loved ones, loss of role and identity, and loss of physical abilities and independence. This course will explore important diagnostic issues and treatment considerations for working with aging patients. The factors associated with adaptive and successful aging will be explored, and practical strategies will be presented to help clients increase resiliency and coping skills.

APRNs, RNs, LPNs, LMHTs, LPCs, LCPCs, social workers and psychologists will earn 6 contact hours. ACHAs will earn 6 (RC) hours.

6 contact hours/$96

HCSEM-115-1
F  Sep. 15  8:30 a.m.-11:30 a.m.
Regnier Center 181  John Wade

Controlling the Uncontrollable: Navigating Anxiety and Relapse
This course is designed to provide you skills to recognize the relationship between anxiety-based disorders and addictive behaviors. Research shows that anxiety-based disorders share high comorbidity rates with substance abuse – and relapse is most influenced by anxiety. Yet, most treatment approaches of anxiety and addictive behaviors are treated separately without consideration to the integrated factors that impact ongoing recovery. This interactive hands-on course will provide you current evidence-based strategies on how to help your clients identify symptoms of anxiety and build upon emotional resiliency skills to help ward off the perils of relapse.

RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 4 contact hours. ACHAs will earn 4 (RC) hours.

4 contact hours/$64

HCSEM-053-1
Tu  Oct. 24  8:30 a.m.-12:30 p.m.
Regnier Center 181  Laura Sue Elias

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

6 contact hours/$96

HCSEM-116-1
F  Nov. 17  1-7 p.m.
Regnier Center 175  Amy Nichols

Current Research Regarding Physical Exercise, Cognition and Aging
Everyone knows that physical exercise contributes to good health. Referencing the latest research, this practical course will differentiate among various types of physical exercise, define and identify the specific benefits that may be derived from each type and detail ways that can maximize these benefits for our patients and our own well-being.

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

3 contact hours/$48

HCSEM-117-1
W  Sep. 20  8:30-11:30 a.m.
Regnier Center 181  Sharon Lowenstein Poianner

Current Trends in Parkinson Disease
Parkinson’s Disease is a slowly progressive neurodegenerative brain disorder that affects more than 1 million Americans. Symptoms typically involve multiple systems that affect motor control, cognitive function and speech. Current research focuses on early detection to help identify and slow the progression of symptoms. In this course you will be brought up to date on current practices of comprehensive Parkinson’s care and detailed evidence-based rehabilitation strategies that keep patients functional and independent for as long as possible.

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

4 contact hours/$64

HCSEM-118-1
Tu  Sep. 19  2-6 p.m.
Regnier Center 181  Amy Nichols

Delegating with Purpose for Healthcare Leaders
Remember when you wanted to be a leader? You’ve now got that job and you’ve found it isn’t the same skill set that you excelled with as a clinician. Time to learn new skills. Delegation is a critical skill for you in today’s “do more with less” healthcare environment. Fewer resources, more complex patients, the EHR, competition for staff, and diverse workforces are just a few of the challenges you face as you attempt to meet ever-increasing workplace demands from above and below. Learn to identify the tasks you need to delegate, select the most appropriate individuals, assess capabilities and commitment and plan the delegation discussion.

RNs, LPNs and social workers will earn 4 contact hours. ACHAs will earn 4 (A). Approval is pending for PTs and OTs.

4 contact hours/$110

HCSEM-146-1
Th  Nov. 2  8:30 a.m.-12:30 p.m.
Regnier Center 181  Gordon Billingsley

Receive a 15% discount when you enroll in three or more courses in a single transaction.
Diabetes: Still Deadly and On the Rise
Diabetes is the seventh leading cause of death in America. In 2012, 29.1 million people (9.3% of the population) had diabetes consuming $245 billion in total costs. Every year 1.4 million Americans are diagnosed with diabetes (208,000 are under age 20). It contributes to hypertension, hyperlipidemia, cardiovascular disease, strokes, blindness, renal failure and amputations. In this compelling workshop you will learn the pathophysiology of Diabetes Type I and Type II, prevention strategies and nonpharmacological and pharmacological treatments.
APHNs, RNs, LPNs, social workers and registered dietitians will earn 3 contact hours. ACHAs will earn 3 (E) hours. Approval is pending for PTs and OTs.

3 contact hours/$48

HCSEM-104-1
Tu Dec. 5 5:30-8:30 p.m.
Regnier Center 181 Terry Rehder

Driving Change for Healthcare Professionals
You’re working as fast as you can, but in today’s complex and competitive healthcare environment, it’s no surprise that 70 percent of workplace change initiatives run into trouble. For workplace change initiatives to be successful, organizations need leaders who are able to turn resistance into commitment and inspire team members to take ownership of change. Learn the skills and resources you need to implement change with your team and create an agile work environment where more are open to change.

RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 4 contact hours. ACHAs will earn 4 (A) hours.

4 contact hours/$110

HCSEM-145-1
W Dec. 6 8:30 a.m.-12:30 p.m.
Regnier Center 181 Gordon Billingsley

Five Challenges Leaders Often Face
Managing people is difficult and very time consuming. There is no one “fix” to the many and varied situations a leader will encounter. However, there are at least five challenges new and experienced leaders encounter that can be minimized or eliminated by using a one-on-one communication management solution. This interactive and energetic course will investigate communication management solutions and how to apply them to five of the frequent issues leaders encounter.

APRNs, RNs, LPNs, social workers, LPCs, LCPCs, and registered dietitians will earn 6 contact hours. ACHAs will earn 6 (A) hours

6 contact hours/$96

HCSEM-055-1
Tu Sep. 12 8:30 a.m.-3:30 p.m.
Regnier Center 181 Novella Perrin

Helping Clients Understand Their Medicare Benefits
A recent study indicated that more than 90 percent of Medicare beneficiaries do not understand the system and 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 first know what it will cost them in dollars and cents. 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, etc.), and various coverage options available beyond original Medicare that 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.

RNs, 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/$48

HCSEM-100-1
Th Oct. 26 5:30-8:30 p.m.
Regnier Center 144 Harold Smith

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 covered. Effective strategies for how individuals and communities can successfully intervene while still honoring the dignity of the individual will be addressed.

RNs, LPNs, social workers, LPCs and LCPCs will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

3 contact hours/$48

HCSEM-119-1
F Sep. 29 8:30-11:30 a.m.
Regnier Center 181 Sally King
Holistic and Alternative Medicine

Alternative medical practices have become a greater part of healthcare in today’s society. Therefore, it is becoming important for healthcare providers to be knowledgeable regarding holistic or integrative medicine. In this workshop you will learn how as a healthcare professional you can support your patient in the use of a holistic approach to their health if they so choose.

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

3 contact hours/$48

HCSEM-120-1
W Sep. 6 5:30-8:30 p.m.
Regnier Center 181 Lori Murdock

Homeopathic and Botanical Remedies: A Pharmacist’s Perspective

Ever want to know more about the differences between homeopathic and botanical remedies and prescription medications? If so, this course is for you. Taught by a registered pharmacist who also holds a doctorate of naturopathy, this course will provide you with knowledge in the fields of natural medicine, homeopathy and botanicals to treat acute and chronic conditions and better prepare you to address a natural approach to healthcare with your clients.

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

3 contact hours/$48

HCSEM-141-1
W Nov. 1 5:30-8:30 p.m.
Regnier Center 181 Lori Murdock

Information Isn’t Enough: Helping Patients with Lifestyle Changes

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/$96

HCSEM-121-1
Th Nov. 3 8:30 a.m.-3:30 p.m.
Regnier Center 181 Judy Zinn

Kansas Assisted Living Facility Operator Training Course

This course is designed to train you for a career as an operator 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 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.

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/$740

HCSEM-101-1
FSA Oct. 6-21 9 a.m.-5 p.m.
Regnier Center 144 Arlin Bohn

Lions and Tigers and Drones and Robots … Oh My!
The Future of Healthcare

Where will our technology take us in the future of healthcare? Nanobots in our blood, thought interactive-controlled prosthetic limbs, stem-cell reconstructive and plastic surgery, 3-D printing, drones and robots are but a few of the exciting developments in practice and in the research pipeline today. These technologies will open up new careers, but have the potential to eliminate others. This course takes an exciting look at emerging technologies and explores the practice risks, and social and psychological impacts that interactive technology and robotics can have on patients and healthcare providers.

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

3 contact hours/$48

HCSEM-105-1
Tu Oct. 3 8:30-11:30 a.m.
Regnier Center 181 Theresa Zimmerman

Making a Pilgrimage: Current Trends of the Ancient Practice

The ancient practice of making a pilgrimage is having a resurgence around the world. Pilgrims or seekers are stepping away from their fast-paced lives, mainly spent indoors, and are walking to sacred sites, participating in rituals for healing, finding renewal and purpose, and sharing the experience with people from many cultures and traditions. Can pilgrimage be a metaphor for life and can you “pilgrim in place” versus traveling to a site? Learn about the historical perspectives and current trends of pilgrimages, as well as the connection between chronic illness, grief and mourning, and the restorative effects nature has on our brains and bodies.

RNs, LPNs, social workers, LPCs and LCPCs will earn 7 contact hours.

7 contact hours/$112

HCSEM-057-1
W Nov. 1 8:30 a.m.-4:30 p.m.
Regnier Center 181 Therese McKechnie

Receive a 15% discount when you enroll in three or more courses in a single transaction.
Mechanical Ventilation: Best Practices in Clinical Practice
Recent advances in medical devices and technology have resulted in life-saving options and modalities to improve the quality of life of patients requiring mechanical ventilations. At the same time the new ventilators are sophisticated and complex and can challenge even the most dedicated clinician to keep current. In this course you will learn of the new modes that have been recently introduced and are currently available. You will come away with knowledge of both invasive and noninvasive modes of ventilations. You will learn of the availability, terminology, operation, pitfalls and literature regarding each technique of mechanical ventilation.

APRNs, RNs, LPNs and respiratory therapists will earn 3 contact hours.
3 contact hours/$48
HCSEM-150-1
Th Dec. 7 8:30-11:30 a.m.
Regnier Center 181  Saeed Jalilpoor

Meditation-Based Stress Relief for Healthcare Workers
Meditation is not a religious practice, but a self-care skill. Stress is a part of every adult life, causing havoc in every system of the body. Meditation is the simplest, fastest way to reduce this stress. Other scientifically validated benefits are reduction in pain, depression, anxiety disorders, insomnia, with increased ability to pay attention and a better quality of life. This is due to physiological changes in the brain after just eight weeks of meditation. Participants will learn popular modes of meditation and techniques they can implement immediately.

RNs, LPNs, social workers, LPCs, LCPCs, registered dietitians and massage therapists will earn 6 contact hours.
6 contact hours/$96
HCSEM-122-1
F Sep. 22 8:30 a.m.-3:30 p.m.
Regnier Center 181  Jim LeCluyse

Mindfulness-, Acceptance- and Commitment-Based Approaches for Helping Clients Manage Depression and Anxiety
Mindfulness practice has become increasingly popular since the 1970s. Yet it is often misunderstood simply as a “technique” useful for stress reduction and improved health. Learn about this ancient, meditative practice through the lens of three modern, innovative schools of therapy – MBCT or Mindfulness-Based Cognitive Therapy; DBT or Dialectical Behavior Therapy; and ACT or Acceptance and Commitment Therapy. Whether you want to sharpen your clinical skills to better help your clients, or wish to live your own life more fully in this present moment, this experiential, discussion-friendly presentation offers both CEUs and a useful, time-tested approach to better living.

RNs, LPNs, social workers, LPCs, LCPCs, registered dietitians and massage therapists will earn 6 contact hours.
6 contact hours/$96
HCSEM-123-1
F Dec. 1 8:30 a.m.-3:30 p.m.
Regnier Center 181  John Wade

Trade Strife for Full Life
Sharpen your clinical skills and teach your clients to live in the present. Several time-tested approaches give you options for helping your clients see that their glass is indeed half full. Mindfulness-, Acceptance- and Commitment-Based Approaches for Helping Clients Manage Depression and Anxiety is experiential and full of lively discussion.

8:30 a.m.-3:30 p.m. Friday, Sep. 22
For more information, call 913-469-3811.

See course information on this page.
Music and the Mind-Body Connection
Watch any person bopping to a beat and it’s clear – we humans feel music in our bodies and our souls. Why is this so? And how can we use music to benefit our and our clients’ health and well-being? In this course, learn about the neurological, physiological and emotional impact of music, and experience simple music techniques to promote arousal and relaxation that you can integrate into your clinical work and self-care practice.

RNs, LPNs, social workers, massage therapists, LPCs and LCPCs will earn 3 contact hours.

3 contact hours/$48

HCSEM-148-1
Th  Dec. 14  8:30-11:30 a.m.
Regnier Center 181  Rachelle Norman

Neuromuscular Diseases: Respiratory Complications and Treatments
Neuromuscular diseases, including Parkinson Disease, Multiple Sclerosis and Amyotrophic Lateral Sclerosis are progressive and debilitating disorders in the nerve pathways to various muscle groups. As these conditions progress a frequent sequela are respiratory failure and death. Every year 1.5 millions Americans are diagnosed with a neuromuscular disease and this number is increasing in Western civilizations. In this course you will learn of tremendous growth and breakthroughs in management, treatments and advances in the respiratory field that have improved the quality of life for persons with these diseases.

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

3 contact hours/$48

HCSEM-103-1
Tu  Oct. 10  5:30-8:30 p.m.
Regnier Center 181  Saeed Jallipoor

Playing Nice – Strategies for Managing Bullying in Senior Communities
The word “bully” often calls to mind images of mean adolescents demanding lunch money from nerdy kids in glasses and braces. As people age we expect them to become more mature, stable and conflict-savvy, right? The bad news is that evidence gathered from nursing homes, assisted living facilities and senior centers across the country runs contrary to this assumption. According to the Department of Health and Services Administration on Aging, in 2008 alone, there were 2,793 complaints of elderly resident-to-resident abuse in long-term care facilities. This number only reflects the reported cases of abuse and experts believe the number is far greater. Estimates as high as one in five elders have encountered some form of hostility from their peers while in a group setting. Participants will learn the skills to assist seniors in coping with aggressive and hostile peers within their own communities and empower administrators, social workers and staff to bolster resiliency to empower their residents.

RNs, LPNs, social workers, LPCs, LCPCs, registered dietitians will earn 3 contact hours. ACHAs will earn 3 (RC) hours.

3 contact hours/$48

HCSEM-152-1
F  Nov. 10  8:30-11:30 a.m.
Regnier Center 181  Sally King

Positive Psychology and Managing Change in Today’s Healthcare Climate
If there is one thing you know from working in healthcare it is that it’s like Kansas weather. If you don’t like the way it is, wait until tomorrow because it will change. Change can be good, but often it is stressful. To thrive while working in today’s healthcare system you must have skills you didn’t learn in school – this course will help you gain them. Get proactive, strengths-inspired solutions that focus on change methods. With particular emphasis on positive psychology, your strengths and psychological assets will be highlighted. What you will learn can be implemented immediately to improve work life for yourself, your team, your patients’ care and your organization’s goals.

RNs, LPNs, social workers, LPCs, LCPCs and registered dietitians will earn 4 contact hours. ACHAs will earn 4 (A).

4 contact hours/$48

HCSEM-052-1
Th  Oct. 19  8:30 a.m.-12:30 p.m.
Regnier Center 181  Patricia Abshier

Preferred Positional Release Based on Dysfunction of Body Biomechanics
This interactive course is designed to increase your skill level as a therapist to assist clients with daily activities and examine the biomechanics of movement compared to short- and long-term dysfunction. Muscles, myofascial tension, previous injuries and the role gravity plays on function and dysfunction in the body will all be considered. A look at some of the most common areas of the body to compensate for dysfunction include head, neck, shoulder, back, pelvis and foot. Techniques to put the body in a preferred position to release tension and increase proper function will be practiced in class.

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

7 contact hours/$112

HCSEM-106-1
W  Dec. 13  9 a.m.-5 p.m.
Regnier Center 101C  Sandra Lane

Seniors and Ethics: Advocacy Challenges When Working with Older Adults
As professional helpers, we often help clients in making end-of-life decisions with depressed and grieving seniors. Many times, these individuals are isolated and are often battling significant ethical and cultural issues which correlate to their high rates of completed suicide. In this highly interactive workshop we will examine our own perceptions of dementia and/or depression and how this impacts our practice and boundaries.

This course meets BSRB criteria for ethics.

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

3 contact hours/$48

HCSEM-125-1
F  Oct. 27  8:30-11:30 a.m.
Regnier Center 181  Sally King

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

This course meets BSRB criteria for diagnosis and treatment.

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

6 contact hours/$96

Staying Centered During Troubled Times
An ancient Chinese curse says, “May you live in interesting times.” These certainly do seem to be interesting times. Probably many of us and our clients are struggling with how to respond to living in a world of political shock waves and polarization, seemingly diminished financial opportunities, and decreased stability and heightened uncertainty. Social unease can easily morph into personal anxiety.

This workshop will help to provide a deeper understanding of the ways that living during troubled times can impact you, and explore research-supported strategies for maintaining your internal compass and remaining centered and grounded. Practical, research-based strategies for maintaining inner resilience, self-motivation, and commitment to purpose and a life of fulfillment will be emphasized.

APRNs, RNs, LPNs, LMHTs, psychologists, social workers, LPCs, LCPCs, and registered dietitians will earn 6 contact hours. ACHAs will earn 6 (E) hours.

6 contact hours/$96

Stem Cell Research: Possibility, Promise and Problems
You’ve heard the news of the great possibilities that stem cells have the ability to renew themselves and their possible new role in healing. But, where are we now? Where are we going? Get in on the current research that is being performed with stem cell technology. We will focus on the types of stem cells and their possible applications in medicine and science, as well as discuss and evaluate the moral, legal and ethical components of the use of stem cell technology.

RNs, LPNs, social workers, psychologists and counselors will earn 4 contact hours.

4 contact hours/$64

The Client Whisperer: Working with Reluctant, Stuck or Resistant Clients
Similar to how a horse whisperer gains the cooperation of even the most reluctant or skittish horse, this workshop will provide you with skills for engaging difficult and skittish clients. Reluctance, resistance and “stuckness” are an inevitable part of the therapeutic process. In fact, when clients feel stuck is often precisely the time many will seek help. Several different treatment approaches, ranging from motivational interviewing to acceptance and commitment therapy to Positive Psychology will be covered to provide an array of tools to help you help clients make positive therapeutic change.

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

6 contact hours/$96

The Infant Microbiome: A Healthy Gut For A Healthy Life
As humans, we’re more bug than person – 90 percent of the cells in our bodies are microbes – and those bacteria help create good immunity and lower risk for allergies, asthma and autoimmune diseases. It’s not surprising, then, that getting good bacteria right before and after birth is critical. So how do babies start to get good bugs? Join Dr. Johnson in this highly interactive workshop to learn factors influencing the development of the infant microbiome and the importance for the future health of the child.

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

3 contact hours/$48

The National Parkinson Foundation Heartland Chapter Annual Educational Symposium for Long-Term Care Partners 2017
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 change. Your life is turned upside down on a dime. Feelings of sadness, anger and helplessness can surface and in ways you’ve never experienced before. You may not know where to turn or what to do. You need support, resources and understanding.

At this symposium, participants will get the information and tools they need to cope in the moment and practice self-care. You will have the opportunity to share your caregiving experiences and strategies, build your caregiving confidence and find strength in the knowledge that you are not alone. Join us for a day of information, sharing and resources that will help support you on your caregiver journey as you take care of a loved one with PD and, more importantly, take care of yourself.

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

6 contact hours/$96 ($15 public no CE)

Exciting news! Continuing Education has a new online registration system.
Learn more on page 4.
Worldwide Crisis: Helping Patients Cope with Chronic Disease

Seventy-five percent of America’s healthcare costs are attributed to chronic disease and the number of Americans experiencing at least one chronic disease is staggering. People experiencing a chronic disease are between two- and four-times more likely to develop a psychiatric issue than the general population, further complicating medical management. Prevention is a high priority and involves a wide array of services including public education and increased training for health professionals. We’ll explore best practice self-management programs for patients living with chronic disease as well as examine the specific needs of patients experiencing a variety of chronic diseases.

RN, LPNs, social workers, LPCs, LCPCs, respiratory 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/$96

**HCSEM-130-1**

F     Oct. 6 8:30 a.m.-3:30 p.m.  
Regnier Center 181 Judy Zinn

Your Music Toolbox: Applications for Healthcare Professionals

Here we are in the second decade of the 21st century, and if you have access to the internet, almost every song ever recorded is at your fingertips. How can we use this vast resource to benefit the people we serve in healthcare? Over the past few decades, the music library has continued to grow exponentially. To benefit patients, practitioners must be in the know. How can we use the power of music to improve outcomes? We'll explore how to wisely plan and deliver music interventions in a variety of healthcare environments.

RNs, LPNs, LMHTs, social workers, LPCs, LCPCs and massage therapists will earn 3 contact hours.

3 contact hours/$48

**HCSEM-149-1**

W     Oct. 11 8:30-11:30 a.m.  
Regnier Center 181 Rachelle Norman

**COMMERICAL DRIVER’S LICENSE**

Truck Driver Training – CDL Class A

Completion of our combined week and weekend truck driver training program, will prepare you for entry-level driving positions within the trucking industry. Prepare for the Kansas or Missouri Commercial Driver’s License Class A performance exam and ready yourself for a challenging and rewarding career in the trucking industry. The 160-hour training program includes classroom, self-study instruction, range and over-the-road training. The outcomes of the program are directly aligned to the federal guidelines established for entry-level drivers, which can be found in the Federal Motor Carrier Safety Regulation (FMCSR) and the state guidelines for earning the Class A Commercial Driver’s license. Our CDL Class A certificate meets all state and federal requirements for truck driver training. This program has been approved for the Workforce Investment Act.

160 contact hours/$4499

**CDL-002-2**

TuTh  Oct. 3-Dec. 17 5:30-8:30 p.m.  
SaSu  8 a.m.-5 p.m.  
Logistics Park Kansas City Classroom

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 JCCC’s CDL Class A Truck Driver Training Program. You will learn about the program and the qualifications you need to meet in order to be accepted.

2 contact hours/Free

**CDL-001-1**

Th  Sep. 7 2-4 p.m.  
Regnier Center 175

**Trigger Point Patterns for Dysfunctional Muscle Conditions**

This class is designed to increase your skill level as a therapist by examining the cranial, neck, shoulders and arm anatomy for dysfunctional patterns developed from myofascial pain syndrome, tennis elbow, carpal tunnel syndrome and other conditions. You will learn to assess muscles using palpation and to identify trigger points and use these points to release muscle tension and restore function. It is highly suggested that you have attended a basic myofascial class prior to this class.

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/$112

**HCSEM-129-1**

W     Oct. 4 9 a.m.-5 p.m.  
Regnier Center 101C Sandra Lane

**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/$48

**HCSEM-128-1**

Tu     Oct. 17 5:30-8:30 p.m.  
Regnier Center 181 Terry Rehder

To register by phone, call 913-469-2323.
Let JCCC put YOU in the driver’s seat!
Prepare for a challenging and rewarding career in the trucking industry.

Commercial Driver License’s Class A

10-week training to accommodate your busy schedule – attend a free orientation class September 7 to learn more!

CDL-A Training
JCCC’s 160-hour training program caters to the working professional who wants to upgrade their career by becoming a professional truck driver. The 10-week training options classroom and behind-the-wheel driving taught by experienced truck drivers and trainers. With more than 75 employer contacts, a CDL job fair and company recruiter visits, our program empowers you to earn your CDL license and seek employment as a commercial truck driver.

10-week program
• 160-hour training: class meets two evenings a week with one-on-one, behind-the-wheel training on weekends
• All training held at Logistics Park Kansas City in Edgerton, Kansas

Veterans scholarships
Full-tuition scholarships are available for veterans and their eligible dependents.
Visit www.jccc.edu/veteranCDL for more information.

CDL refresher and independent study are also available.
For more information, visit www.jccc.edu/ce or call 913-469-3836.
See page 52 for course information.

Save time! Enroll online: www.jccc.edu/ce
American Heart Association Heartsaver: Pediatric First Aid and CPR

This course is designed to meet the regulatory requirements for child care workers in all 50 states. Learn to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. You will cover the Four Steps of Pediatric First Aid and modules in Pediatric First Aid, Child/Infant CPR AED, Adult CPR AED and Asthma Care Training. Upon successful completion, you will receive a course completion card that is valid for two years. Both sessions must be taken to receive the certification.

Kansas/Missouri Core Content Area V – Level 1, CDA Subject Area 1. Kansas and Missouri approved.

6 contact hours/$49

EC-005-2
Th Nov. 2-9 6:30-9:30 p.m.
Regnier Center 175 Mindy Stadler

NEW! Cognitive Development: The Bank of Knowledge

From birth, all children are learning and developing a bank of knowledge they will use the rest of their lives. Explore how children learn through sensory-motor logic, understand quantity and numbers, and a sense of space and time. Creating an environment that supports these areas helps children to develop the skills needed for life. Develop a plan to incorporate cognitive development in your environment.

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

2 contact hours/$19

EC-008-1
Tu Oct. 3 6:30-8:30 p.m.
Regnier Center 175 Mary Thibault

NEW! Conflict Resolution: The Process of Creating Peace

How do you feel when children fight with one another and do things to make other children look bad? Do you find this frustrating and struggle trying to help? Conflict can be a way for children to learn. Discover strategies to create a peaceful classroom where children learn how to solve problems with one another.

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

2 contact hours/$19

EC-006-1
Th Aug. 24 6:30-8:30 p.m.
Regnier Center 175 Juanita Springate

Conversations That Count

As teachers we often talk to children by giving directions, guiding transitions and reminding of classroom rules. Learn how to have conversations with your children in which you get to know them, hear what they are thinking and exchange ideas. It is in conversation with others that children develop their language and cognitive skills.

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

2 contact hours/$19

EC-007-1
Tu Sep. 5 6:30-8:30 p.m.
Regnier Center 175 Juanita Springate

Receive a 15% discount when you enroll in three or more courses in a single transaction.
NEW! Equipping Children for Success Series: Academic and Educational Coaching
Explore and answer the following questions: What is the difference between noticing and judging? How can “noticing” the children help them succeed? How should you respond to a tantrum? What is a Safe Place and why do children need it?
Kansas/Missouri Core Content Area V – Level 1, CDA Subject Area 3. Kansas and Missouri approved.
2 contact hours/$19
EC-011-1
Tu  Sep. 26  6:30-8:30 p.m.
Regnier Center 175  Mindy Stadler

NEW! Equipping Children for Success Series: The Brain and Behavior
Explore and answer the following questions: How do the three brain states affect our responses and behaviors? What are effective ways to respond to children when they are in the different brain states? How do children learn to control themselves in order to be successful in society?
Kansas/Missouri Core Content Area V – Level 1, CDA Subject Area 3. Kansas and Missouri approved.
2 contact hours/$19
EC-010-1
Th  Nov. 30  6:30-8:30 p.m.
Regnier Center 175  Juanita Springate

Leveraging Your Special Talents as a Teacher
Do you ever wonder why you chose the field of early childhood education? Identify your values and beliefs, and find out how these influence your practice in the classroom. Learn how your strengths can be used to influence those areas that challenge you and how to focus on your positive qualities to create the kind of classroom you dream about for your children. Discover the 10 problems that trouble you most and talk with others about plans for using your strengths to mediate those problems.
Kansas/Missouri Core Content Area VIII – Level 3, CDA Subject Area 6. Kansas and Missouri approved.
2 contact hours/$19
EC-012-1
M  Nov. 20  6:30-8:30 p.m.
Regnier Center 181  Mindy Stadler

STEAM Series: An Overview of STEAM in the Early Childhood Classroom
STEAM, an acronym for Science, Technology, Engineering, Arts and Math, is a relatively new term for many. Early childhood education is perfectly adapted to learn STEAM concepts because it taps into young children’s innate curiosity about the world. You will be provided with an overview of each competency and ways to enrich your curriculum through STEAM!
Kansas and Missouri Core Content Area II – Level 2, CDA Subject Area 2. Kansas and Missouri approved.
2 contact hours/$19
EC-017-1
Th  Dec. 7  6:30-8:30 p.m.
Regnier Center 175  Lindsey Cramer

STEAM Series: Integrating Science into the Early Childhood Classroom
Science is a pivotal component in the classroom, but do you feel overwhelmed with the thought of providing an environment that is rich in scientific activities that are also appropriate for infants through preschoolers? Learn ways to foster children’s natural curiosity to discover, explore and wonder through play.
Kansas and Missouri Core Content Area II – Level 3, CDA Subject Area 2. Kansas and Missouri approved.
2 contact hours/$19
EC-016-1
Th  Nov. 16  6:30-8:30 p.m.
Regnier Center 175  Lindsey Cramer

STEAM Series: Integrating Technology into the Early Childhood Classroom
Using technology in the classroom continues to be a debated topic; however, many of the children in our classrooms use screen media every day. Focus on ways to incorporate technology in the classroom that promotes children’s healthy development. Discuss the challenges with technology and ways to help children and families make informed decisions about screen media. Create positive learning experiences with the use of technology within your classroom!
Kansas and Missouri Core Content Area II – Level 2, CDA Subject Area 2. Kansas and Missouri approved.
2 contact hours/$19
EC-015-1
Th  Oct. 12  6:30-8:30 p.m.
Regnier Center 175  Lindsey Cramer

Career Planning Online

12 Steps to a Successful Job Search
In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You’ll be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. $119
Session start dates: Sep. 13, Oct. 18, Nov. 8, Dec. 13
For more online courses, visit www.jccc.edu/ce/online

Exploring a New Career Path
Are you an adult who is still trying to figure out what you want to do when you grow up? Our signature workshop is geared toward adults who want to, or perhaps need to, make a career change but are not sure what they want to do and are searching for answers. Workshop package includes: MBTI and Strong assessments, skills inventory, work values scale, internal barrier evaluation, career exploration and transition plans, and a 100-page workbook.
12 contact hours/$149
Careers and Trades

MEDIATION

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 and for 24 CLE (including 2 ethics and professionalism hours). The Missouri Bar has approved this course for 28.2 civil dispute mediation hours and 28.2 CLE (including 2.4 ethics hours). 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

MEDIATION-200-2
WThF  Oct. 18-20  8 a.m.–5 p.m.
Regnier Center 157  Henry Cox

Crucial Thinking for Mediators
You will investigate thinking styles, how those styles affect mediations, and crucial thinking skills required for successful resolutions. Identify your own thinking profile and learn questioning techniques to discover others’ styles in mediation scenarios. Apply thinking styles and skills and recognize how triggers in faulty reasoning can derail a mediation.

This course is approved for 6 CME hours. CLE approval with the Kansas Supreme Court and the Missouri Bar is pending.

6 contact hours/$129

MEDIATION-402-1
Tu  Nov. 7  8 a.m.–3 p.m.
Regnier Center 157  Karen Anderson

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 and for 23 CLE. The Missouri Bar has approved this course for 25 Domestic Mediation hours and 25 CLE (including 2.8 ethics hours). 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

MEDIATION-300-2
ThSa  Dec. 7-9  8 a.m.–5 p.m.
Regnier Center 157  Elizabeth Mayfield, Deborah Medlock

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 3 CME. CLE approval with the Kansas Supreme Court and the Missouri Bar is pending.

3 contact hours/$99

MEDIATION-401-1
Th  Oct. 5  1-4 p.m.
Regnier Center 157  Jonna Templar

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. The Kansas Supreme Court has approved this course for 23 CLE. The Missouri Bar has approved this course for 24.3 civil dispute mediation hours and 24.3 CLE (including 1.8 ethics hours).

24 contact hours/$499

MEDIATION-100-1
ThSa  Sep. 7-9  8 a.m.–5 p.m.
Regnier Center 157  Robert Bacic, Julie MacLachlan

Principles of Core Mediation: How to Settle Disputes
Learn more on page 4.
Amplify your knowledge and theory and gain peak potential in your career.

Brush up on the basic rules and methods needed for electricians with less than two years of field time.

You will:
- Gain exposure to the National Electrical Code
- Progress toward electrical journeyman status
- Increase your earning power
- Learn from the best instructors in the industry
- Participate in classroom instruction and hands-on lab exercises

Because the curriculum is designed to be collaborative with on-the-job working experience, each student must be currently working for an electrical contractor.

Go to www.jccc.edu/ce and search for “electrical” or call 913-469-3836 to find out more.

See page 58 for course details.
Careers and Trades

CONSTRUCTION

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 recent 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
CNST-001-1
Sa Oct. 28 1-5 p.m.
Regnier Center 157 Brian Anderson

ELECTRICAL

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 includes 23 tables and 65 illustrations, which summarizes recent code changes in the IRC and the NEC. The course includes tables and illustrations on wire bending space. Other tables have been added, along with several new illustrations.
Approved for 4 hours of Code Credit through the Johnson County Contractor Licensing Program.
4 contact hours/$129
ELEC-001-1
Sa Oct. 28 8 a.m.-noon
Regnier Center 157 Brian Anderson

Electrical Academy I
This course is designed to supplement the experience of the working electrical apprentice. Topics to be covered include DC and AC theory, Ohm’s law and circuit calculations, digital meters, system protection and equipment, and basic relay circuit design. The course covers the basic rules and methods needed for an electrical apprentice with less than two years of field time. The course requires on-the-job application of skills, so you must be currently working for an electrical contractor.
The following materials are required for this course:
1) Illustrated Guide to Basic Electrical Theory, Mike Holt, 3rd Edition; 2) notebook, calculator, highlighter, pen, #2 pencil; 3) safety glasses with ANSI Z87.1 rating, proper footwear; 4) category rated, True RMS digital multi-meter (or approved equivalent).
40 contact hours/$499
ELEC-200-1
Tu Aug. 22-Dec. 5 5:30-8 p.m.
Arts and Technology Building 133
Charlie Randazzo

Electrical Exam Prep
This course prepares electricians to sit for professional journeyman, master and electrical inspector exams including Experior (Block), IAEI, ICBO, NAI, 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.
Approved for 42.5 hours of code credit through the Johnson County Contractor Licensing Program.
80 contact hours/$499
ELEC-002-2
MW Oct. 16-Dec. 11 5:30-8:30 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, NAI, 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.
Approved for 32 hours of Code Credit through the Johnson County Contractor Licensing Program.
32 contact hours/$499
ELEC-003-2
Sa Oct. 7-28 8:30 a.m.-5 p.m.
Regnier Center 181 Clarence Johnston

Certified Green Specialist
Our Green Specialist Certification program will give you the expertise, supplies and support, along with a green certificate, to start your own company. You will be able to conduct a sit-down evaluation and a walk-through session of a home or business using a comprehensive checklist to identify problem areas and offer physical and lifestyle change recommendations to solve those problems. $1,695

Learn online. Stay on course.
For more online courses, visit www.jccc.edu/ce/online

To register by phone, call 913-469-2323.
Careers and Trades

Plumbing Academy I

Get a handle on plumbing

Are you into DIY, own a home or rentals or want to make a career within the plumbing industry?

Learn insider trade talk and trade secrets from professional plumbers.

During this 5-day course you will cover:

- Job site safety
- Plumbing math
- Materials, tools and equipment
- Pipe installation
- Drainage
- Plumbing fixtures and appliances
- And so much more

Lectures, PowerPoint presentations, hands-on activities, live and video demonstrations, site tours and guest speakers are all part of your course experience.

Don’t “waste” this opportunity.

Call 913-469-2323. or visit jccc.edu/ce to register today!

NEC 2014 Updates – 8-Hour

Learn about the major changes to the 2014 NEC that will impact your work, whether you’re an electrician, contractor, engineer, designer, or plant/facility maintenance professional. Includes Mike Holt’s book Changes to the 2014 NEC.

Approved for 8 hours of Code Credit through the Johnson County Contractor Licensing Program.

8 contact hours/$199

ELEC-004-3

TuTh Dec. 5-7 5:30-9:30 p.m.
Regnier Center 145 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

HVAC-001-1

Sa Oct. 14 1-5 p.m.
Regnier Center 155 Brian Anderson

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

Mechanical / HVAC Exam Prep

This course prepares you for the Journeyman or Masters Licensing Exam. 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/$499

HVAC-002-1

TuTh Sep. 26-Oct. 26 5:30-8 p.m.
Regnier Center 145 Brian Anderson

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; Type III – Low Pressure (Universal).

8 contact hours/$249

HVAC-003-2

Sa Sep. 23 8 a.m.-5 p.m.
Regnier Center 155 Howard Hendren

HVAC-003-3

Sa Dec. 9 8 a.m.-5 p.m.
Regnier Center 155 Howard Hendren

See page 60 for more information.

Save time! Enroll online: www.jccc.edu/ce
PLUMBING

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. The course is intended for those who are currently employed in the plumbing industry and those seeking to enter the field. It is ideal for do-it-yourselfers, owners, sales reps and management. You should have basic math skills.


40 contact hours/$699
PLMB-200-1
Sa  Sep. 9-Oct. 7  8 a.m.-5 p.m.
Regnier Center 155  Brian Anderson

Flexible learning options
PLMB-002-1
MtTuThF  Sep. 18-22  7 a.m.-6 p.m.
Regnier Center 157  Brian Anderson

40 contact hours/$549

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/$549
PLMB-001-1
Sa  Oct. 14  8 a.m.-noon
Regnier Center 155  Brian Anderson

4 contact hours/$129

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

WELDING

Plumbing Exam Prep
This course prepares you for the Journeyman or Master Plumber Exam. 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/$499
PLMB-004-1
MW  Sep. 25-Oct. 25  5:30-8 p.m.
Regnier Center 181  Brian Anderson

Welder Testing
Enhance your company’s reputation for quality. Register your employees to earn their certification from an American Welding Society (AWS) Certified Welding Inspector.

An AWS credential ensures that your company’s welding workforce meets stringent standards and demonstrates a high level of knowledge and skill. Individuals not associated with a company will receive a certificate of completion from Johnson County Community College. Successful testers will receive an AWS prequalified Welding Procedure Specification (WPS) and welder qualification test record verifying that they have passed one of the Standard Prequalified Testing options.

4 contact hours/$499
WELD-001-3
Sa  Sep. 16  8 a.m.-noon
Welding Lab Building 130  James Donaghy

WELD-001-4
Sa  Oct. 14  8 a.m.-noon
Welding Lab Building 130  James Donaghy

WELD-001-5
Sa  Nov. 11  8 a.m.-noon
Welding Lab Building 130  James Donaghy

WELD-001-6
Sa  Dec. 9  8 a.m.-noon
Welding Lab Building 130  James Donaghy

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

Receive 3 Save 15%

Exciting news!
Continuing Education has a new online registration system.
Learn more on page 4.
Learning & Career Center at LPKC

JCCC now offers specialized programs at the new Learning & Career Center in Edgerton at Logistics Park Kansas City.

Supply Chain, Logistics and Manufacturing
• OSHA Forklift Training

Transportation
• Commercial Driver’s License (CDL) Class A
• UAS Drone

Job Skills
• Addressing Poor Performance
• Building and Sustaining Trust
• Communicating for Leadership Success
• Effective Supervisory Skills
• Resolving Workplace Conflict

Visit www.jccc.edu/lpkc or call 913-469-3836, for more information.
The Kansas Small Business Development Center offers workshops and classes to help you start, manage and grow your business.

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

For more information, go to [www.jccc.edu/ksbdc](http://www.jccc.edu/ksbdc), call 913-469-3878 or email ksbdc@jccc.edu.

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**EXPORTING**

**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 United States. 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

**GOVERNMENT CONTRACTING**

**Competing for Government Contracts: Basic Training**

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.

Class preregistration required.

2.5 contact hours/Free

**INTELLECTUAL PROPERTY**

**Trademark and Copyright Basics**

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. Taught by an attorney who will provide practical and useful information.

2.5 contact hours/$30

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For more information, go to [www.jccc.edu/ce](http://www.jccc.edu/ce).

**Need customized training for your organization?**

JCCC can tailor any of our courses for your specific needs.

Call 913-469-2750 or visit [www.jccc.edu/ce](http://www.jccc.edu/ce)
### QuickBooks® Fundamentals – for Online Users
Learn how to set up your business using this popular online 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 fees; 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/$199

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### 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. This class is for desktop users.

2 contact hours/$59

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### QuickBooks® Intermediate
Designed for persons with a working knowledge of QuickBooks®, 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.

Bring your own QB data files and questions.

Facilitated by a Certified QuickBooks® Pro-Advisor.

3 contact hours/$79

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### 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 return and annual W-2s. Participants should have a working knowledge of QuickBooks® 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. Please note this class is for desktop users.

2 contact hours/$59

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Small Business Development

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 and an accountant. Entrepreneurs will share their stories during a panel discussion with an opportunity for questions. This active learning module includes hands-on computer lab time.

Box lunch is provided.

8 contact hours/$75

BUSBASICS-700-2
W Sep. 20 8 a.m.-4 p.m. Regnier Center 255
John Addessi, Jack Harwell

BUSBASICS-700-3
Th Nov. 2 8 a.m.-4 p.m. Regnier Center 255
John Addessi, Jack Harwell

BUSBASICS-700-4
M Dec. 11 8 a.m.-4 p.m. Regnier Center 255
John Addessi, Jack Harwell

Business Basics: Conducting Market Research and Feasibility Analysis
Starting a small business? This class is the marketing module of Business Basics in a Day – it is part of a three-part series on starting your small business – take one, two or all three. Will your product or service sell? Determine the feasibility of your business idea, conduct market research, evaluate locations (virtual and/or actual), and identify your target market, including how to reach potential customers and whether they have the ability to pay for your products or services. This active learning module includes hands-on computer lab time accessing market research and business databases.

2 contact hours/$25

BUSBASICS-701-2
Th Oct. 5 6-8 p.m. Regnier Center 238
John Addessi, Jack Harwell

Business Basics: Creating Financial Projections You Can Take to the Bank
Starting a small business? This class is the financial projections module of Business Basics in a Day – it is part of a three-part series on starting your small business – take one, two or all three. Will your business concept make a profit? “Run the numbers” before you invest your savings, retirement and more. Modeling your business on a full-feature financial projection spreadsheet will give you a start-up budget, projected income statements, cash flow statements and balance sheets, as well as provide a must-hit “break-even” level of sales. A commercial lender will discuss business loan applications and the five Cs of credit. This active learning module includes hands-on computer lab time.

2 contact hours/$25

BUSBASICS-702-2
Th Oct. 12 6-8 p.m. Regnier Center 238
John Addessi, Jack Harwell

Business Basics: Mastering the Business Plan
Starting a small business? This class is the business plan module of Business Basics in a Day – it is part of a three-part series on starting your small business – take one, two or all three. The business plan is your road map to business success. Take time to define your business concept, target market, sales and marketing plan, staffing needs, operational requirements, and key timelines and milestones. This class explains each element of a successful business plan and how to develop it to impress your audience: bankers, investors, family and customers. An attorney will discuss choosing an appropriate legal structure for your business. This active learning module includes hands-on computer lab time.

2 contact hours/$25

BUSBASICS-703-1
Tu Aug. 22 6-8 p.m. Regnier Center 255
John Addessi, Jack Harwell

BUSBASICS-703-2
Th Oct. 19 6-8 p.m. Regnier Center 238
John Addessi, Jack Harwell

Small Business Finance

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

BUSBASICS-700-2
W Oct. 11 1:30-4:30 p.m. Regnier Center 145
Jack Harwell

BUSBASICS-700-3
Th Dec. 7 1:30-4:30 p.m. Regnier Center 145
Jack Harwell

PCI and GLBA Compliance Training
Understand the threats to credit card security and theft of personal identifying data. Learn security practices and principles as required by the Payment Card Industry Data Security Standard (PCI DSS) for all employees who process credit card transactions. Safeguarding personal information as required by the Gramm-Leach-Bliley Act (GLBA) is also covered. Includes Walking the Corporate Beat book written by the instructor, which explains business processes and practices that reduce the risk of fraud, theft and destructive behavior in the workplace.

2 contact hours/$79 (Enter code “SBDC” for $5 discount.)

FIN-101-2
Th Sep. 7 8-10 a.m. Regnier Center 146
Michael Tabman

FIN-101-3
Th Dec. 7 8-10 a.m. Regnier Center 155
Michael Tabman
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. Learn to identify the tasks needed 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.

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

4 contact hours/$174 (Enter code “SBDC” for $5 discount.)

BUS-127-2
Th Aug. 30 Regnier Center 146 1-5 p.m.
Mary Jean Billingsley

BUS-127-3
W Oct. 11 Regnier Center 146 1-5 p.m.
Simon Casas

BUS-127-4
Th Nov. 9 Regnier Center 146 1-5 p.m.
Jennifer Olberding

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 contact hours/$30

BUSMGMT-900-1
Th Oct. 12 Regnier Center 145 3-5 p.m.
Elisa Waldman

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.

7 contact hours/$195 (Enter code “SBDC” for $5 discount.)

COM-109-1
Th Sep. 28 Regnier Center 146 8 a.m.-4 p.m.
Karen Anderson

Time Management
Time is money, and a lot of it gets lost in disorganization and disruption. Review ways you can organize and prioritize for greater workplace efficiency. Learn to get a grip on your office space, organize your workflow, learn how to use your planner effectively, say “no” without guilt and delegate some of your work to other people.

4 contact hours/$129 (Enter code “SBDC” for $5 discount.)

BUS-136-1
M Sep. 11 Regnier Center 145 5:30-9:30 p.m.
Susan Stevens

BUS-136-2
F Nov. 10 Regnier Center 146 8 a.m.-noon
Susan Stevens

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.

7 contact hours/$195 (Enter code “SBDC” for $5 discount.)

COM-104-2
Th Oct. 19 Regnier Center 146 8 a.m.-4 p.m.
Karen Anderson
7 Tips for Writing Awesome Marketing Content That Gets a Response
Writing has changed dramatically over the past 5 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 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/$199 (Enter code “SBDC” for $5 discount.)

Small Business Internet Marketing Basics: Websites, E-mail, 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 included for keyword analysis, search engine optimization (SEO) and content creation. An attorney will also discuss the legal issues encountered when doing business via the internet, including electronic contracts.
5 contact hours/$75

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

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

Introduction to QuickBooks™ Online
You’ll learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks™ Online. With the online version, you gain the advantage of computing in the cloud so that your files will be available to you virtually anytime, anywhere. $149
Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Business Basics Online
The online course covers the basics of starting a small business, including determining feasibility, conducting market research, creating a business plan, choosing a legal entity, forming financial projections, funding and bookkeeping issues. Presenters include Kansas SBDC advisors, an attorney, a banker and an accountant. $59
Enroll at any time.

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

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

2.5 contact hours/$15

TAX-201-2
Th  Aug. 24  9-11:30 a.m.
Regnier Center 145  Carl York

TAX-201-3
M  Sep. 18  2-4:30 p.m.
Regnier Center 145  Carl York

TAX-201-4
Tu  Oct. 24  9-11:30 a.m.
Regnier Center 145  Carl York

TAX-201-5
Tu  Nov. 15  9-11:30 a.m.
Regnier Center 145  Carl York

Transform your welding workforce at JCCC
JCCC can customize a welding and fabrication training program to meet your company’s specific needs. Whether your welders are just getting started or have extensive experience, our programs can take your employees’ skills to the next level.

Need welder testing? Register your employees to earn their certification from an American Welding Society (AWS) Certified Welding Inspector.

For more information, call 913-469-3919.

See page 60 for course information.

JCCC CONTINUING EDUCATION
Lean Six Sigma Green Belt
Register at www.jccc.edu/ce or at 913-469-2323.

1. Define
2. Measure
3. Analyze
4. Improve and Control

NEW!
Lean Six Sigma Green Belt Options
Enroll in courses in four separate modules at various times throughout the year – or sign-up for the “straight through option” and be a Green Belt in about four months.

Go to www.jccc.edu/ce and search for Green Belt for a full list of choices that fit your work/life balance.

See pages 24 and 25 for course information.
Learn online. Stay on course.

www.jccc.edu/ce/online

Computer Technology

Careers and Trades

Life Skills

Leisure

Small Business Development

Business Skills Development
Leisure
70 Arts & Crafts
72 Aviation
72 Dance
73 Egyptology
73 Fitness Center
73 Food & Wine
73 Foreign Language
74 Home
75 Garden
76 Music
77 Photography
78 Sports & Rec

Life and Leisure

Life Skills
80 Adult Basic Education/
GED® Preparation
81 Adult Education
84 ESL Advanced &
Professional
84 Driver Education
86 Motorcycle Training
87 Money Management
87 Sign Language
88 Connections
88 Writing Center
Leisure

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

ARTS & CRAFTS

Drawing, Intermediate Techniques
Class goals are to train your eyes to observe, think and express your 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
ART-005-1
Tu Aug. 22-Oct. 10 1-4 p.m.
Regnier Center 175 Chun Wang

Explore Abstract Drawing with Color Pencils
Learn how to express yourself and create abstract art with color pencils.
Bring a set of color pencils of your choice, a Bristol vellum drawing sketch book (any size), pencil sharpener, and a kneaded eraser. Optional supplies will be discussed in class.
This is a class for all skill levels.
21 contact hours/$119
ART-010-1
Th Oct. 5-Nov. 16 6-9 p.m.
Carlsen Center 232 Mary Ann Coonrod

NEW! Frank Lloyd Wright – The Chicago Years and Beyond
Most people who have an interest in architecture agree that Frank Lloyd Wright was the best architect who has ever lived. Do you? Take an in-depth look at his most famous, and sometimes controversial work, from his early years in Chicago to his late work in California and elsewhere, including several buildings in Kansas City.
5 contact hours/$59
ART-370-1
Tu Sep. 19-26 2-4:30 p.m.
Nerman Museum 212 Ann Wiklund

Intro to Drawing
Do you enjoy doodling? Are you ready to try something bigger? Develop your observational drawing skills. No prior training needed.
Bring a portable drawing board with clip, newsprint pad 18-inch x 24-inch (at least 25 sheets), vine and/or compressed charcoal (as needed), charcoal pencils medium B-2B, pencil sharpener or razor blade, kneaded eraser, and hard eraser to the first session.
24 contact hours/$129
ART-001-1
W Oct. 25-Dec. 20 6-9 p.m.
Class will not meet on Nov. 22.
Carlsen Center 212 Matt Krawcheck

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.
18 contact hours/$99
ART-250-1
Su Aug. 27-Sep. 24 8:30-11:30 a.m.
Arts and Technology Building 115
Pamela Miller
ART-250-2
Sa Sep. 30-Oct. 28 8:30-11:30 a.m.
Arts and Technology Building 115
Pamela Miller

Jewelry Making II, Intermediate
If you have completed JCCC’s Beginning Jewelry I, you will have another opportunity to work on a project of your choice.
18 contact hours/$99
ART-251-2
Sa Nov. 4-Dec. 16 8:30-11:30 a.m.
Class will not meet Nov. 25.
Arts and Technology Building 115
Pamela Miller

For more online courses, visit www.jccc.edu/ce/online

Leisure

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

Choose your own project – knit or crochet. Pick from sweaters, afghans or non-wearables. Must know how to knit or crochet. You will receive individual attention specific to your project. Bring your own supplies.

24 contact hours/$119

**ART-200-1**  
Tu   Aug. 29-Oct. 17    6-9 p.m.  
Regnier Center 146  
Julie Wallace

**ART-200-2**  
Tu   Oct. 24-Dec. 12    6-9 p.m.  
Regnier Center 146  
Julie Wallace

NEW! Landscape Drawing in Color

Did you ever want to tackle landscape drawing but did not know where to start? Working with soft pastels you will learn how to render architecture, nature, light and atmosphere. No prior training is needed.

Bring a box set of pastels (hard or soft) that includes seven or more colors in addition to black, white and grey. Bring a pad of pastel paper, 9-inch x 12-inch or larger, and a portable easel and drawing board (with clips) large enough to hold your pad.

24 contact hours/$129

**ART-011-1**  
Su   Sep. 10-Oct. 29    2:30-5:30 p.m.  
Carlsen Center 212  
Matt Krawcheck

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

**ART-210-1**  
M   Sep. 25-Oct. 16    6-9 p.m.  
Regnier Center 146  
Julie Wallace

Learn to Knit

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 of worsted wool yarn and #9 knitting needles.

12 contact hours/$89

**ART-205-1**  
M   Aug. 21-Sep. 18    6-9 p.m.  
Class will not meet Sep. 4.  
Regnier Center 146  
Julie Wallace

Metal Casting

Learn about the lost wax bronze-casting process. On the first day, work in wax to create your sculpture; on the second, prepare it for casting; and the third day, prepare the bronze. Come to class with an idea or a model of what you would like to cast in metal (12 inches or smaller).

Additional supply cost will be discussed on the first day and the amount will be dependent on chosen medium (aluminum or bronze) and the size of the project. Wear non-flammable clothing, close-toed shoes, and prepare to get dirty.

No prior experience necessary.

20 contact hours/$179

**ART-160-1**  
Su   Oct. 1-22    12-5 p.m.  
Carlsen Center 224  
Betty Erhard

Oil Painting, Intermediate Techniques

Have you practiced a little in oil painting and are ready to take it to the next level? Explore basic and intermediate techniques 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. Recommended for those who have prior experience in drawing or painting.

Please bring a portable easel to the first class. A supply list will be emailed before the first class meets.

24 contact hours/$129

**ART-050-1**  
W   Sep. 6-Oct. 25    6-9 p.m.  
Grace Covenant Presbyterian Church  
Chun Wang

Oil Painting I, Classical

This class is the perfect introduction to oils if you have minimal to no experience. Instruction will involve selection of your subject, supplies needed, preparation of canvas, composition and subject transfer, value recognition and study, art vocabulary, use, mixing and application of medium, color theory, copyrights and canvas preservation. You will learn from instructors and fellow students in a fun, safe environment.

Bring any supplies you have to the first class.

24 contact hours/$129

**ART-051-1**  
M   Sep. 25-Oct. 28    6-9 p.m.  
Class will not meet Oct. 2.  
Grace Covenant Presbyterian Church  
Connie Mowe

Oil Painting II and III, Classical

Class will continue color mixing and value studies, along with encouraging you to develop your own style. Demonstrations will include landscapes, still life and portraits.

Prerequisite: Oil Painting I or comparable knowledge.

24 contact hours/$129

**ART-051-1**  
Tu   Oct. 3-Nov. 28    9 a.m.-noon  
Grace Covenant Presbyterian Church  
Connie Mowe

Old World Santa Workshop

Celebrate the season by painting and antiquing your own Santa with the instructor who has painted more than 1,000 Santas.

The resin old-world Santa and acrylic paints will be furnished by the instructor.

Bring #3/0 liner brush, #2 and #4 flat brush, and disposable gloves.

6 contact hours/$69

**ART-360-1**  
Tu   Oct. 17-24    6-9 p.m.  
Carlsen Center 224  
Betty Erhard

Sculptural Welding Workshop

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

No prior experience necessary.

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

18 contact hours/$199

**ART-150-1**  
Su   Sep. 10-24    Noon-6 p.m.  
Juniper Tangpuz  
Grace Covenant Presbyterian Church  
Connie Mowe

NEW! Snowman Glass Block Workshop

This painted snowman scene provides a unique decorative light display to brighten the winter season.

Acrylic paints, 8-inch x 8-inch glass block, and lights are provided by the teacher.

Bring to class: #12 flat brush and 20/0 liner brush.

3 contact hours/$39

**ART-351-1**  
W   Oct. 11    6-9 p.m.  
Carlsen Center 224  
Betty Erhard
Leisure

**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

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**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. Ballet shoes are required for this course.

8 contact hours/$79

**DANCE-250-1**
Sa  Sep. 23-Nov. 11  11 a.m.-noon
   Gym 7  Lindsey Smith

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**Ballroom Dancing, Beginning**
Join us for a fun, easy-going introduction to ballroom dancing. Designed for true beginners, so absolutely no dance experience is needed! You will learn how to lead and follow, as well as some basic figures for Waltz, Foxtrot, Swing and Rumba.

Shoes worn for class must be comfortable and non-floor scuffing. This class is for couples only. Couples must register together/concurrently; however, listed fee is per person.

8 contact hours/$79

**DANCE-200-1**
Sa  Sep. 23-Nov. 11  11 a.m.-noon
   Gym 7  Lindsey Smith

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**Country Two-Step / Night Club Two-Step**
If you love country music, we’ve got you covered! Designed for true beginners, so absolutely no dance experience is needed. Learn the Nightclub Sway (for the love songs) and then the Two-Step for the faster tunes that will keep you moving around the floor. Join us for a fun time learning this distinctive style of dance!

Shoes worn for class must be comfortable and non-floor scuffing. This class is for couples only. Couples must register together/concurrently; however, listed fee is per person.

8 contact hours/$79

**DANCE-150-1**
Th  Sep. 14-Nov. 2  7:30-8:30 p.m.
   Gym 7  Lance Haggard

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**DANCE-100-1**
F  Sep. 15-Nov. 3  6:30-7:30 p.m.
   Gym 7  Lance Haggard

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**Latin Dancing, Beginning: Salsa / Merengue**
Get ready to learn how to dance the night away with these fun Latin party dances! Designed for true beginners, so absolutely no dance experience is needed. Learn some basic Salsa and Merengue steps that will have you ready to hit the floor in no time at all. Join the fun!

Shoes worn for class must comfortable and non-floor scuffing. This class is for couples only. Couples must register together/concurrently; however, listed fee is per person.

8 contact hours/$79

**DANCE-050-1**
Th  Sep. 14-Nov. 2  6:30-7:30 p.m.
   Gym 7  Jana Stuart

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**DANCE-001-1**
Sa  Sep. 9  1-5 p.m.
   Logistics Park Kansas City Classroom

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**AVIATION**

**Introduction to UAV Drones**
This four-hour introductory course is designed to give you knowledge of Unmanned Aerial Systems (UAS) operations. Training include an overview of the different types of Unmanned Aerial Vehicles (UAVs) or Systems, FAA rules and regulations, safety measures and best practices, risk management, roles and responsibilities, operational planning, a basic understanding of flight control and more.

4 contact hours/$89

**AVI-001-1**
Sa  Sep. 9  1-5 p.m.
   Logistics Park Kansas City Classroom

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**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.

Shoes worn for class must comfortable and non-floor scuffing. This class is for couples only. Couples must register together/concurrently; however, listed fee is per person.

8 contact hours/$79

**DANCE-100-1**
F  Sep. 15-Nov. 3  7:30-8:30 p.m.
   Gym 7  Lance Haggard

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To register by phone, call 913-469-2323.
**EGYPTOLOGY**

**NEW! Egyptian Archeology**
Explore the “secrets of the sands.” Topics include geography, settlements, the history of archaeological fieldwork in Egypt, specialized terminology, and case studies of the sites of Abydos, Tell el-Dab’a, Karnak and Amarna. The instructor, Kansas City’s only Egyptologist, will also recount her work experience at the site of Abydos, Egypt.

8 contact hours/$69

**EGYPT-001-1**
Tu  Sep. 5-26  7-9 p.m.
Carlsen Center 124  Stacy Davidson

**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

**EGYPT-001-1**
W  Sep. 6-Oct. 25  7-9 p.m.
Carlsen Center 124  Stacy Davidson

**FITNESS CENTER**

**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. Bring your manual to the orientation. If you have attended the Fitness Center in the last three years, an orientation is not necessary. After the orientation is completed, you may then attend the center at your own pace during any of our open hours.

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

**FITNESS-001-1**
MTuWThFSaSu  Aug. 21-Dec. 20
Gym  Joe Weis

**FOOD & WINE**

**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

**FOOD-001-1**
W  Sep. 13-27  6:30-9 p.m.
Regnier Center 145  Frank Bramwell
Maria Bramwell

**FOREIGN LANGUAGE**

**Chinese, Beginning I**
Learn the basic elements of spoken and written Chinese (Mandarin) in an informal and fun environment. You 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.

16 contact hours/$119

**CHIN-001-1**
M  Oct. 2-Nov. 20  7-9 p.m.
Carlsen Center 128  Jackie Shao

**French, Beginning Conversational**
Learn common French words, phrases and cultural tips for leisure and business. This course makes pronunciation simple with phonetic spellings for every word you learn. You’ll be able to hear and practice the language with a click of your mouse! $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

**Instant Italian**
You’ll learn how to ask directions, book a room, order a meal and much more! Phonetic spellings of words and phrases make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian. Cultural notes are included. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

**Speed Spanish**
This course is for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for combining Spanish words together to form sentences. In no time, you’ll be able to go into any Spanish-speaking situation and converse in Spanish. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

For more online courses, visit [www.jccc.edu/ce/online](http://www.jccc.edu/ce/online)
## Leisure

### 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

**FREN-003-1**
- **Tu**: Oct. 17-Dec. 12, 6:15-8 p.m.
- Class will not meet Nov. 21.
- Regnier Center 183
- Helene Perriguey-Keene

### French for Travelers
This class will teach "survival" French for travelers in French speaking countries. You will learn handy phrases to use when greeting people, ordering a meal, shopping, or asking directions. Also learn about French culture.

No prior knowledge of French necessary.

20 contact hours/$119

**FREN-001-1**
- **Sa**: Sep. 23-Nov. 18, 10 a.m.-12:15 p.m.
- Regnier Center 146
- Helene Perriguey-Keene

### 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, you should be able to understand and participate in every day 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

**GER-001-1**
- **Th**: Sep. 7-Nov. 9, 6:30-8:30 p.m.
- Regnier Center 183
- Anke Wells

### Hebrew, Beginning Biblical
Learn grammatical structure and vocabulary of the language of the Hebrew Bible. Utilize visuals such as diagrams and illustrations to aid in understanding of biblical passages. Second-language acquisition methods will be used to bring language learning to life.

Required textbook available at the JCCC Bookstore.

16 contact hours/$119

**HEB-005-1**
- **Tu**: Oct. 10-Nov. 28, 6:30-8:30 p.m.
- Carlsen Center 130
- Jordan Lemmon

### Hebrew, Learning to Read
Discover how to read Hebrew in a fun and creative way. Learn to read and write the Hebrew alphabet and vowels system. By the conclusion you will be able to read any word in Hebrew, have a vocabulary of about 50 words and be able to use simple sentences and common phrases.

No previous knowledge of Hebrew is needed.

14 contact hours/$119

**HEB-001-1**
- **M**: Aug. 21-Oct. 16, 6-8 p.m.
- Class will not meet Sept. 4.
- Carlsen Center 224
- Omit Kamara

### Italian 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.

16 contact hours/$119

**ITAL-001-1**
- **Th**: Sep. 7-Oct. 26, 6:30-8:30 p.m.
- Carlsen Center 124
- Lisa Power

### 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

**SPAN-001-1**
- **W**: Sep. 20-Nov. 8, 6-8 p.m.
- Carlsen Center 128
- Jeannette Shumaker

### 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

**SPAN-050-1**
- **TuTh**: Sep. 5-28
- Carlsen Center 128
- José Guerra

**SPAN-050-2**
- **TuTh**: Oct. 3-26
- Carlsen Center 128
- José 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

**SPAN-051-1**
- **TuTh**: Oct. 31-Nov. 28, 6:30-8:30 p.m.
- Class will not meet Nov. 23.
- Carlsen Center 128
- José 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

**SPAN-052-1**
- **TuTh**: Nov. 30-Dec. 21, 6:30-8:45 p.m.
- Carlsen Center 128
- José Guerra

### Break Through Your Clutter in 5 Steps
Feel overwhelmed by the clutter in your home? Feel unsure of where to even start? Afraid you'll never dig out? Get clear about your particular barriers to living clutter-free. Dig into the health impacts of living in clutter. Create a helpful mindset to break through your clutter and commit to the next easy steps to start dealing with clutter.

2 contact hours/$29

**HOME-010-1**
- **Tu**: Sep. 19, 6-8 p.m.
- Regnier Center 175
- Nikki Crawford

### 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 can you afford, closing costs, what it takes to get prequalified and more.

4 contact hours/$49

**HOME-001-1**
- **Sa**: Sep. 9, 9 a.m.-1 p.m.
- Regnier Center 146
- Cindy DiCianni

**HOME-001-2**
- **Sa**: Dec. 9, 9 a.m.-1 p.m.
- Regnier Center 146
- Cindy DiCianni
**Leisure**

**GARDEN**

**Beekeeping I**
This is an introductory course into beekeeping. We will review the importance of honey bees in our everyday life. Participants will learn about the life cycle of the honey bee, their history, and become familiar with today's beekeeping techniques.

4 contact hours/$49

**GRDN-100-1**
- **W** Aug. 23-30
- **6:30-8:30 p.m.**
- **Carlsen Center 211**
- **Robert Hughes**

**Beekeeping II**
This course offers an in depth review of current beekeeping practices. You will study beekeeping in the classroom and explore a beehive in the field. The course will give you hands on experience working a beehive.

4 contact hours/$49

**GRDN-101-1**
- **W** Sep. 6-13
- **6:30-8:30 p.m.**
- **Carlsen Center 211**
- **Robert Hughes**

**Beekeeping III**
This class will be a fun and active way to learn how to be a successful backyard beekeeper. We will provide the basic knowledge needed to keep and manage a healthy beehive, and produce honey and beeswax. This class will cover bee behavior, hive management, diseases, pests, swarming and how to harvest honey right from your own backyard.

4 contact hours/$49

**GRDN-102-1**
- **W** Sep. 20-27
- **6:30-8:30 p.m.**
- **Carlsen Center 211**
- **Robert Hughes**

**NEW! Advanced Beekeeping – Pests and Diseases**
Explore the greatest challenges in today's beekeeping world. You will do an in-depth study and review of beekeeping diseases and pests. Learn how to identify pests and diseases in the early stages and the best practices for treatment alternatives. In addition, review new regulations and laws that impact our bees.

2 contact hours/$29

**GRDN-103-1**
- **W** Oct. 4
- **6:30-8:30 p.m.**
- **Carlsen Center 211**
- **Robert Hughes**

**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 hardiest 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.

3 contact hours/$39

**GRDN-002-1**
- **Sa** Sep. 9
- **9 a.m.–noon**
- **Horticultural Science Center 121**
- **Sherri Thomas**

**Four Season Harvests**
Growing nutritional edibles during the dreary fall and winter months has many advantages. Less watering, fewer bugs and weeds! Plus the bonus of fresh produce in your winter diet! Discuss the science, methods and some simple structures that work well for a small scale home garden. Learn which plants do well in the cold. Leave excited about growing in an unexpected yet productive season.

2.5 contact hours/$39

**GRDN-001-1**
- **Sa** Aug. 26
- **9-11:30 a.m.**
- **Horticultural Science Center 121**
- **Sherri Thomas**

**NEW! The Local Food Movement: Then and Now**
Did you know Johnson County's leading industry once was dairy farming? Now Johnson County is part of Kansas City's active food and farmer movement. Explore our farming roots and discover the myriad of resources that connect us to our local food growers including farmers' markets, farm to table, organic, urban and local trends. Learn about organizations collaborating to feed our city and the key programs that are training our next generation farmers and chefs.

3 contact hours/$39

**GRDN-050-1**
- **Sa** Nov. 11
- **9 a.m.–noon**
- **Horticultural Science Center 121**
- **Sherri Thomas**

**Home & Garden Online**

**Growing Plants for Fun and Profit**
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment, select and produce plants appropriate to your climate zone and how to produce quality material. **$119**

Session start dates:
- Sep. 13, Oct. 18, Nov. 8, Dec. 13

**Introduction to Interior Design**
Delve into color theory, interior design styles and trends, spatial arrangements, floor plans, and ‘green’ design. Explore various interior design careers. Step by step, complete your first project: a fully developed room design complete with spatial layout, lighting and finish selections. **$119**

Session start dates:
- Sep. 13, Oct. 18, Nov. 8, Dec. 13

Learn online. Stay on course.

For more online courses, visit **www.jccc.edu/ce/online**
Music Online

**Introduction to Guitar**
Build basic guitar skills with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Learn to read music, play clear and beautiful notes and chords, and control your rhythm, tempo and volume. **$119**

Session start dates:
- Sep. 13, Oct. 18, Nov. 8, Dec. 13

**Music Made Easy**
If you enjoy music and would like to know more about what makes it work, this is the course for you. You’ll gain a complete understanding of rhythm, melody and harmony, and you’ll be able to recognize pitches on the musical staff and on the keyboard. **$119**

Session start dates:
- Sep. 13, Oct. 18, Nov. 8, Dec. 13

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**Leisure**

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

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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 and 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

**MUSIC-010-1**
- M Aug. 21- Oct. 23 6-7 p.m.
  - Class will not meet Sept. 25.
  - Office and Classroom Building 192
  - Harvey Fitzer

**MUSIC-010-2**
- M Oct. 30-Dec. 18 6-7 p.m.
  - Office and Classroom Building 192
  - Harvey Fitzer

**Harmonica: Beginning**
This class is intended to provide an introduction to the art of harmonica playing. You will learn the proper way to hold the harmonica and produce a clear tone, chords and notes taught by the use of harmonica tablature. In addition, you will use the chords and notes to play popular songs. No prior knowledge of music reading is required.

Students will need to bring a harmonica in the key of C to class.

Required textbook available at the JCCC Bookstore.

8 contact hours/$109

**MUSIC-020-1**
- M Oct. 2-Nov. 20 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 Aug. 22 between 7 and 9 p.m. Full rehearsals begin Aug. 23, from 7:30 to 9:30 p.m. Auditions for the select ensemble will be held on Aug. 15 from 6:30 to 9:30 p.m. For more information contact Anita at acyrier@jccc.edu. To participate in the Johnson County Chorus activities, you must be enrolled before the second class session.

30 contact hours/$99

**MUSIC-100-1**
- Tu Aug. 29-Nov. 28 7:30-9:30 p.m.
  - Office and Classroom Building 192
  - Anita Cyrier

**Piano: Beginning Class 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

**MUSIC-001-1**
- Sa Aug. 26-Oct. 14 2-3 p.m.
  - Office and Classroom Building 362
  - Victor Olvera

**MUSIC-001-2**
- Sa Oct. 21-Dec. 16 2-3 p.m.
  - Office and Classroom Building 362
  - Victor Olvera

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**Exciting news!**
Continuing Education has a new online registration system. Learn more on page 4.

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

Piano: Intermediate
Piano 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 your 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

MUSIC-002-1
Sa Aug. 26-Oct. 14 3-4 p.m.
Office and Classroom Building 362
Victor Olvera

MUSIC-002-2
Sa Oct. 21-Dec. 16 3-4 p.m.
Class will not meet Nov. 25.
Office and Classroom Building 362
Victor Olvera

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

PHOTO-015-1
Sa Sep. 9-Dec. 2 9 a.m.-noon
Class meets: Sep. 9, Sep. 23, Oct. 14,
Oct. 28, Nov. 11, Nov. 18, Dec. 2.
Carlsen Center 130
Larry Hodges

PHOTOGRAPHY

Basic Scenic and Nature Photography
This class is designed to give amateur photographers some helpful tips for improving scenic and nature photography. Topics include exposure, depth of field, simple close-up techniques and helpful equipment. Wildlife photography also will be discussed.

Bring camera and camera manual to class.

6 contact hours/$59

PHOTO-022-1
Sa Sep. 16-23 9 a.m.-noon
Carlsen Center 212
Gary George

Camera Basics I
Explore the fundamentals of digital cameras. Learn about camera settings, lenses, shutter speed, color balance, depth of field, and much more. Class includes a final session where you will walk around a location and put into practice all fundamentals learned in the classroom.

Bring your camera and camera manual to class. Not recommended for point and shoot cameras.

11 contact hours/$89

PHOTO-001-2
Th Sep. 28-Oct. 19 7-9 p.m.
Sa Oct. 21 9 a.m.-noon
Carlsen Center 212
Bruce Bandle

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, please bring it to class along with your manual.

3 contact hours/$39

PHOTO-005-1
M Oct. 23 6:30-9:30 p.m.
Carlsen Center 212
Gary George

NEW! Light Painting Photography
Light painting is an advanced photography technique that uses a long exposure and moving light source to make unique and unusual images. This class is an introduction to light painting and will leave you excited to get out and make your own light paintings.

2 contact hours/$29

PHOTO-023-1
Th Nov. 9 7-9 p.m.
Regnier Center 146
Jim Mathis

Discover Digital Photography
Discuss the basics of digital photography, equipment, software, the digital darkroom, printing, internet and email use, along with commercial and personal applications. You'll learn what you need, what you can do, and what you can expect to invest. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Mastering Your Digital SLR Camera
Learn how to use your DSLR to take beautiful photos. Start out by learning about the many features and controls of your DSLR. By the end of this course, you'll truly be a DSLR master, and most of all, you'll be able to use your camera to take the photos you've always dreamed of. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Photographing People with Your Digital Camera
Photographing people can be fun, exciting – and complicated! This course will make taking beautiful pictures of adults, children and babies simple. After a review of the basics, you'll discover the best way to photograph faces, repair common problems, and take professional portrait and formal group shots. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Save time! Enroll online: www.jccc.edu/ce
NEW! Portrait Manipulation Using Photoshop
Your pictures are pretty good but can they be better? Learn how to make changes to digital portrait photographs using Photoshop. Use clone, stamp and brush tools for smoothing and the liquefy filter to pucker or squeeze areas.

6 contact hours/$59

PHOTO-024-1
M  Sep. 18-Oct. 9  7-8:30 p.m.
Regnier Center 253  Sarah Krawcheck

Sports Photography
Have you ever tried to capture the peak action at a sporting event only to find that the photos don’t look all that great? If that is the case, then this course may help you get better photos of sporting events. Bring your camera and camera manual and be prepared to learn some of the tips and techniques that will improve your sports photos.

3 contact hours/$39

PHOTO-021-1
M  Oct. 30  6:30-9:30 p.m.
Carlsen Center 212  Gary George

Golf, Beginning
This class is for new or first-time golfers. Learn basic swing fundamentals and develop a general knowledge of the game. Clubs furnished (or you may bring your own), cost includes driving range and green fees.

Wear comfortable clothes and shoes and meet in club house area.
In case of inclement weather, please check your email.

7 contact hours/$149

SPORT-001-1
Tu  Sep. 5-Oct. 17  5:30-6:30 p.m.
Sykes/Lady Overland Park Golf Course  Elizabeth Smart

SPORT-001-2
W  Sep. 6-Oct. 18  5:30-6:30 p.m.
Sykes/Lady Overland Park Golf Course  Elizabeth Smart

To register by phone, call 913-469-2323.
Need a GED and a job – FAST?
Study for the GED® test and train for a new career!

Accelerated Opportunity: Kansas (AO-K) Program

Receive academic instruction and earn in-demand technical certificates to launch a successful career in healthcare, web development or construction management.

AO-K uses a team-teaching approach to maximize individual attention and success. A specialized teaching team will help you improve your basic reading, writing and math skills within the context of career technical training. You may even qualify for full tuition for pathway courses.

For more information, contact Chris Specht, AO-K coordinator/instructor, at cspecht1@jccc.edu or 913-469-3003.

This is a perfect program for those needing a GED® and a job ... and needing both fast.
**Life Skills**

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

**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.

**Class sessions**
Students need to attend classes a minimum of eight hours a week.
Students commit to the 6-hour schedule listed, plus an additional 2 hours of study each week to include individual tutoring or computer-based study. Math and reading groups will also be available. Classes run through May.

- MW 9 a.m.-noon
- TuTh 9 a.m.-noon
- MW 6-9 p.m.
- TuTh 6-9 p.m.

You must register in person at one of these locations.
You must attend classes where you register.

**Olathe Health Education Center registration begins**
MTuWTh Aug. 7-24 8 a.m.-5 p.m. (last day to register for evening is Aug. 17)
MTu Aug. 14-15 6-8 p.m.

**West Park registration begins**
MTuWTh Aug. 7-24 8 a.m.-5 p.m. (last day to register for evening is Aug. 17)
MTu Aug. 14-15 6-8 p.m.

**Antioch Library registration begins**
MTuWTh Aug. 7-24 9 a.m.-noon (last day to register for evening is Aug. 17)
MTu Aug. 14-15 6-8 p.m.

**Gardner Library registration begins**
Call 913-469-7621 for registration information.

**August 2017 – May 2018 classes**
Registration for August start dates begins on August 7.
For daytime classes, the last day to register is August 24.
For evening classes, the last day to register is August 17.

**October 2017 – May 2018 classes**
Registration for October starts on August 21.
For daytime classes, the last day to register is October 18.
For evening classes, the last day to register is October 11.

Call 913-469-7621 for more information.

**Exam Prep Online**

**ACT/SAT Test Preparation**
ACT/SAT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. You’ll also learn how to maximize your time on reading comprehension passages and the passages in the science test. **$119**

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

**GMAT Preparation**
Learn test-taking techniques and methods for improving your score while saving time. Review questions will cover critical reasoning and data sufficiency for verbal and quantitative sections. Practice on GMAT tests from previous years. **$119**

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

**GRE Preparation**
This online course reviews all question types on the verbal and analytical sections of the GRE. Time-saving techniques and ways to maximize your efforts will be covered for both the paper-based and computer administration segments of the test. **$119**

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Learn more online. Stay on course.
For more online courses, visit www.jccc.edu/ce/online
Life Skills

ADULT EDUCATION

Adult Basic Education and GED Preparation
Improve reading, writing and math skills. Study for the GED test and earn a Kansas High School Diploma. You must register before beginning the courses. 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 you are 16 or 17, you must provide a High School Attendance Disclaimer form; 3) a $50 materials fee paid by check, money order, debit or credit card.
Register in person at your chosen center.
No cash is accepted.
For more information call 913-469-7621 to register or visit www.jccc.edu/adulteducation.

Olathe Health Education Center
$50
MW Aug. 21-May 16, 2018 9 a.m.-noon
TuTh Aug. 22-May 17, 2018 6-9 p.m.
MW Aug. 28-May 23, 2018 9 a.m.-noon
TuTh Aug. 29-May 24, 2018 9 a.m.-noon
MW Oct. 16-May 16, 2018 6-9 p.m.
TuTh Oct. 17-May 17, 2018 6-9 p.m.
MW Oct. 23-May 23, 2018 9 a.m.-noon
TuTh Oct. 24-May 24, 2018 9 a.m.-noon

West Park Center
6 contact hours/$50
MW Aug. 21-May 16, 2018 9 a.m.-noon
TuTh Aug. 22-May 17, 2018 6-9 p.m.
MW Aug. 28-May 23, 2018 9 a.m.-noon
TuTh Aug. 29-May 24, 2018 9 a.m.-noon
MW Oct. 16-May 16, 2018 6-9 p.m.
TuTh Oct. 17-May 17, 2018 9 a.m.-noon
MW Oct. 23-May 23, 2018 6-9 p.m.
TuTh Oct. 24-May 24, 2018 9 a.m.-noon

Gardner Library
$50
TuTh Aug. 22-May 24, 2018 4-8 p.m.

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 tutor in Johnson County Adult Education, this orientation session is for you. Handout material will be provided. No fee.
Supplemental Training is required for dedicated reading and math tutors.
2 contact hours/Free
VOLUNTEER-100-1
M Aug. 7 6-9 p.m.
Carlsen Center 234 Jill Sigler

Exciting news! Continuing Education has a new online registration system.
Learn more on page 4.

Stay on course. Learn online. Stay on course.

For more online courses, visit www.jccc.edu/ce/online

Improve math, reading and writing skills to move forward with your next step.
Solid math, reading and writing skills open the doors for continued study, a high school diploma, technical training, career success, and greater personal satisfaction and success. Learners will be part of an online course in an instructor-led environment. Orientations begin August 2017.
To enroll, contact Margery Downey at mdowney3@jccc.edu or call 913-469-7621.
$50
Let JCAE help you earn your Kansas high school diploma.

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

### College Readiness – Bridge Language Arts
Do you want to go to college, but need to boost your reading and writing skills first? In this class you will develop vocabulary, comprehension and written communication skills.

If you are currently enrolled in high school, you are ineligible.

For more information, call 913-469-7621.

$100

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<thead>
<tr>
<th>LABRIDGE-700-1</th>
<th>TuTh</th>
<th>Aug. 22-Dec. 7</th>
<th>8:30-11:30 a.m.</th>
<th>Regnier Center 142</th>
<th>Cheryl Brown</th>
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</thead>
</table>

### College Readiness – Bridge Math
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, per cents and problem solving, algebra and geometry.

For more information, call 913-469-7621.

$100

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<tr>
<th>MATHBRIDGE-701-1</th>
<th>MWF</th>
<th>Aug. 21-Dec. 8</th>
<th>9-11 a.m.</th>
<th>Regnier Center 142</th>
<th>Leslie Dykstra</th>
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</thead>
</table>

### English Connection Class
English Connection Classes are for non-native learners who have completed or test too high for JCAE ESL courses. Coursework focuses on improving reading, writing and vocabulary.

You must receive JCAE instructor approval to register.

$110

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<thead>
<tr>
<th>ENGCONNECT-500-1</th>
<th>MW</th>
<th>Sep. 6-Dec. 6</th>
<th>6-9 p.m.</th>
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<tbody>
<tr>
<td>TuTh</td>
<td>Sep. 5-Dec. 7</td>
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<td>West Park Center</td>
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<td>Sep. 5-Dec. 7</td>
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<td>Olathe Health Education Center</td>
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<td>MW</td>
<td>9:30 a.m.-12:30 p.m.</td>
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<td>Sep. 6-Dec. 6</td>
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<td>Antioch Library</td>
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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.

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 registration for all days.

   Registration dates:  
   - M Aug. 14 9:30 a.m.-12:30 p.m.  
     5:30-7:30 p.m.  
   - Tu Aug. 15 9:30 a.m.-12:30 p.m.  
     5:30-7:30 p.m.  
   - W Aug. 16 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.  
   - $110 material fee is due at orientation.

   MTu Aug. 21, 22 9 a.m.-noon  
   5:30-9 p.m.  
   WTh Aug. 23, 24 9 a.m.-noon  
   5:30-9 p.m.  
   MTu Aug. 28, 29 9 a.m.-noon  
   5:30-9 p.m.  

3. **Start Classes**
   - Class size is limited.  
   - Class days and times are selected during orientation.  
   - Regular attendance is expected.

   MTu/WTh Sep. 5-Dec. 7 9 a.m.-noon  
   MW Sep. 6-Dec. 6 6-9 p.m.  
   TuTh Sep. 5-Dec. 7 6-9 p.m.

Locations

<table>
<thead>
<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>913-469-3200</td>
<td>913-469-7687</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 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.
Life Skills

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

ESL Advanced & Professional

Conversational English A
Speak and be understood with greater confidence, using correct pronunciation, vocabulary, grammar and idiomatic expressions. You 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/$119

ESLADV-001-1
W August 23-Oct. 11 6-8:45 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. You 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/$119

ESLADV-002-1
W October 18-Dec. 13 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. You will work alone, in pairs and in groups.
Intermediate to Advanced knowledge of English required.
Required textbook available at the JCCC Bookstore.
20 contact hours/$119

ESLADV-003-1
M September 18-Nov. 13 6-8 p.m.
Class will not meet Nov. 16.
Carlsen Center 130 Margaret Turner

NEW! ESL Reading and Vocabulary
This course is for non-native English-speakers who want to improve reading fluency, comprehension, and vocabulary. You will read American English short stories to learn new vocabulary, improve reading, speaking/pronunciation and listening skills.
High-intermediate/advanced knowledge of English required.
Required textbook available at JCCC Bookstore.
16 contact hours/$119

ESLADV-035-1
M September 18-Nov. 13 6-8 p.m.
Class will not meet Oct. 16.
Carlsen Center 130 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.
20 contact hours/$189

ESLADV-010-1
Tu September 5-Oct. 24 6-8:30 p.m.
Regnier Center 142 Annie Gray

Driver Education

Driver Education 8-Hour Class and Drive Time
This eight-hour course is designed to give you the fundamentals for driving responsibly, safely and defensively. You will receive a minimum of four lessons of behind-the-wheel training. Amount of drive time is determined by the instructor as you achieve the driving competencies.
Must be at least 14.
For students under 18, we strongly recommend that a parent/guardian attend the first class to meet the instructor and complete forms.
8 contact hours/$389

DRV-001-5
Sa September 23 8 a.m.-4:30 a.m.
Regnier Center 250 Jim Oatman

DRV-001-14
Sa October 7 8 a.m.-4:30 p.m.
Regnier Center 250 Vanessa Fernandez

DRV-001-18
Sa November 11 8 a.m.-4:30 p.m.
Regnier Center 250 Kim Rehagen

DRV-001-7
Sa November 18 8 a.m.-4:30 p.m.
Regnier Center 250/250 Jim Oatman

DRV-001-17
Sa December 2 8 a.m.-4:30 p.m.
Regnier Center 250 Vanessa Fernandez

DRV-001-8
Th December 21 8 a.m.-4:30 p.m.
Regnier Center 253 Jim Oatman

Receive a 15% discount when you enroll in three or more courses in a single transaction.
Driver Education – Four-Day Class and Drive Time
This course is designed to meet the needs of persons who would benefit from differentiated instruction and four shorter classroom times. Although the course covers the fundamentals for driving responsibly, safely and defensively, each class provides a modified curriculum at a slower pace for those who may want a 10-hour class but prefer it be delivered over four class sessions. Each student will receive up to six lessons of behind-the-wheel training. Additional behind-the-wheel training may be added for $75 per session. Amount of drive time is determined by the instructor as the student achieves the driving competencies.
Students must be at least 14 years old.
For students under 18: We strongly recommend that a parent/guardian attend the first class to meet the instructor and complete forms.
10 contact hours/$399

DRV-003-1
Tu  Sep. 5  5:30-8 p.m.
TuTh  Sep. 7-14  6-8:30 p.m.
Regnier Center 181  Vanessa Fernandez

Driver Education
(Online Class and Drive Time)
JCCC's online course was designed to offer you more flexibility. This class meets in the classroom for the first and last session only. All coursework and quizzes are completed online within the time frame set by your instructor. The online class also includes a minimum of four lessons of behind-the-wheel training. Amount of drive time is determined by the instructor as the student achieves the driving competencies. Drive time will be discussed the first night of class, come prepared to sign-up for some times that first night.
Students must be at least 14 years old.
For students under 18: We strongly recommend that a parent/guardian attend the first class to meet the instructor and complete forms.
20 contact hours/$409

DRV-004-1
M  Oct. 2-Nov. 6  6-9 p.m.
Regnier Center 145  Kim Rehagen

Need options to fit your busy schedule?
JCCC offers quality face-to-face, online and one-day-only courses. Plus, get up to six hours of scheduled behind-the-wheel drive time with our licensed and experienced instructors.

Register now!
jccc.edu/ce
Life Skills

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

Motorcycle Training
Are you ready to ride? Develop judgment and technical skills to safely handle a motorcycle. This is a physically active class. You 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.

Motorcycle forms need to be completed prior to class in Regnier Center 173.
Driver’s license or valid learner’s permit is required.
20 contact hours/$259

- **MOT-001-14**
  - F: Aug. 25
  - SaSu: Aug. 26-27
  - Regnier Center 181
  - Cheryl Rogers

- **MOT-001-15**
  - F: Sep. 1
  - SaSu: Sep. 2-3
  - Regnier Center 181
  - Cheryl Rogers

- **MOT-001-16**
  - F: Sep. 8
  - SaSu: Sep. 9-10
  - Regnier Center 181
  - Vernon Graves

- **MOT-001-17**
  - F: Sep. 15
  - SaSu: Sep. 16-17
  - Regnier Center 181
  - Cheryl Rogers

- **MOT-001-18**
  - F: Sep. 22
  - SaSu: Sep. 23-24
  - Regnier Center 181
  - Belinda Gorman

- **MOT-001-19**
  - F: Sep. 29
  - SaSu: Sep. 30-Oct. 1
  - Regnier Center 181
  - Belinda Gorman

- **MOT-001-20**
  - F: Oct. 6
  - SaSu: Oct. 7-8
  - Regnier Center 181
  - Cheryl Rogers

- **MOT-001-21**
  - F: Oct. 13
  - SaSu: Oct. 14-15
  - Regnier Center 181
  - Belinda Gorman

- **MOT-001-22**
  - F: Oct. 20
  - SaSu: Oct. 21-22
  - Regnier Center 181
  - Belinda Gorman

- **MOT-001-23**
  - F: Oct. 27
  - SaSu: Oct. 28-29
  - Regnier Center 181
  - Cheryl Rogers

- **MOT-001-24**
  - F: Nov. 3
  - SaSu: Nov. 4-5
  - Regnier Center 181
  - Vernon Graves

- **MOT-001-25**
  - F: Nov. 10
  - SaSu: Nov. 11-12
  - Regnier Center 181
  - Vernon Graves

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**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/$99

- **DEF-001-3**
  - F: Sept. 9
  - SaSu: Sept. 10-11
  - Carlsen Center 232
  - Cynthia Galle

- **DEF-001-4**
  - F: Oct. 7
  - SaSu: Oct. 8-9
  - Regnier Center 183
  - Cynthia Galle

- **DEF-001-5**
  - F: Nov. 11
  - SaSu: Nov. 12-13
  - Carlsen Center 232
  - Cynthia Galle

- **DEF-001-6**
  - F: Dec. 9
  - SaSu: Dec. 10-11
  - Carlsen Center 232
  - Cynthia Galle

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**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. You must provide your 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

- **MOT-002-1**
  - F: Sept. 30
  - SaSu: Oct. 1-2
  - Belinda Gorman

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**MOTORCYCLE TRAINING**

**STOCKS, BONDS & INVESTING**

Looking for a good solid class in the basics of stocks, bonds, finance, retirement and investing? You will learn about the stock markets, 401k plans and retirement, and address personal financial issues that are often ignored, but absolutely essential to your success as an investor. $119

Session start dates: Sep. 13, Oct. 18, Nov. 8, Dec. 13

**REAL ESTATE INVESTING**

You will explore how to find, finance and negotiate a deal and how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. $119

Session start dates: Sep. 13, Oct. 18, Nov. 8, Dec. 13

**PERSONAL FINANCE**

Learn to create and use a budget, borrow and invest wisely, understand and control your credit rating, make intelligent decisions about insurance, develop a retirement savings plan and be better prepared to plan for taxes. $119

Session start dates: Sep. 13, Oct. 18, Nov. 8, Dec. 13

Learn online. Stay on course.

For more online courses, visit www.jccc.edu/ce/online

ają

Money Management Online

Learn online. Stay on course.

For more online courses, visit www.jccc.edu/ce/online
**Life Skills**

**MONEY MANAGEMENT**

**ABCs of Medicare Insurance**
Are you or a loved one turning 65 or becoming eligible for Medicare due to a disability? What are Part A and B of Medicare? How do Medicare supplement plans fill coverage gaps? What is a Plan C, Plan F and let’s not forget Part D (prescription drug plan)? Learn about Medicare PPOs and HMOs. This two-hour class will help you master the ABCs of Medicare Insurance.

This event is for educational purposes only; no plan specific benefits will be shared.

2 contact hours/$39

**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

**Foundation Blocks of Financial Planning**
Having a financial plan that is date- and dollar-specific is what defines the successful investor. Create a financial plan in real time that addresses the five key foundation blocks of investments, retirement income, estate planning, insurance and taxes. Learn how each of these concepts applies to your unique situation and how to assess the overall health of your current plan.

1.5 contact hours/$29

**Social Security – Retirement and Disability Benefits**
A representative from the Social Security Administration will provide you with the tools necessary to make informed decisions about filing for retirement, survivor, auxiliary, spouse and disability benefits.

There is no fee for this class but registration is required.

There will be no walk-ins allowed.

2 contact hours/Free

**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

Exciting news! Continuing Education has a new online registration system.

Learn more on page 4.
Life Skills

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

CONNECTIONS

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 you engaged. In addition, you will attend a group-planned social outing in the community called Community Connections, every other week. If you are new to Connections, you 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
CON-001-1
M Sep. 11-Dec. 11 7-8:30 p.m.
Regnier Center 175
Susan Fisher
Laurie Rue

WRITING CENTER

Writing Center
Effective writing skills are one 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 information, call 913-469-8500, ext. 3439.

20 contact hours/$93/LIB 308
Writing Center Fall Hours:
M-Th 8 a.m.-8 p.m.
F 8 a.m.-2 p.m.
Sa 9 a.m.-3 p.m.
Su noon-4 p.m.
WC-003-1 Composing Skills
WC-005-1 English Grammar Review
WC-001-1 Practical Writing Skills
WC-004-1 Proofreading Skills
WC-006-1 Research Skills
WC-007-1 Revising Skills
WC-002-1 Sentence Pattern Skills
WC-008-1 Writing in the Disciplines

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Grammar refresher will also cover the basics of English grammar. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Writer's Workshop, Beginning
If you've dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and discover new ways to stretch your creative muscles and experience challenging hands-on exercises. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Write Your Life Story
Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? You will have the satisfaction of telling history your way, and you may even find a lucrative market for your story. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Academic Review Online

Introduction to Statistics
Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Math Refresher
You'll get valuable hands-on experience and advice on using a calculator; discounts and taxes; managing your income and expenses; checking your bills and bank statements for errors and overcharges; comparing investment vehicles; shopping for the best loans and more. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Merrill Ream Speed Reading
Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. Topics are presented in a logical progression for lasting proficiency as a speed reader. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Literature & Writing Online

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Grammar refresher will also cover the basics of English grammar. $119

Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

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Session start dates:
Sep. 13, Oct. 18, Nov. 8, Dec. 13

Learn online. Stay on course.
For more online courses, visit www.jccc.edu/ce/online
How to Register for Courses

Ways to Register

Online
You can register for a Continuing Education course online through our Course Search. This method allows you to search our courses and click the “Register” button for the course you want. Visit www.jccc.edu/ce and click on “Find a Class” to access the online search, where you will find all course details, including descriptions, locations, fees and more. Payment is due at time of registration. You can sign-up for the wait list of a full course online or by contacting a registration specialist at 913-469-2323 or ceregistration@jccc.edu.

Our registration specialists will process your request within one College business day, and you will receive an email confirmation of your registration at that time.

Your enrollment is not complete until you receive confirmation.

When registering via the course search, the Take 3 discount is automatically applied to your check out, if three or more eligible courses are added to your cart.

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 course meeting. Registrations are accepted on a first-come, first-served basis. The registration specialist will need your name, address, email address, phone number, course 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 at the JCCC campus. Registration is open 8 a.m. to 5 p.m. Monday through Friday. You may pay by check, credit card in Regnier Center 173 or with cash in the Business Office GEB 115. 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, complete the registration form in the back of this booklet and 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. Formation of all courses depends upon sufficient enrollment. JCCC reserves the right to cancel, combine or divide courses and 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 course is changed or cancelled, you will be notified. Please be sure Continuing Education Registration has your current address, phone number and email address.

Third-Party Billing
Third-party billing authorization will hold your courses 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 information, go to www.jccc.edu and search for third-party billing, or call 913-469-2323. 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 noncredit courses if the College exercises its right to cancel a course or if the course 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 course 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 registered.

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
Th = Thursday
F = Friday
S = Saturday
Su = Sunday
Online = Online course

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.

Change of Address
If you have registered online, you can edit your address and name online. Otherwise, call Continuing Education Registration for assistance at 913-469-2323.

Holiday Closure
Classes will not meet on College holidays. JCCC will be closed Sep. 4, Nov. 22-26 and Dec. 23-Jan. 2.

Inclement Weather Policy
Whenever the College’s regular credit courses are canceled, all Continuing Education courses also will be canceled. If your course meets in local school district facilities that have been closed, courses at those sites will not meet even though JCCC on-campus courses 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 courses 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 course.

Email: ceregistration@jccc.edu
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 course and instruction to access your student account.

Have you enrolled previously at JCCC? Yes ☐ No ☐

Gender: 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 ___________

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<thead>
<tr>
<th>Course code</th>
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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 913-469-3521, or TDD 913-469-3885. The Access Services office is located in the Success Center on the second floor of the Student Center.
Antioch Library
8700 Shawnee Mission Pkwy., Merriam, Kansas

Gardner Library
137 E. Shawnee St., Gardner, Kansas

Grace Covenant Presbyterian
11100 College Blvd., Overland Park, Kansas

KCKCC Area Technical School
6565 State Ave., Kansas City, Kansas

Olathe Health Education Center (OHEC)
21201 W. 152nd St., Olathe, Kansas

Lawrence Peaslee Center
2920 Haskell Ave., Lawrence, Kansas

Logistics Park Kansas City
30750 W 193rd St., Edgerton, Kansas

Smiley’s Golf Complex
K7 & K10 Hwy, Lenexa, Kansas

Sykes/Lady OP Golf Course
12600 Quivira Road, Overland Park, Kansas

West Park Center
9780 W. 87th St., Overland Park, Kansas

Phone Directory

Bookstore....................913-469-3822
Box Office....................913-469-4445
Fax registration...............913-469-4414
Customized Training.........913-469-2750
Small Business Development Center.......913-469-3878
Business Office................913-469-2567
Credit Class Information.......913-469-3803
Intensive English Program....913-469-2544
Olathe Center.................913-829-8742
Student Access Services......913-469-3521, TDD 469-3885
Third-Party Billing...........913-469-7696
<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
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<tbody>
<tr>
<td>Garden</td>
<td>75</td>
</tr>
<tr>
<td>NEW! Advanced Beekeeping – Pests and Diseases</td>
<td>75</td>
</tr>
<tr>
<td>Beekeeping I</td>
<td>75</td>
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<tr>
<td>Beekeeping II</td>
<td>75</td>
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<tr>
<td>Beekeeping III</td>
<td>75</td>
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<tr>
<td>Easy to Grow “Superfoods”</td>
<td>75</td>
</tr>
<tr>
<td>Four Season Harvests</td>
<td>75</td>
</tr>
<tr>
<td>NEW! The Local Food Movement: Then and Now</td>
<td>75</td>
</tr>
<tr>
<td>Government Contracting</td>
<td>62</td>
</tr>
<tr>
<td>Competing for Government Contracts: Basic Training</td>
<td></td>
</tr>
<tr>
<td>Graphic Design</td>
<td></td>
</tr>
<tr>
<td>Acrobat Advanced – Mac or Windows</td>
<td>10</td>
</tr>
<tr>
<td>Acrobat Fundamentals – Mac or Windows</td>
<td>11</td>
</tr>
<tr>
<td>Illustrator Advanced – Mac or Windows</td>
<td>11</td>
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<td>11</td>
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<tr>
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<td>12</td>
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<td>12</td>
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<tr>
<td>Healthcare</td>
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</tr>
<tr>
<td>Administrator in Training (AIT)</td>
<td>42</td>
</tr>
<tr>
<td>Advanced Cardiac Life Support (ACLS)</td>
<td>42</td>
</tr>
<tr>
<td>Advanced Cardiac Life Support (ACLS) Update</td>
<td>42</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>42</td>
</tr>
<tr>
<td>Antibiotics: Use, Misuse, Resistance, and What Now?</td>
<td>42</td>
</tr>
<tr>
<td>Asthma: Chasing the Wheezes Away</td>
<td>43</td>
</tr>
<tr>
<td>Basic Life Support (CPR) for Health Care Provider</td>
<td>43</td>
</tr>
<tr>
<td>Becoming the Leader Others Will Follow</td>
<td>43</td>
</tr>
<tr>
<td>Building and Sustaining Trust With Patients and Peers</td>
<td>43</td>
</tr>
<tr>
<td>Cardiac Medications: Understanding Use and Side-Effects</td>
<td>44</td>
</tr>
<tr>
<td>Chronic Obstructive Pulmonary Disease: Still Going Strong in America</td>
<td>44</td>
</tr>
<tr>
<td>Coaching for Peak Performance for Improved Healthcare Delivery</td>
<td>45</td>
</tr>
<tr>
<td>Codependency – Learning to Let Go</td>
<td>45</td>
</tr>
<tr>
<td>Cognitive and Psychological Changes</td>
<td>45</td>
</tr>
<tr>
<td>Associated with Aging</td>
<td>45</td>
</tr>
<tr>
<td>Communicating for Leadership Success in Healthcare</td>
<td>45</td>
</tr>
<tr>
<td>Communication Excellence: Awareness, Cues and Dialogue</td>
<td>45</td>
</tr>
<tr>
<td>Complicated Grief: Navigating the Challenges of Aging</td>
<td>46</td>
</tr>
<tr>
<td>Controlling the Uncontrollable: Navigating Anxiety and Relapse</td>
<td>46</td>
</tr>
<tr>
<td>Current Multiple Sclerosis Treatment and Rehabilitation</td>
<td>46</td>
</tr>
<tr>
<td>Current Research Regarding Physical Exercise, Cognition and Aging</td>
<td>46</td>
</tr>
<tr>
<td>Current Trends in Parkinson Disease</td>
<td>46</td>
</tr>
<tr>
<td>Delegating with Purpose for Healthcare Leaders</td>
<td>46</td>
</tr>
<tr>
<td>Diabetes: Still Deadly and On the Rise</td>
<td>47</td>
</tr>
<tr>
<td>Driving Change for Healthcare Professionals</td>
<td>47</td>
</tr>
<tr>
<td>Five Challenges Leaders Often Face</td>
<td>47</td>
</tr>
<tr>
<td>Helping Clients Understand Their Medicare Benefits</td>
<td>47</td>
</tr>
<tr>
<td>Herr Doctor Freud Grapples with the Grim Reaper!</td>
<td>47</td>
</tr>
<tr>
<td>Freud’s Grief Avalanche, 1933-1939</td>
<td>47</td>
</tr>
<tr>
<td>Hoarding: Buried Alive</td>
<td>47</td>
</tr>
<tr>
<td>Holistic and Alternative Medicine</td>
<td>46</td>
</tr>
<tr>
<td>Homeopathic and Botanical Remedies: A Pharmacist’s Perspective</td>
<td>46</td>
</tr>
<tr>
<td>Information Isn’t Enough: Helping Patients with Lifestyle Changes</td>
<td>48</td>
</tr>
<tr>
<td>Kansas Assisted Living Facility Operator Training Course</td>
<td>48</td>
</tr>
<tr>
<td>Lions and Tigers and Drones and Robots: Oh My! The Future of Healthcare</td>
<td>48</td>
</tr>
<tr>
<td>Making a Pilgrimage: Current Trends of the Ancient Practice</td>
<td>48</td>
</tr>
<tr>
<td>Mechanical Ventilation: Best Practices in Clinical Practice</td>
<td>49</td>
</tr>
<tr>
<td>Meditation-Based Stress Relief for Health Care Workers</td>
<td>49</td>
</tr>
<tr>
<td>Mindfulness-, Acceptance- and Commitment-Based Approaches</td>
<td>49</td>
</tr>
<tr>
<td>for Helping Clients Manage Depression and Anxiety</td>
<td>49</td>
</tr>
<tr>
<td>Motivational Interviewing</td>
<td>49</td>
</tr>
<tr>
<td>Music and the Mind-Body Connection</td>
<td>50</td>
</tr>
<tr>
<td>Neuromuscular Diseases: Respiratory Complications and Treatments</td>
<td>50</td>
</tr>
<tr>
<td>Playing Nice – Strategies for Managing Bullying in Senior Communities</td>
<td>50</td>
</tr>
<tr>
<td>Positive Psychology and Managing Change in Today’s Healthcare Climate</td>
<td>50</td>
</tr>
<tr>
<td>Preferred Positional Release Based on Dysfunction of Body Mechanics</td>
<td>50</td>
</tr>
<tr>
<td>Seniors and Ethics: Advocacy Challenges</td>
<td>50</td>
</tr>
<tr>
<td>When Working with Older Adults</td>
<td>50</td>
</tr>
<tr>
<td>Spirituality and Recovery</td>
<td>51</td>
</tr>
<tr>
<td>Staying Centered During Troubled Times</td>
<td>51</td>
</tr>
<tr>
<td>Stem Cell Research: Possibility, Promise and Problems</td>
<td>51</td>
</tr>
<tr>
<td>The Client Whisperer: Working with Reluctant, Stuck or Resistant Clients</td>
<td>51</td>
</tr>
<tr>
<td>The Infant Microbiome: A Healthy Gut For A Healthy Life</td>
<td>51</td>
</tr>
<tr>
<td>The National Parkinson Foundation Heartland Chapter</td>
<td>51</td>
</tr>
<tr>
<td>Annual Educational Symposium for Long-Term Care Partners 2017</td>
<td>51</td>
</tr>
<tr>
<td>To Clo or Not To Clo: Anticoagulants and Antiplaetole Medications</td>
<td>52</td>
</tr>
<tr>
<td>Trigger Point Patterns for Dysfunctional Muscle Conditions</td>
<td>52</td>
</tr>
<tr>
<td>Worldwide Crisis: Helping Patients Cope with Chronic Disease</td>
<td>52</td>
</tr>
<tr>
<td>Your Music Toolbox: Applications for Healthcare Professionals</td>
<td>52</td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Break Through Your Clutter in 5 Steps</td>
<td>74</td>
</tr>
<tr>
<td>Home Buying 101</td>
<td>74</td>
</tr>
<tr>
<td>HR Management</td>
<td></td>
</tr>
<tr>
<td>Human Resource Certification Preparation Program</td>
<td>30</td>
</tr>
<tr>
<td>SHRM Essentials of Human Resources Management</td>
<td>30</td>
</tr>
<tr>
<td>SHRM Learning System</td>
<td>30</td>
</tr>
<tr>
<td>HVAC</td>
<td></td>
</tr>
<tr>
<td>Code Check: Mechanical</td>
<td>59</td>
</tr>
<tr>
<td>Mechanical / HVAC Exam Prep</td>
<td>59</td>
</tr>
<tr>
<td>Refrigerant Transition and Recovery Review and Exam</td>
<td>59</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td></td>
</tr>
<tr>
<td>Trademark and Copyright Basics</td>
<td>62</td>
</tr>
<tr>
<td>Internet Marketing</td>
<td></td>
</tr>
<tr>
<td>Email Marketing</td>
<td>8</td>
</tr>
<tr>
<td>Google Analytics</td>
<td>9</td>
</tr>
<tr>
<td>Search Engine Optimization (SEO)</td>
<td>9</td>
</tr>
<tr>
<td>Social Media Marketing</td>
<td>9</td>
</tr>
<tr>
<td>YouTube and Video Marketing</td>
<td>9</td>
</tr>
<tr>
<td>Introductory Computing</td>
<td></td>
</tr>
<tr>
<td>Introduction to Microsoft</td>
<td>21</td>
</tr>
<tr>
<td>Introduction to Social Media</td>
<td>21</td>
</tr>
<tr>
<td>Introduction to the iPad</td>
<td>21</td>
</tr>
<tr>
<td>Introduction to Windows 10</td>
<td>21</td>
</tr>
<tr>
<td>What’s New in Microsoft Office 2016</td>
<td>21</td>
</tr>
<tr>
<td>Lean Six Sigma</td>
<td></td>
</tr>
<tr>
<td>NEW! Balanced Scorecard Basics</td>
<td>24</td>
</tr>
<tr>
<td>Facilitating Quality</td>
<td>24</td>
</tr>
<tr>
<td>Lean Six Sigma Black Belt</td>
<td>24</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt – 1. Define</td>
<td>24</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt – 2. Measure</td>
<td>24</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt – 3. Analyze</td>
<td>24</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt – 4. Improve and Control</td>
<td>25</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt for Healthcare</td>
<td>25</td>
</tr>
<tr>
<td>Logistics</td>
<td></td>
</tr>
<tr>
<td>OSHA 30-Hour Forklift Certification</td>
<td>29</td>
</tr>
<tr>
<td>Mediation</td>
<td></td>
</tr>
<tr>
<td>Civil Mediation Training</td>
<td>56</td>
</tr>
<tr>
<td>Crucial Thinking for Mediators</td>
<td>56</td>
</tr>
<tr>
<td>Domestic Relations Mediation Training</td>
<td>56</td>
</tr>
<tr>
<td>Grief and Loss for Mediators</td>
<td>56</td>
</tr>
<tr>
<td>How to Manage Difficult Conversations</td>
<td>56</td>
</tr>
<tr>
<td>Principles of Core Mediation: How to Settle Disputes</td>
<td>56</td>
</tr>
<tr>
<td>Microsoft Office</td>
<td></td>
</tr>
<tr>
<td>Access Advanced</td>
<td>12</td>
</tr>
<tr>
<td>Access Fundamentals</td>
<td>12</td>
</tr>
<tr>
<td>Excel Advanced</td>
<td>14</td>
</tr>
<tr>
<td>Excel Fundamentals</td>
<td>13</td>
</tr>
<tr>
<td>Excel Intermediate</td>
<td>13</td>
</tr>
<tr>
<td>Outlook Fundamentals</td>
<td>14</td>
</tr>
<tr>
<td>PowerPoint Advanced</td>
<td>14</td>
</tr>
<tr>
<td>PowerPoint Fundamentals</td>
<td>14</td>
</tr>
<tr>
<td>SharePoint 2013 Site Designer</td>
<td>15</td>
</tr>
<tr>
<td>SharePoint 2013 Site Owner</td>
<td>14</td>
</tr>
<tr>
<td>SharePoint 2013 Site User</td>
<td>14</td>
</tr>
<tr>
<td>Word Advanced</td>
<td>15</td>
</tr>
<tr>
<td>Word Fundamentals</td>
<td>15</td>
</tr>
<tr>
<td>Word Intermediate</td>
<td>15</td>
</tr>
<tr>
<td>Money Management</td>
<td></td>
</tr>
<tr>
<td>ABCs of Medicare Insurance</td>
<td>87</td>
</tr>
<tr>
<td>Basic Investments</td>
<td>87</td>
</tr>
<tr>
<td>Foundation Blocks of Financial Planning</td>
<td>87</td>
</tr>
<tr>
<td>Social Security – Retirement and Disability Benefits</td>
<td>87</td>
</tr>
<tr>
<td>Social Security – What You Need to Know Before Applying</td>
<td>87</td>
</tr>
<tr>
<td>Motorcycle Training</td>
<td></td>
</tr>
<tr>
<td>BRC 2, Experienced Motorcycle Rider Training</td>
<td>86</td>
</tr>
<tr>
<td>Motorcycle Training</td>
<td>86</td>
</tr>
<tr>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Guitar: Beginning</td>
<td>76</td>
</tr>
<tr>
<td>Harmonica: Beginning</td>
<td>76</td>
</tr>
<tr>
<td>Johnson County Chorus</td>
<td>76</td>
</tr>
<tr>
<td>Piano: Beginning Class for Adults</td>
<td>76</td>
</tr>
<tr>
<td>Piano: Intermediate Piano for Adults</td>
<td>77</td>
</tr>
<tr>
<td>Networking</td>
<td></td>
</tr>
<tr>
<td>A+ Certification</td>
<td>19</td>
</tr>
<tr>
<td>Cisco Certified Entry Network Technician (CCENT) ICND1</td>
<td>19</td>
</tr>
<tr>
<td>Cisco Certified Network Associate (CCNA) Routing and Switching ICND2</td>
<td>19</td>
</tr>
<tr>
<td>Network+ Certification</td>
<td>19</td>
</tr>
<tr>
<td>Photography</td>
<td></td>
</tr>
<tr>
<td>Basic Scene and Nature Photography</td>
<td>77</td>
</tr>
<tr>
<td>Camera Basics I</td>
<td>77</td>
</tr>
<tr>
<td>Creative Photography</td>
<td>77</td>
</tr>
<tr>
<td>Digital Photography Basics</td>
<td>77</td>
</tr>
<tr>
<td>NEW! Light Painting Photography</td>
<td>77</td>
</tr>
<tr>
<td>NEW! Portrait Manipulation Using Photoshop</td>
<td>78</td>
</tr>
<tr>
<td>Sports Photography</td>
<td>78</td>
</tr>
<tr>
<td>Plumbing</td>
<td></td>
</tr>
<tr>
<td>Code Check: Plumbing</td>
<td>60</td>
</tr>
<tr>
<td>Cross Connection Control and Backflow Prevention Certification</td>
<td>60</td>
</tr>
<tr>
<td>Cross Connection Control and Backflow Prevention Recertification</td>
<td>60</td>
</tr>
<tr>
<td>Plumbing Academy</td>
<td>60</td>
</tr>
<tr>
<td>Plumbing Exam Prep</td>
<td>60</td>
</tr>
<tr>
<td>Programming</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Advanced Python Programming</td>
<td>18</td>
</tr>
<tr>
<td>Excel/VBA Programming</td>
<td>18</td>
</tr>
<tr>
<td>Introduction to Python Programming</td>
<td>18</td>
</tr>
<tr>
<td>Programming Fundamentals</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Management</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Communication for Project Managers</td>
<td>26</td>
</tr>
<tr>
<td>Effective Project Scheduling and Control</td>
<td>26</td>
</tr>
<tr>
<td>Estimating and Managing Project Costs</td>
<td>26</td>
</tr>
<tr>
<td>Gathering, Analyzing and Communicating Requirements</td>
<td>27</td>
</tr>
<tr>
<td>PMI-PBA® Test Prep</td>
<td>28</td>
</tr>
<tr>
<td>Project 2013 Fundamentals</td>
<td>28</td>
</tr>
<tr>
<td>Project 2016 Fundamentals</td>
<td>28</td>
</tr>
<tr>
<td>Project Leadership and Team Motivation</td>
<td>27</td>
</tr>
<tr>
<td>Project Management Essentials</td>
<td>25</td>
</tr>
<tr>
<td>Project Quality Management</td>
<td>27</td>
</tr>
<tr>
<td>Project Risk Management</td>
<td>26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QuickBooks®</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>QuickBooks® Fundamentals – for Online Users</td>
<td>63</td>
</tr>
<tr>
<td>QuickBooks®: How to Track Jobs, Time and Mileage</td>
<td>63</td>
</tr>
<tr>
<td>QuickBooks® Fundamentals – for Desktop Users</td>
<td>63</td>
</tr>
<tr>
<td>QuickBooks® Intermediate</td>
<td>63</td>
</tr>
<tr>
<td>QuickBooks® Payroll</td>
<td>63</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Security</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Information Systems Security Professional (CISSP)</td>
<td></td>
</tr>
<tr>
<td>Review and Test Prep</td>
<td>20</td>
</tr>
<tr>
<td>EC-Council Certified Ethical Hacker (CEH) Review and Test Prep</td>
<td>20</td>
</tr>
<tr>
<td>Information Security Essentials</td>
<td>20</td>
</tr>
<tr>
<td>Introduction to Hacking, Defense and Response</td>
<td>20</td>
</tr>
<tr>
<td>Security Architecture and Design</td>
<td>20</td>
</tr>
<tr>
<td>Security+ Review and Test Prep</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sign Language</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC, 123 and Finger Spelling</td>
<td>87</td>
</tr>
<tr>
<td>Sign Language I</td>
<td>87</td>
</tr>
<tr>
<td>Sign Language II</td>
<td>87</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Small Business Basics</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Basics in a Day</td>
<td>64</td>
</tr>
<tr>
<td>Business Basics: Conducting Market Research and Feasibility Analysis</td>
<td>64</td>
</tr>
<tr>
<td>Business Basics: Creating Financial Projections You Can Take to the Bank</td>
<td>64</td>
</tr>
<tr>
<td>Business Basics: Mastering the Business Plan</td>
<td>64</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Small Business Management</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating for Leadership Success</td>
<td>65</td>
</tr>
<tr>
<td>Delegating with Purpose</td>
<td>65</td>
</tr>
<tr>
<td>Hiring Your First Employee</td>
<td>65</td>
</tr>
<tr>
<td>Speaking and Presenting for Business Meetings</td>
<td>65</td>
</tr>
<tr>
<td>Time Management</td>
<td>65</td>
</tr>
<tr>
<td>Writing for Business Results</td>
<td>65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Small Business Marketing</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Tips for Writing Awesome Marketing Content That Gets a Response</td>
<td>66</td>
</tr>
<tr>
<td>Small Business Internet Marketing Basics: Websites, E-mail, Social Networks, SEO and Ads</td>
<td>66</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Small Business Tax Workshops</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS Small Business Tax Workshop</td>
<td>66</td>
</tr>
<tr>
<td>Kansas Retail Sales and Compensating Use Tax</td>
<td>66</td>
</tr>
<tr>
<td>Kansas Sales and Compensating Use Tax</td>
<td>67</td>
</tr>
<tr>
<td>for Construction Contractors</td>
<td>67</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sports and Rec</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf, Beginning</td>
<td>78</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Web</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animate</td>
<td>7</td>
</tr>
<tr>
<td>Dreamweaver</td>
<td>7</td>
</tr>
<tr>
<td>HTML5 and CSS3 Advanced</td>
<td>7</td>
</tr>
<tr>
<td>HTML5 and CSS3 Fundamentals</td>
<td>7</td>
</tr>
<tr>
<td>NEW! Introduction to Web Development</td>
<td>8</td>
</tr>
<tr>
<td>JavaScript</td>
<td>8</td>
</tr>
<tr>
<td>NEW! Node.js</td>
<td>8</td>
</tr>
<tr>
<td>NEW! React JavaScript</td>
<td>8</td>
</tr>
<tr>
<td>Web Design Portfolio Project</td>
<td>7</td>
</tr>
<tr>
<td>WordPress</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Welding</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welder Testing</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing Center</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composing Skills</td>
<td>88</td>
</tr>
<tr>
<td>English Grammar Review</td>
<td>88</td>
</tr>
<tr>
<td>Practical Writing Skills</td>
<td>88</td>
</tr>
<tr>
<td>Proofreading Skills</td>
<td>88</td>
</tr>
<tr>
<td>Research Skills</td>
<td>88</td>
</tr>
<tr>
<td>Revising Skills</td>
<td>88</td>
</tr>
<tr>
<td>Sentence Pattern Skills</td>
<td>88</td>
</tr>
<tr>
<td>Writing in the Disciplines</td>
<td>88</td>
</tr>
</tbody>
</table>

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John Cleese LIVE

Oct. 28
William Shatner’s World

Jan. 13
Cabaret The Musical
(2 shows)

Tickets on sale now!

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Fall 2017
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